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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **General activities including meetings, events and socials** | | **Date** | **03/12/2022** |
| **Unit/Faculty/Directorate** | **Southampton University Civil Engineering Society** | **Assessor** | **X. Dias**  **President** | |
| **Checked by** | **Dr Joel Smethurst BEng PhD GMICE FHEA**  **Associate Professor, Faculty of Engineering and Physical Sciences**  **03/12/2022** | **Signed off** | **H. Ridler**  **President** | |

Refer also to Covid-19 Risk Assessment produced by the University of Southampton Civil Engineering Society.

| ***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** | |
| Consumption of alcohol whilst on a Social | Injuries caused by being under the influence, alcohol poisoning | Event organisers, event attendees | 3 | 4 | 12 | At no stage during the social shall alcohol be forced on a member.  The consumption of alcohol will take place at licensed premises. The conditions on the licence will be adhered to and alcohol will not be served to customers who have drunk to excess.  At each social there will be a person who shall be more sober to help deal with problems if they arise. This will likely be a Social Secretary and/or Welfare Officer. | | 2 | 3 | 6 | | Committee WIDE training  Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them. |
| Losing a person from the group. | Harm might come to that person whilst being separated from the group. | Event organisers, event attendees | 2 | 3 | 6 | All members attending the social shall be known.  At each change in location, checks will be done to make sure no members are lost on route.  Attendees will be reminded that they are responsible for their personal safety during the event. | | 1 | 3 | 3 | | 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).  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| Travel between venues on a social | Road traffic accident causing serious injury | Event organisers, event attendees, members of the public | 3 | 3 | 9 | Local venues known to UoS students and within a short distance of each other will be chosen.  Attendees will be briefed about the journeys before the event starts e.g. list of venues will be shared via social media. Event organisers to make it clear that travel to and from each venue is attendees’ own responsibility.  Event organisers will be available to direct people between venues as much as possible.  Attendees will be encouraged to look out for one another and check in throughout the night where possible.  Avoid large groups of people totally blocking the pavement or spilling into the road. Be considerate of other pedestrians and road users, keep disturbance and noise down. | | 2 | 2 | | 4 | 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).  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) | | |
| Violent or offensive behaviour | Participants may become violent or offensive due to the consumption of too much alcohol.  Members of the public may act violently towards participants. | Event organisers, event attendees, members of the public. | 2 | 5 | 10 | The consumption of alcohol will take place at licened premises. The conditions on the licence will be adhered to and alcohol will not be served to customers who have drunk to excess.  Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event.  Bouncers will be present at most venues.  Avoid behaviour likely to provoke a disturbance or fights. Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf). | 1 | | 4 | 4 | | 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).  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| 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 | |  | |
| Costumes/fancy dress | Props/costumes causing injury or offence | Event organisers, event attendees, members of the public | 2 | 2 | 4 | Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.  Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive will be asked to remove these.  Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf).  Committee Welfare Officer(s) will have completed WIDE training. | 1 | | 2 | 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 | | 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).  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| 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 | | 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).  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 3 | 3 | Committee check on room pre-booking, checks on space (especially regarding Covid-19 measures; refer to RA), lighting, access, tech available. Liaise with SUSU reception/activities team on available spaces for meetings.  Ensure space meets needs of members e.g. considering location and accessibility of space. Committee to consult members on needs and make reasonable adjustments where possible.  Consider online/remote meeting options for members.  Committee Welfare Officer(s) will have completed WIDE training. | 1 | | 2 | 2 | |  | |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees | 2 | 4 | 8 | Ensure regular breaks (ideally every 20mins) when using screens.  Ensure screen is set up to avoid glare, is at eye height where possible.  Ensure no liquids are placed near electrical equipment.  Ensure all leads are secured with cable ties/mats etc. | 1 | | 4 | 4 | | For external venues pre-check equipment and last PAT testing dates. | |
| Events involving Food | Allergies, food poisoning, choking | Event organisers, event attendees | 3 | 5 | 15 | Remind attendees to inform organisers of any food allergies at time of confirming attendance at event.  Individual event risk assessment to be carried out for events involving members making/serving food.  Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +). Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products.  Only order/buy food at establishments with appropriate food hygiene rating.  Food served at events should be clearly labelled with all allergens.  Food to only be provided/eaten when other activities are stopped. | 1 | | 5 | 5 | | SUSU food hygiene level 2 course available for completion - requests made to Activities team. | |
| Members with pre-existing medical conditions | Members may become unwell/condition may flare up | Members with pre-existing medical conditions | 2 | 5 | 10 | Advise participants to bring personal medication if required, including auto-injectors, insulin, inhalers etc.  Members/Committee to carry out first aid if necessary and only if qualified and confident to do so.  Contact emergency services as required 111/999.  Contact SUSU Reception/Venue staff for first aid support. Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). | 1 | | 4 | 4 | |  | |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go-  Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Event organisers, event attendees | 2 | 5 | 10 | Safety briefing to attendees at start of event. Ensure that members know where the nearest fire exits and outside assembly area are.  Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.  Ensure emergency signage is not obstructed during the activity.  Adhere to fire regulations regarding number of people in the venue, keeping fire doors closed, not blocking fire exits etc. | 1 | | 5 | 5 | | 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). | |

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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 | Committee WIDE training | Welfare Officers, Social Secretary | 18/09/2020 |  |  | |
| 2 | Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them. | Event organisers (Member of Committee) | As required |  |  | |
| 3 | For external venues pre-check equipment and last PAT testing dates. | Health and Safety Lead (Vice-President) | As required |  |  | |
| 4 | SUSU food hygiene level 2 course available for completion - requests made to Activities team. | As required | As required |  |  | |
| 5 | 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 |  |  | |
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| Committee signature: R Presswood | | | | President’s signature: H Ridler | | |
| Print name: Rebecca Presswood | | | Date:25/08/2020 | Print name: Harriet Ridler | | Date: 8/09/2020 |

**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 |