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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Black Women’s Project**  **Date of event – 12/02/2025**  **Location – 59p/1007**  **Galentines – We will pay games such as valentine’s trivia, make friendship bracelets, discuss relationships etc** | | **Date** | **07/02/2025** |
| **Group Name** | **Black Women’s Project** | **Assessor** | **Name of committee member completing the RA** | |
| **Supervisor** | ***Tatenda Mashaya*** | **Signed off** | N/A, please upload to groupshub for digital sign-off by SUSU Activities team | |

| ***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. Spraining from poor manual handling. | Meeting organisers and attendees | 2 | 4 | 8 | * 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. | 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 apart from during the trivia quiz but we will try and take regular breaks, most likely only music playing in the background 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 |
| Disturbance to public, students and staff | Conflict, noise, crowds | Event organisers and attendees, general public |  |  |  | 1. UoS Security Teams informed of the event 2. Everybody will be encouraged to stay together as a group 3. shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas 4. If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)   Our event will be on Wednesday evening so the likelihood of there being people on campus will be low, however we will keep noise down to a minimum | 1 | 2 | 2 |  |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress |  | 2 | 5 | 10 | * 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 | 2 | 4 | 8 | * 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) |
| Equipment for friendship bracelet Making  (e.g small beads) | Risk of swallowing and choking |  | **2** | **5** | **10** | * 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 | **2** | **4** | **8** | * 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 Drinks | Risk of allergic reaction | Event organisers and attendees | **2** | **5** | **10** | * 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 * Ensure all homemade food is made by a committee member with a Level 2 Food hygiene Certificate * Clearly label ingredients and allergens Contact SUSU Reception/Venue staff for first aid support | **2** | **4** | **8** | * 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) |
| Relationship discussion | People may be become upset during personal circumstance and experience | Event organisers and attendees | **2** | **3** | **6** | * Ensure welfare officer has read the topics of discussion * Signpost individuals to the wellbeing team in necessary | **2** | **3** | **6** | * Request support from the wellbeing team if necessary |

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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   Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities... | JJ Flavius  Tatenda Mashaya  Destiny Kadima | 7/02/2025 | |  |  | | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Tatenda Mashaya  JJ Flavius | 7/02/2025 | |  |  | | |
| 3 | Inform first aiders within the committee about their potential involvement | Jedidiah Gebreselassie | 7/02/2025 | |  |  | | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Destiny Kadima | | | | Date: 06/02/2025 | Print name: Tatenda Mashaya | | Date: |

**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 |