

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Risk Assessment

Risk Assessment for the activity of	SULS General Meetings on University/SUSU Property	Date	15/09/2024
Club or Society	Southampton University Labour Society	Assessor	
President or Students' Union staff member		Signed off	

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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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
(1) Supplies and Equipment - Manual Handling	Damage to supplies/equipment Injury when transporting supplies/equipment	People transporting supplies/equipment ; those nearby	2	3	6	The society will ensure that minimal lifting is required. Any heavy loads will be broken down to make moving supplies/equipment much more manageable.	1	1	1	Those who are transporting supplies/equipment (likely committee members) will clear a route from the origin to the destination to ensure easy transit and reduce the likelihood of injury or damage.

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(2) Event - Spilling of liquid	Trips, slips and falls	All	3	3	9	The committee will use cloths to clean up spills as soon as they occur on the scene.	2	1	2	Committee to monitor spillage. If an injury occurs and it is deemed necessary, the appropriate emergency services will be contacted. A mobile telephone will be available to contact the emergency services.
(3) Event - Fire	Fire could be caused by power socket overload, or irresponsible use of water near electrical equipment.	Those in the vicinity	2	5	10	Keep all water and general liquids away from the electrical points Raise alarm if a fire is noticed All electrical equipment must be PAT-tested	1	3	3	Make sure all attendees know where the fire exits and fire extinguishers are located, which are only to be used if a volunteer feels confident.

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										A mobile telephone will be available to contact the emergency services.

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<p>(4) Event - Damage to personal possessions/ Union Southampton Property/ University Property</p>	<p>Theft and loss of items</p>	<p>All</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>All attendees will be informed that personal possessions are taken into meetings at their own risk and the committee/university/SUSU cannot be held responsible for any loss or damage.</p>				<p>Committee members will ensure that conduct of attendees remains respectful and will ask anyone who is not following these guidelines to leave the property. Committee will contact university security if deemed necessary to ensure that the person is escorted off the property.</p> <p>If lost items are found by a committee member, they will be returned to SUSU reception if reasonably possible.</p>
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(5) Event – Serving of pre-packaged or prepared food and drink	Food allergies Contamination of food	All	3	4	1 2	All food/drink that is served must be unopened and not require cooking (e.g. biscuits or lemonade); organisers will ensure an ingredients list is available and will inform attendees ahead of time if food will be provided at the event	1	2	2	If allergic reaction or injury occurs, the appropriate emergency services will be contacted if deemed necessary. A mobile telephone will be available to contact the emergency services.

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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
2,3,5	A mobile telephone will be available to contact the emergency services. (No cost)	All Committee	26/09/2024	14/12/2024	-
3	Attendees will be made aware of where the nearest fire exits and fire extinguishers are located. (No cost)	All Committee	26/09/2023	14/12/2024	-

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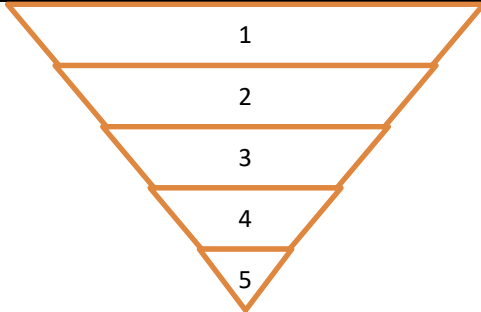
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4	Attendees will be informed that personal possessions are taken into meetings at their own risk and the committee/university/SUSU cannot be held responsible for any loss or damage. (No cost)	All Committee	26/09/2024	14/12/2024	-
4	The phone number for university security will be distributed to all committee members. (No cost)	President Elect	26/09/2024	14/12/2024	-
Responsible committee member signature: Charles Parrott Print name: CHARLES PARROTT Date: 15/09/2024				Responsible committee member signature: Kirsten McFarlane Print name: KIRSTEN MCFARLANE Date 15/09/2024	

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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				

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.

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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

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.

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