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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **K-Pop Society Mafia Night/Games Night, Highfield Campus, 29th October 2024.** | | **Date** | **22/10/24** |
| **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** |
| 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 tables  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 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 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 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) |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | Make stall operators aware of the potential risks, follow manual handling guidelines.  Ensure that at least 2 people carry tables.  Setting up tables will be done by organisers.  Work in teams when handling other large and bulky items.  Request tools to support with move of heavy objects.  Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | 1 | 3 | 3 | Seek assistance if in need of extra help from facilities staff/venue staff if needed.  Seek medical attention from SUSU Reception if in need.  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) |
| Food and Drink | Consequences could include:   * Choking * Illness * Allergies | Organisers and attendees | **3** | **4** | **12** | Advise to bring personal medical equipment.  Members/Committee to carry out first aid if needed and only if they are qualified.  Everything will have the correct labels provided.  Contact emergency services as required 111/999.  Contact SUSU and reception/venue for first aid and support. | **2** | **4** | **8** | Incidents are to be reported as soon as incident has happened, ensuring duty manager/health and safety officer has been informed. |
| Inappropriate behaviour | Bullying and harassment of participants | All Participants | **2** | **3** | **6** | Ensure everybody is respectful of others.  Enforce SUSU’s zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct and any victimisation.  Ensuring hosts have read the SUSU’s respect policy. | **1** | **3** | **3** | Hosts to remove participants from the event/activity if they are behaving inappropriately  Get support from security teams in needed  Report to inappropriate behaviour to SUSU’s Activities Team |
| Inadequate space, overcrowding, not inclusive to all members | Physical injury, distress, exclusion. | Event organisers,  Committee, and attendees | **1** | **3** | **3** | Committee check on rook pre-booking, checks space, lighting, access and tech availability.  Ensure the space meets needs of the members  Committee to consult members on need and make reasonable adjustments where possible.  Make sure there is a limit to the amount of people within the room/participating in activity. | **1** | **3** | **3** | Seek medical attention if a problem arises.  Talk with SUSU reception/activities team on appropriate spaces for meetings/activities.  If appropriate space is not found, postpone event to ensure all participants are safe.  Notify Activities Team if any injury occurs as a result of club/societies activity. |
| Physical Activity | Participants who do not have the appropriate skill level may accidently injure themselves during the activity. | All participants | **2** | **3** | **6** | Ensure all participants are aware of the skill level for the session.  Remind everyone to be aware of their surroundings.  Ensure participants are all keeping hydrated and take regular breaks.  Committee members to keep an eye on participants during the event.  Ensure participants warm up and stretch in a session led by committee. | **1** | **3** | **3** | Advise participants to sit out if person lacks skills needed for activity.  Advise participants to take regular breaks and drink water.  Seek medical advice if needed.  Notify Activity Team at SUSU of any injuries resulting from any club/society activity. |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | **2** | **5** | **15** | 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 if needed  Contact SUSU  Reception/Venue staff for first aid support. | **2** | **5** | **15** | 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) |
| Props and costumes. | Props and costumes may cause injury to both the wearer and other attendees.  Costumes may cause offence to other attendees. | Participants. | **1** | **3** | **3** | Make sure attendees know not to attend the event in costumes with large props.  If participants are to bring props, ensure they are using props sensibly.  Ensure participants know of the dress code and that there will be no tolerance for offensive costumes. | **1** | **2** | **2** | Remove participants if their costume is deemed offensive by either staff or other attendees.  Confiscate props that are deemed to large or unsafe at the event. |

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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 that all spilled drinks are cleaned up and is done as quickly as possible. Advise attendees of notify event organisers if a spill is noticed. | All Committee Members | 29/10/24 | | 29/10/24 |  | |
| 2 | Ensure cables are kept away from area of activity and, if this cannot be done, ensure that there is a way to keep participants safe. | All Committee Members | 29/10/24 | | 29/10/24 |  | |
| 3 | Remind participants with known allergies to order drinks they know and do not have a reaction to. If anyone has a severe reaction, use an EpiPen, alert a member of staff, and contact the ambulance service. | All Committee Members | 29/10/24 | | 29/10/24 |  | |
| 4 | Remove participant/s so others are not affected by inappropriate behaviour. | All Committee Members | 29/10/24 | | 29/10/24 |  | |
| 5 | Ensure that the space is big enough for participants. Ensure that participants are aware of their surroundings. | All Committee Members | 29/10/24 | | 29/10/24 |  | |
| 6 | Ensure participants are aware of their surroundings. Ensure participants stretch prior to activity and are aware of the skill levels for each activity. | All Committee Members | 29/10/24 | | 29/10/24 |  | |
| 7 | Ensure all medical emergencies are prepared for and there are qualified members for first aid attending | All Committee Members | 29/10/24 | | 29/10/24 |  | |
| 8 | Remind participants that offensive costumes and large props will not be allowed at the event and will be confiscated if needed. | All Committee Members | 29/10/24 | | 29/10/24 |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Peadar Byrne | | | | Date: 22/10/24 | Print name: Sydney Rogers | | Date: 22/10/2024 |

**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 |