Risk Assessment

Risk Assessment for the activity of	**K-Pop Hot Takes Event, Building 02 Room 5053, Sunday 16th March 2025. Discuss and Debating K-Pop related hot-takes.**	**Date**	**07/03/2025**
Unit/Faculty/Directorate		**Assessor**	**Sydney Rogers**
Line Manager/Supervisor		**Signed off**	**Alfred Chung**

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**	**1**	**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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Inadequate Meeting Space	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.

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Food and Drink	Consequences could include: - 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.

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.
Socials/Meetings – Medical Emergency	Members may sustain injury /become unwell: - pre-existing medical conditions - Sickness - Distress	Attendees and Committee	**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.	**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

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
						Contact emergency services if needed. Contact SUSU. Reception/Venue staff for first aid support.				
Fire Emergency	Consequences could include: - Evacuation - Injury	Members and attendees	**2**	**5**	**10**	Advise members where the emergency exits are Contact emergency services as required 111/999	**2**	**5**	**10**	Report to building management and provide important and relevant information regarding the incident

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
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.

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	16/03/25	16/03/25	
2	Ensure that the space is big enough for participants. Ensure that participants are aware of their surroundings.	All Committee Members	16/03/25	16/03/25	
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	16/03/25	16/03/25	
4	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	16/03/25	16/03/25	
5	Ensure all medical emergencies are prepared for and there are qualified members for first aid attending.	All Committee Members	16/03/25	16/03/25	
6	Ensure that all committee members and participants are aware of the fire evacuation procedures and where the evacuation points are.	All Committee Members	16/03/25	16/03/25	
7	Ensure organisers are aware of risks when moving/organising equipment. Make sure equipment is being handled correctly.	All Committee Members	16/03/25	16/03/25	

Responsible manager's signature: Print name: Alfred Chung Date: 07/03/25	Responsible manager's signature: Print name: Sydney Rogers Date: 07/03/25

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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	1
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	2
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	3
4. Admin controls	Examples: training, supervision, signage		4
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	5

LIKELIHOOD	1	2	3	4	5
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

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