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| **RISK ASSESSMENT** | | | | |
| **Risk Assessment for Activity of:** | **Packing session – Once a Month 59P / 1007**  **During the event we will be compiling bags of menstrual products to handout to the local community.** | | **Date** | 11/02/2024 |
| **Club or Society:** | Once A Month | **Assessor:** |  | |
| **Society Member:** | Thien Nguyen | **Sign Off:** |  | |

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| ***PART A*** | | | | | | | | | | |
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential**  **Consequences** | **Who might be harmed** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Frightening/intense/mature/  offensive scenes in film | May cause distress both temporary and ongoing, including potential future sleep disturbance | Attendees | **2** | **2** | **4** | Ensure film and age rating are clearly advertised on event page. Make audience aware of possibly distressing scenes before showing starts. | **1** | **3** | **3** | Not necessary |
| Setting up of equipments, etc. (such as chairs) | Potential bruising and broken bones from tripping over or dropping tables and chairs, or wires. | Committee members | **3** | **5** | **15** | Ensure all heavy equipment is moved safely. For example, have two or more members moving large objects, such as tables, and moving one chair at a time. Work in teams for bulky equipment.  Make sure that there are no wires around or laying on the floor whilst set up is in motion. | **1** | **3** | **3** | Seek assistance if we are in need of any extra help.  Seek medical attention/ contact emergency services if needed.  All incidents are to be reported following the SUSU incident report policy. |
| Overcrowding of the room | Physical injury and distress. People sitting on the floor, will crowd exits and risks of tripping over them. | Attendees | **2** | **3** | **6** | Committee is to check on room pre-booking, check the space.  Put a poll on instagram to gauge how many people may come, and thus book a room accordingly.  If the capacity is still exceeded, then we may have to turn some people away at the door. | **1** | **3** | **3** | Seek medical attention if needed.  All incidents are to be reported following the SUSU incident report policy.  Ensure that all exits are fully functional and accessible, and that attendees are aware of where the exits are. |
| Food and drink containing allergens among food provided at screening | May bring on a mild or serious allergic reaction | Attendees | **2** | **5** | **10** | Request allergen information from attendees.  Ensure that any foods provided do not contain common, serious allergens, i.e.  food containing peanuts.  Ensure all provided food is in commercial packaging labelled with allergen information. | **1** | **4** | **4** | Have the allergen information of food on display.  Note down any submitted allergen and let all attendees know beforehand of these allergen concerns.  All incidents are to be reported following the SUSU incident report policy. |
| Food and drink too close to electrical cables and computers/laptops | Spillage of food or drink near computers and/or cables may cause an electric shock. | User of electrical  equipment | **2** | **5** | **15** | Ensure that food and drink are kept AWAY FROM any electrical equipment including computers, cables, and projectors. Food and drink to be placed on desks and not by computer. Advise all committee members that NO food or drink is to be consumed at the computer podium. | **1** | **5** | **5** | Place signage at the computer podium warning against consuming food or drink whilst using the computer.  All incidents are to be reported following the SUSU incident report policy. |
| Room will be dark (evening showing + lights off) | Possible tripping hazards become more likely, including knocking into things such as desk corners | Attendees | **3** | **2** | **6** | Ensure that any tripping hazards are removed before the event begins. Turn on the lights as soon as the screening ends. | **2** | **1** | **2** | Make the attendees aware of the risk and of where any wires will be.  All incidents are to be reported following the SUSU incident report policy. |
| Handling and storing of money | Theft or loss/ misplacement of money, leading to financial loss | Committee | **2** | **2** | **8** | The event asks for physical donations so money isn’t being handled physically | **1** | **3** | **3** | In the event of theft, repprt to SUSU duty manager and complete a SUSU incident report. |
| Insufficient fire safety awareness | If fire alarm is triggered, people may not know where to go.  This will cause distress, leading to panic, crushing, falls, burns, smoke inhalation, crowding in walkways, and obstruction of fire exits.  Attendees may be lost or stuck inside, without others being away of them being missing. | Attendees | **2** | **5** | **10** | Ensure that attendees are aware of where nearest fire exits are and where the meeting point is.  Take a count/register of the number of people and who is at the event. This way we can ensure everyone has made it out of the building. | **1** | **5** | **5** | Call emergency services and University security.  Emergency contact of number for campus security: +44 (0)23 8059 3311  Emergency services: 999 or 111  All incidents are to be reported following the SUSU incident report policy. |

***PART B*** *–* ***Action Plan***

**Risk Assessment Action Plan**

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| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
| 1 | Maintain awareness that cables must be safely stowed away and are not to trail on the floor, and move these if necessary. Cost of maintaining awareness: N/A | All committee members. | 01/11/24 | 07/11/24 |  |
| 2 | Ensure that all film screenings are advertised to the society page and Facebook group BEFORE the day of the event, including the maturity rating of the film. Cost: N/A | Social Media Officer | 01/11/24 | 07/11/24 |  |
| 3 | Ensure that the committee is aware of common serious allergies. Cost: N/A | President, Fundraising Officer | 01/11/24 | 07/11/24 |  |
| 4 | Ensure food and drink is kept away from the computer podium. Do not consume food or drink at the podium. | All committee members | 01/11/24 | 07/11/24 |  |
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| Responsible committee member signature: | | |  | Responsible committee member signature: | |
| Print name: Thien Nguyen | | | Date:  14/10/24 | Print name: Habibah Miah Date: 14/10/24 | |



**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  2  3  4  5 |
| 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 |

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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 selfadministered. |
| 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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| 5 | 5 | 10 | 15 | 20 | 25 |
| 4  3  2  1 | 4 | 8 | 12 | 16 | 20 |
| 3 | 6 | 9 | 12 | 15 |
| 2 | 4 | 6 | 8 | 10 |
| 1 | 2 | 3 | 4 | 5 |

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| 1 | 2 | 3  **IMPACT** | 4 | 5 | 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 |

Risk process

**LIKELIHOOD**

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.