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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Black Women’s Project**  **30/11/24**  **“Girls Night” with games such as people bingo and charades; paint and sip; vision boards etc**  **59P/1007** | | **Date** | **26/11/24** |
| **Group name** | **Black Women’s Project** | **Assessor** |  | |
| **Supervisor** | **Tatenda Mashaya** | **Signed off** | **SUSU Activities Team** | |

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| ***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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** | |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| **Meetings & Socials** | | | | | | | | | | | |
| 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- SUSU Facilities/venue. E.g. hand truck, dolly, skates * 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) |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 3 | 3 | * Committee check on room pre-booking, checks on space, lighting, access, tech available * Ensure space meets needs of members e.g. considering location & accessibility of space * Committee to consult members on needs and make reasonable adjustments where possible * We may be playing games prior to event so will make sure that there is space to do so. These games will namely be people bingo (finding people who match a particular category) | 1 | 3 | 3 | * Seek medical attention if problem arises * Liaise with SUSU reception/activities team on available spaces for meetings * Postpone meetings where space cannot be found * Look at remote meeting options for members * Committee WIDE training * 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) |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees | 2 | 4 | 8 | 1. Ensure screen is set up to avoid glare, is at eye height where possible 2. Ensure no liquids are placed near electrical equipment 3. Ensure all leads are secured with cable ties/mats etc 4. There won’t be much time looking at a screen, but we will try and take regular breaks, most likely only music playing 5. There will be drinks/snacks so we will make sure this stays away from all equipment | 1 | 4 | 4 | 1. Request support and advice from SUSU IT/Tech teams e.g. via activities team 2. For external venues pre-check equipment and last PAT testing dates 3. Seek medical attention as required |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | **3** | **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 * We have qualified first aiders within the committee so these will be the first point of call whilst we contact emergency services * Contact emergency services as required 111/999 * Contact SUSU Reception/Venue staff for first aid support |  | **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) |
| **Demonstration/Strike/ Awareness Raising Activity** | | | | | | | | | | | |
| Overcrowding | * Physical injury | Event organisers and attendees | 1 | 3 | 3 | * Do not push/shove * If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. * Book during quieter times when less activities taking place on Redbrick/book all available space * Inform other bookings on the Redbrick/in the area of the event * It will be in quite a spacious room which we are in very regularly so shouldn’t be too much of a problem | 1 | 3 | 3 | Seek medical attention if problem arises  With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk)) and liaise with them on need for security teams on the day  Security team may inform police of the event if required (e.g. marches) |
| Disturbance to public, students and staff | 1. Conflict, noise, crowds | Event organisers and attendees, general public | 2 | 2 | 4 | 1. Events planned for redbrick avoiding residential areas 2. UoS Security Teams informed of the event 3. Everybody will be encouraged to stay together as a group 4. shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas 5. If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons) 6. This event will be during the weekend so there likely won't be many people to disturb but will keep noise at a minimum | 1 | 2 | 2 | 1. With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk) 2. Inform UoS/SUSU communications team of the event- can brief others via SUSSSED |
| There will be paint | * Staining of clothes * Contamination with food | Attendees | 1 | 3 | 2 | * Let people know to be careful of spilling paint * Make sure the paints are non-toxic * Clean any mess made to avoid messing up tables | **1** | **2** | **2** | * Bring tablecloths to cover |
| Kettles for hot chocolate | * Possible burning | Attendees | 2 | 5 | 3 | * Only let committee members touch the kettles * No crowding around the kettles | **2** | **4** | **2** | * Call emergency services if severe burn |
| Vision boards | * Using scissors, potentially cut themselves * Possible allergy to glue | Attendees | 1 | 2 | 1 | * Let people be known of any allergies | **1** | **2** | **1** | * Call emergency services if any deep cut |

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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:   1. Trips and Tours 2. Fundraising events e.g. Bake Sales 3. External Speaker Events 4. Events involving home-cooked/prepared food or external catering 5. Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities... | Tatenda Mashaya  JJ Flavius | 27/11/24 | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | JJ Flavius  Tatenda Mashaya | 27/11/24 | |  |  | |
| 3 | Inform first aiders within the committee about their potential involvement | JJ Flavius  Jedidiah Gebreselassie | 27/11/24 | |  |  | |
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| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: JJ Flavius | | | | Date: 26/11/24 | Print name: Tatenda Mashaya | | Date: 26/11/24 |