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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Black Women’s Project**  **31/01/25**  **Bowling Night**  **Hollywood Bowl, Westquay** | | **Date** | **20/01/25** |
| **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** | * The floor can be slippery sometimes so we will warn people to wear sensible footwear and not to cross the line * We will give people a demonstration on how to bowl safely | **1** | **4** | **4** | | * Seek medical attention from venue staff 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) |
| Carrying heavy weight | Physical injury | Event organisers and attendees | **3** | **4** | **7** | * To be aware that bowling balls hold different weights, and they should be careful which ones they pick up, considering their ability and strength and any previous injury | **1** | **3** | **3** | | * Seek medical attention from venue staff of 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 | * Will stick to the numbers booked which will be under Hollywood Bowl’s rules | 1 | 3 | 3 | | * Seek medical attention if problem arises * 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. There are big screens which keep track of progress of the scores, they will not be constantly looked at, but we will remind people to take breaks | 1 | 4 | 4 | | 1. For external venues pre-check equipment and last PAT testing dates 2. 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 * Will contact Hollywood Bowl first-aid services |  | **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) |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways | Members | **2** | **1**  **0** | **5** | * ensure that members know where the nearest fire exist are as there are two fire exits at Hollywood Bowl | **1** | **5** | **5** | | • All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.  • Call emergency services and Hollywood Bowl staff members if they are unaware |
| Socials-Travel | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **1**  **2** | * Members are responsible for their individual safety though and are expected to act sensibly * Hollywood bowl is a local place which UoS students will know, and West Quay is easily accessible * Event organisers will be available to direct people between venues. * Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. * Avoid large groups of people totally blocking the pavement or spilling into the road. * Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis). However, we would not be recommending drinking alcohol during this night so we do not believe this is a scenario that will take place * Be considerate of other pedestrians & road users, keep disturbance & noise down. | **2** | **3** | **6** | | * Where possible venues chosen for socials will be local/known to members and within a short distance from each other. * Contact emergency services as required 111/999 * 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 |
| **Demonstration/Strike/ Awareness Raising Activity** | | | | | | | | | | | | |
| Overcrowding | * Physical injury | Event organisers and attendees | 1 | 3 | 3 | * Space does depend on how many people sign up but there is a maximum number to each lane so there will be the appropriate numbers | 1 | 3 | 3 | | Seek medical attention if problem arises |
| Disturbance to public, students and staff | 1. Conflict, noise, crowds | Event organisers and attendees, general public | 2 | 2 | 4 | 1. Everyone will stay together as a group 2. It is an external event which allows noise, but this will still adhere to Hollywood Bowl guidelines | 1 | 2 | 2 | | 1. Stick to Hollywood Bowl regulations |

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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 | 21/01/25 | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | JJ Flavius  Tatenda Mashaya | 21/01/25 | |  |  | |
| 3 | Inform first aiders within the committee about their potential involvement | JJ Flavius  Jedidiah Gebreselassie | 21/01/25 | |  |  | |
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| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: JJ Flavius | | | | Date: 20/01/25 | Print name: Tatenda Mashaya | | Date: 20/01/25 |