

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Labour Society</b> <b>Voter registration drive</b> 06/03/24, 11:00-2:00, Redbrick	<b>Date</b>	<b>27/02/2024</b>
<b>Group name</b>	<b>SUSU Labour Society</b>	<b>Assessor</b>	<b>Isabelle Evans</b>
<b>Supervisor</b>	<b>Charles Parrott</b>	<b>Signed off</b>	<b>SUSU Activities Team</b>

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>		<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>	
Adverse Weather	<ul style="list-style-type: none"> <li>• Injury</li> <li>• Illness</li> <li>• Slipping</li> <li>• Burns</li> </ul>	All who attend	4	3	12	<ul style="list-style-type: none"> <li>• Lead organiser to check the weather are suitable for activities on the day</li> <li>• SUSU/UoS Facilities team checks of buildings and spaces prior to the event</li> <li>• Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites</li> <li>• In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>• If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• All boxes and equipment to be stored away from main protest area, e.g. stored under tables</li> <li>• Floors to be kept clear and dry, and visual checks to be maintained throughout the event by organizers.</li> <li>• Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li> <li>• Report any trip hazards to facilities teams asap. If cannot be removed mark off with hazard signs</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Seek medical attention from SUSU Reception if in need</li> <li>• Contact facilities team via SUSU reception</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs.	Event organisers and attendees	2	3	6	<ul style="list-style-type: none"> <li>• Make stall operators aware of the potential risks, follow manual handling guidelines</li> <li>• Ensure that 2 people carry tables.</li> <li>• Setting up tables will be done by organisers.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff if needed</li> <li>• Seek medical attention from SUSU Reception if in need</li> <li>• Contact emergency services if needed</li> </ul>

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>		<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>	
						<ul style="list-style-type: none"> <li>Work in teams when handling other large and bulky items.</li> </ul>				<ul style="list-style-type: none"> <li>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Overcrowding	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>Do not push/shove</li> <li>If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.</li> <li>Book during quieter times when less activities taking place on Redbrick/book all available space</li> <li>Inform other bookings on the Redbrick/in the area of the event</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li><b>With support from a SUSU Activities coordinator Inform UoS security team of the event</b> (– on campus 3311, off campus 02380 593311. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a>) and liaise with them on need for security teams on the day</li> <li>Security team may inform police of the event if required (e.g. marches)</li> <li>Contact emergency services if needed</li> <li>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
--------------	-----------------	--------------------------------	---	---	---	---	---	---	---	--

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Disturbance to public, students and staff	Conflict, noise, crowds	Event organisers and attendees, general public	2	2	4	<ul style="list-style-type: none"> <li>• Events planned for redbrick avoiding residential areas</li> <li>• UoS Security Teams informed of the event</li> <li>• Everybody will be encouraged to stay together as a group</li> <li>• shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas</li> <li>• If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• <b>With support from a SUSU Activities coordinator Inform UoS security team of the event</b> -University Security 24 hours – on campus 3311, off campus 02380 593311. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a></li> <li>• Inform UoS/SUSU communications team of the event- can brief others via SUSSSED</li> </ul>
Counter protest, discrimination against the demonstration	Assault, Violence or threatening/ Aggressive Behaviour	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• Event planned for Highfield campus- a route well signposted and known for students</li> <li>• Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Event organisers to call University Security if necessary.</li> <li>• Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311)</li> <li>• Building 32, University Road Highfield Campus.</li> </ul>

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>		<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>	
						situation- The event will be ended and students advised to return to campus if this continues <ul style="list-style-type: none"> <li>• Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts</li> <li>• Participants made aware they could join and leave the event at any time.</li> <li>• Ensure that people are aware that this is an open space for discussion to discourage protest.</li> </ul>				<ul style="list-style-type: none"> <li>• Any incidents will be reported via UoS reporting tools</li> <li>• Contact emergency services if needed</li> <li>• Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</li> </ul>

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed</b>  <b>(user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>		<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>	
<b>(Additional hazards if applicable)</b>	<b>(possible consequences)</b>	<b>(who may be affected)</b>				• <b>(Control Measures)</b>				• <b>(Additional measures)</b>

## **PART B - Action Plan**

### **Risk Assessment Action Plan**

<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	Weather check, committee will be keeping an eye on the weather forecast and will confirm if the event can go ahead	Kirsten McFarlane	04/03/24	05/03/24	
2	UoS Security Team and SUSU Activities team informed of demonstration date and times	Isobelle Evans	04/03/24	05/03/24	
3	Demonstration purpose shared with participants-shared via social media channels	Kirsten McFarlane	04/03/24	05/03/24	



# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

4	Manual labour training, to ensure safe set-up	Helena Avis	04/03/24	05/03/24	
Responsible committee member signature: Isobelle Evans  At least 2 committee members need to sign Part B  Print name: Isobelle Evans			Responsible committee member signature: Kirsten McFarlane  At least 2 committee members need to sign Part B  Print name: Kirsten McFarlane		
Date: 27/02/24			Date: 27/02/04		

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

## Assessment Guidance

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

L I K E L I H O O D	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				

### Risk process

Identify the impact and likelihood using the tables above. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix. If the risk is amber or red - identify control measures to reduce the risk to as low as is reasonably practicable. If the residual risk is green, additional controls are not necessary. 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. If the residual risk is red **do not continue with the activity** until additional controls have been implemented and the risk is reduced. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above. 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.

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.

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
---	---