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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Freshers’ Fair** | | **Date** | **31/08/2021** |
| **Unit/Faculty/Directorate** | **Southampton University Civil Engineering Society** | **Assessor** | **Kathryn Morgan**  **Vice-President** | |
| **Signed off** | **Rebecca Presswood**  **President** | |

| ***PART A*** | | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed** | **Inherent** | | | **Control measures** | | **Residual** | | | **Further controls** |
| **Likelihood** | **Impact** | **Score** | **Likelihood** | **Impact** | **Score** |
| Adverse weather | Injury, illness, slipping, sunburn | Event organisers, event attendees | 3 | 3 | 9 | Lead organiser to check the weather forecast is suitable for activities on the day. If adverse weather is severe, the event should be cancelled or postponed to a different date.  Warn those attending to prepare by wearing appropriate clothing and footwear e.g. raincoats, boots/hat, sun cream. It may be appropriate to advise attendees to bring a spare change of clothes e.g. for site visits in wet weather.  In the case of hot weather organisers to advice participants bring and drink plenty of water. | 2 | | 1 | 2 |  |
| Slips, trips and falls | Physical injury | Event organisers and attendees | 2 | 4 | 8 | All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.  Any cables to be organised as best as possible e.g. Cable ties to be used if necessary.  Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.  Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.  Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs and inform attendees of the hazard at the start of the event. | 1 | | 4 | 4 |  |
| Setting up of equipment e.g. tables and chairs | Bruising or broken bones from tripping over table and chairs, injuries from incorrect manual handling | Event organisers, event attendees | 2 | 3 | 6 | Make organisers and attendees aware of the potential risks, follow manual handling guidelines.  Seek assistance if in need of extra help from facilities staff/venue staff if needed. Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates.  Work in teams when handling large and bulky items. NB: Refer to Covid-19 RA on social distancing, face masks may need to be worn if people are less than 2m apart.  Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | 1 | | 3 | 3 |  |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees | 2 | 4 | 8 | Ensure no liquids are placed near electrical equipment.  Ensure all leads are secured with cable ties/mats etc. | 1 | | 4 | 4 |  |
| Miniature tower building | Risk of tower collapsing – could create trip/slip hazard | Event organisers and attendees | 3 | 2 | 6 | Any construction will occur on a flat and stable surface.  Those who could be harmed by activity will be warned of risk | 2 | | 1 | 2 |  |
| Transmission of COVID-19 in outside spaces and any indoor social events | Illness which could lead to hospitalisation being required in extreme circumstances.  Spreading of Covid-19. | Event organisers, event attendees and members of the public | 5 | 3 | 15 | Events will be organised as per government and university guidelines.  Attendees will be reminded of risks and any social distancing measures/mask requirements as per guidelines.  Students will be encouraged to have all vaccinations offered for Covid 19.  Members will be reminded that if they have any symptoms of Covid-19 then they should not attend the social event | 2 | | 3 | 6 | All Covid-19 regulations at the date of the event will be followed with attendees reminded of the risks. |

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| ***PART B – Action Plan*** | | | | | | |
| **Risk Assessment Action Plan** | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** | |
| 1 | All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.  Call emergency services and University Security:   * Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311 (Ext:3311). | Event organisers (Member of Committee) | As required |  |  | |
| 2 | All Covid-19 regulations at the date of the event will be followed with attendees reminded of the risks. | Event organisers (Member of Committee) | As required |  |  | |
| Committee signature: K. Morgan | | | | President’s signature: R Presswood | | |
| Print name: Kathryn Morgan | | | Date:31/08/2021 | Print name: Rebecca Presswood | | Date: 02/09/2021 |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |