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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **(GRAMMS) Generic Risk Assessmnet***Christmas social -ice skating in city centre and warm drinks after*  | **Date07/12/22** | **Last review date** |
| Medical Faculty | **SUSU [GRAMMS]** | **Assessor** | **Committee Member completing review** |
| **Line Manager/Supervisor** | ***President: Ruth Sharma*** | **Signed off** | ***VP Activities/Sport or Activities Coordinator*** |

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| ***PART A***  |
| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Who might be harmed****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| **Meetings & Socials** |
| Slips, trips and falls  | Physical injury | Event organisers and attendees  | **4** | **3** | **12** | * Floors to be kept clear , 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
 | **1** | **4** | **4** | * Seek medical attention Reception/venue staff if in need
* Contact facilities team via SUSU reception/venue staff
* Contact emergency services if needed
* All incidents are to be reported on the 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)
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| Overcrowding | Physical injury, distress, exclusion  | Event organisers and attendees | 1 | 1 | 1 | * Event on Wednesday evening so unlikely to be very busy
 | 1 | 3 | 3 | * Seek medical attention if problem arises
* Liaise with SUSU reception/activities team on available spaces for meetings
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| Socials-Travel  | Vehicles collision -causing serious injury  | Event organisers, event attendees, Members of the public  | **1** | 4 | **4** | * Members are responsible for their individual safety though and are expected to act sensibly
* local venues known to UoS students chosen
* Event organisers will be available to direct people between venues.
* Avoid large groups of people totally blocking the pavement or spilling in to the road.
* 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 (ideally SUSU safety bus will be used, or radio taxis).
* Be considerate of other pedestrians & road users, keep disturbance & noise down.
 | **1** | **4** | **4** | * Where possible venues chosen for socials will be local/known to members and within a short distance from each other.
* Contact emergency services as required 111/999
* Incidents are to be reported on the 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)
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| Socials/Meetings- Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | **1** | **5** | **5** | * Advise participants; to bring their personal medication
* 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
 | **1** | **5** | **5** | * Incidents are to be reported on the 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)
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| 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. | Members | **1** | **4** | **4** | * ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed
* 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.
 | **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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| **Fundraising Events & Cash Handling -** *For own society or Charity* |
| **Demonstration/Strike/ Awareness Raising Activity**  |
| Adverse Weather  | * Injury
* Illness
* Slipping
* Burns
 | All who attend | **4** | **2** | **8** | * Lead organiser to check the weather are suitable for activities on the day
* SUSU/UoS Facilities team checks of buildings and spaces prior to the event
* Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites
* In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate
 | **4** | **1** | **4** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Disturbance to public, students and staff  | * Conflict, noise, crowds
 | Event organisers and attendees, general public  | 2 | 2 | 4 | * Everybody will be encouraged to stay together as a group
* shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas
 | 1 | 2 | 2 | * With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk
* Inform UoS/SUSU communications team of the event- can brief others via SUSSSED
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| Talks/debates- subjects that could be sensitive or personal to some members  | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed. | Members  | **2** | **3** | **6** | * Prior information about event and what to expect given out so participants know what to expect.
* Members made aware they could leave the event at any time.
* Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)
* SUSU reporting tool available
 | **1** | **3** | **3** | * Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter
* Committee Wide Training
* Seek guidance from activities/SUSU advice centre/UoS enabling team as required
* committee WIDE training
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| **Awareness/Promotional Stand e.g. Bunfight** \*excluding items covered above  |

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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:* Trips and Tours
* Fundraising events e.g. Bake Sales
* External Speaker Events
 | Relevant committee members – president to ensure complete. |  |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. |  |  |  |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: | Date: | Print name: | Date |

**Assessment Guidance**

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

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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 |