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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Freshers Showcase** | **Date** | **18th September 2024** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Sydney Rogers** |
| **Line Manager/Supervisor** | ***Peadar Byrne*** | **Signed off** | ***Peadar Byrne*** |

| ***PART A***  |
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| **(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** |
| Physical Activity  | Participants who do not have the appropriate skill level may accidentally injure themselves during the activity | Participants | **2** | **3** | **6** | * Ensure all participants are aware of required skill level in advance of session

Remind participants of the required skill level at the start of the session | **1** | **3** | **3** | * Advise participants to sit out the session if their space and/or equipment makes the activity unsafe for them

Notify the Activities Team at SUSU of any injury resulting from club/society activity |
| Inappropriate or disrespectful behaviour | Disrespect of others or potential bullying could occur | Participants | **2** | **3** | **6** | * Remind those attending to be aware of those around them.
* Committee members keep an eye on participants and ask around during the event if everyone is comfortable.
 | **1** | **3** | **3** | * Advise a participant to come and talk to the committee if they have experienced any inappropriate behaviour.

Notify the Activities Team at SUSU of any injuries resulting from any club/society activity |
| 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 table
* Any cables to be organised as best as possible.
* Cable ties/to be used if necessary.
* Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.
* 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 team/venue staff ASAP. If cannot be removed mark off with hazard signs.
 | **1** | **4** | **4** | * Seek medical attention from SUSU 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 as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
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| Activities involving electrical equipment e.g. laptops/computers | Risk of eye strains, injury, electric shock | Event organisers and attendees | **2** | **4** | **8** | * Ensure regular breaks
* Ensure screen is set up to avoid glare
* Ensure no liquids are placed near electrical equipment
 | **1** | **4** | **4** | * Request support and advise from SUSU
* Seek medical attention if needed
 |
| Disturbance to public, students and staff | * Conflict
* Noise
* Crowd
 | Event organisers, attendees, general public | **2** | **2** | **4** | * Avoid residential areas
* Everybody will be encouraged to stay as a group
* Shouting, chants, whistles will be kept to a minimum around busy and residential areas
 | **1** | **2** | **2** | * Keep in contact with SUSU organisers, event coordinator and SUSU security, on-campus 3311, off-campus 02380593311
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| Falling objects, e.g. banners | * Injury
* Bruising
* Damage to equipment
 | Attendees, spectators, general public | **2** | **3** | **6** | * Equipment to be safely secured
* Ensure banners are on a flat or low surface
* Ensure banners or objects are not obscuring walkways or exits, place behind or to the side of stall/stage space
 | **1** | **2** | **2** | * Seek medical attention if problems arise
* Seek support from facilities/SUSU staff
 |
| COVID-19/Illness | Participants/spectators could spread and catch viruses | All participants and general public | **2** | **5** | **10** | * Ensure everyone is aware of illnesses and infections that could be spread during event.
* Advise to be wary of possible illnesses
 | **2** | **5** | **10** | * If illness has been become known, inform participants and staff.
* Call medical professionals if needed
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| Stage Performance e.g. stage height, area around stage | * Injuries
* Falling
* Tripping
 | Participants | **2** | **4** | **8** | * Ensure performers/people on stage area aware of stage height
* Ensure performers/people on stage are aware of the risks while on stage
* Ensure people surrounding the stage are a safe distance away from performance area
 | **2** | **4** | **8** | * Remind performers and individuals to be aware of their surroundings
* Report any injuries to SUSU team
* Seek medical attention if injury occurs
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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 | Ensure everyone is at appropriate skill levels and all hazards are out of the way, ensuring there are plenty of space | All committee members | 22/09/24 | 22/09/24 |  |
| 2 | Remove participant so others are not affected by their inappropriate behaviour | All committee members | 22/09/24 | 22/09/24 |  |
| 3, 4, 6 & 8  | Ensure all equipment and hazards are out of the way and there are plenty of space for dancing | All committee members | 22/09/24 | 22/09/24 |  |
| 5 | Ensure crown is controlled and noise levels are controlled | All committee members | 22/09/24 | 22/09/24 |  |
| 7  | Ensure that everyone attending is aware of possible illnesses  | All committee members | 22/09/24 | 22/09/24 |  |
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|  |  |  |  |  |  |
| Responsible manager’s signature: | Responsible manager’s signature:  |
| Print name: Peadar Byrne | Date:19/09/24 | Print name: Sydney Rogers | Date: 19/09/2024 |
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**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 |