

Risk Assessment

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|--|---|-------------------|--------------------------------------|
| Risk Assessment for the activity of | K-Pop Society Karaoke Night, Building 02, Room 1085, 25th February 2025 | Date | 15th February 2025 |
| Unit/Faculty/Directorate | | Assessor | Sydney Rogers |
| Line Manager/Supervisor | | Signed off | Peadar Bryne |

| 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) |
| | | | Likelihood | Impact | Score | | Likelihood | Impact | Score | |
| Inappropriate behaviour | Disrespect of others or potential bullying | Participants | 2 | 3 | 6 | Remind attendees to be aware of others around them. Encourage participants to speak up if something there is inappropriate behaviour being presented Committee members to keep an eye on participants and to ask participants regularly if they are comfortable. | 1 | 3 | 3 | Advise participants to speak to committee member if they have experienced any inappropriate behaviour. Remove any participant if they are making others feel uncomfortable, or present inappropriate behaviour. Notify Activities Team at SUSU of any inappropriate behaviour. |

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| Food and drink | Consequences could include: <ul style="list-style-type: none"> - Choking - Illness - Allergies Intolerances | 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. | 2 | 4 | 8 | Incidents are to be reported as soon as incident has happened, ensuring duty manager/health and safety officer has been informed. Contact emergency services as required 111/999. Contact venue for first aid and support. |

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| Setting up equipment | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | <p>Make stall operators aware of the potential risks, follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables.</p> <p>Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with move of heavy objects.</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</p> | 1 | 3 | 3 | <p>Seek assistance if in need of extra help from facilities staff/venue staff if needed.</p> <p>Seek medical attention from SUSU Reception if in need. Contact emergency services if needed.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy</p> |

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| Activities involving electrical equipment | Risk of eye strain, injury, electric shock, trip hazards | Event organisers, committee and attendees | 2 | 4 | 8 | Ensure there are breaks in between when using screens/bright equipment. Ensure screen is set up to avoid eye glare and is at eye height where possible. Assess cables for any bare wires and make sure there is no liquids around any wires. Ensure wires and any other equipment are out of the way and covered appropriately | 2 | 3 | 6 | Request support and advise from SUSU team. For external venues, pre-check equipment and last PAT testing dates. Seek medical advise if needed. Notify the Activities Team at SUSU of any injuries resulting from any clubs/societies activity. |

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| Inadequate meeting space | Physical injury, distress, exclusion. | Event organisers, Committee, and attendees | 1 | 3 | 3 | <p>Committee check on room pre-booking, checks space, lighting, access and tech availability.</p> <p>Ensure the space meets needs of the members</p> <p>Committee to consult members on need and make reasonable adjustments where possible.</p> <p>Make sure there is a limit to the amount of people within the room/participating in activity.</p> | 1 | 3 | 3 | <p>Seek medical attention if a problem arises.</p> <p>Talk with SUSU reception/activities team on appropriate spaces for meetings/activities.</p> <p>If appropriate space is not found, postpone event to ensure all participants are safe.</p> <p>Notify Activities Team if any injury occurs as a result of club/societies activity.</p> |

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|------------------------------------|---|--------------------------------|---|---|----|---|---|---|----|---|
| Slips, Trips and Falls. | Physical injury | Event organisers and attendees | 2 | 4 | 8 | <p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</p> <p>Any cables to be organised as best as possible</p> <p>Cable ties/to be used if necessary</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</p> | 1 | 4 | 4 | <p>Seek medical attention from SUSU Reception/venue staff if in need</p> <p>Contact facilities team via SUSU reception/venue staff</p> <p>Contact emergency services if needed</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> |
| Socials/Meetings-Medical emergency | <p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions</p> <p>Sickness</p> <p>Distress</p> | Members | 2 | 5 | 15 | <p>Advise participants; to bring their personal medication</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</p> | 2 | 5 | 15 | <p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> |

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| | | | | | | Contact emergency services if needed Contact SUSU Reception/Venue staff for first aid support. | | | | Follow SUSU incident report policy |
| Fire emergencies | Consequences could include: - Evacuation Injury | Members and attendees | 2 | 5 | 10 | <ul style="list-style-type: none"> Advise members where the emergency exits are Contact emergency services as required 111/999 | 2 | 5 | 10 | <ul style="list-style-type: none"> Report to building management and provide important and relevant information regarding the incident |

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 | Remove participant/s so others are not affected by inappropriate behaviour. | All committee members | 25/02/25 | 25/02/25 | |
| 2 | 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 | 25/02/25 | 25/02/25 | |
| 3 | Ensure cables are kept away from area of activity and, if this can not be done, ensure that there is a way to keep participants safe. | All committee members | 25/02/25 | 25/02/25 | |
| 4 | Ensure organisers are aware of risks when moving/organising equipment. Make sure equipment is being handled correctly. | All committee members | 25/02/25 | 25/02/25 | |
| 5 | Ensure that the space is big enough for participants. Ensure that participants are aware of their surroundings. | All committee members | 25/02/25 | 25/02/25 | |
| 6 | Ensure all equipment is away and in a space away from walking spaces. Ensure all drinks are cleaned immediately. Ensure all trip hazards are made aware off and, if possible, placed in an area away from walking path. | All committee members | 25/02/25 | 25/02/25 | |
| 7 | Ensure all medical emergencies are prepared for and there are qualified members for first aid attending | All committee members | 25/02/25 | 25/02/25 | |
| 8 | Ensure that all committee members and participants are aware of the fire evacuation procedures and where the evacuation points are | All committee members | 25/02/25 | 25/02/25 | |
| Responsible manager's signature: | | | | Responsible manager's signature: | |

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Print name: Peadar Bryne

Date:
15/02/25

Print name: Sydney Rogers

Date:
15/02/25

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 | |

| | | | | | | |
|------------|---|--------|----|----|----|----|
| 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 | | | | |

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.

| 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 |

