

# Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>UoS Black Law Student Network Networking Practice Social</b>	<b>Date</b> 16/10/24	<b>Last review date</b>
<b>Unit/Faculty/Directorate</b>	<b>SUSU [UoS Black Law Student Network]</b>	<b>Assessor</b>	<b>Committee Member completing review</b>
<b>Line Manager/Supervisor</b>	<b>Esther Dentor</b>	<b>Signed off</b>	<b>Nkemjika Duru</b>

<i>PART A</i>									
(1) Risk identification			(2) Risk assessment				(3) Risk management		
Hazard	Potential Consequences	Who might be harmed (user ; those near by; those in the vicinity; members	Inherent			Residual	Further controls (use the risk hierarchy)		
			L i k e l i h o o d	I m p a c t	S c o r e	L i k e l i h o o d	I m p a c t	S c o r e	
					Control measures (use the risk hierarchy)				



Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</li> <li>• Any cables to be organised as best as possible</li> <li>• Cable ties/to be used if necessary</li>   <li>• Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.</li> <li>• Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li>   <li>• Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Seek medical attention from SUSU Reception/venue staff if in need</li> <li>• Contact facilities team via SUSU reception/venue staff</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer has been informed. Follow SUSU incident report policy</li> </ul>
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<p>Setting up of Equipment. E.g. Table and chairs</p>	<p>Bruising or broken bones from tripping over tables and chairs.</p> <p>Physical strain from lifting heavy objects</p>	<p>Event organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Make stall operators aware of the potential risks, follow manual handling guidelines</li> <li>• Ensure that at least 2 people carry tables.</li> <li>• Setting up tables will be done by organisers.</li> <li>• Work in teams when handling other large and bulky items.</li> <li>• Request tools to support the move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</li> <li>• Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff if needed</li> <li>• Seek medical attention from SUSU Reception if in need</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer has been informed. Follow SUSU incident report policy</li> </ul>
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Inadequate meeting space- overcrowding , not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>Committee check on room pre-booking, checks on space, lighting, access, tech available</li> <li>Ensure space meets needs of members e.g. considering location &amp; accessibility of space</li> <li>Committee to consult members on needs and make reasonable adjustments where possible</li> <li>No pushing/shoving</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>Liaise with SUSU reception/activities team on available spaces for the event</li> <li>Postpone Networking Practise social if space cannot be found to accommodate numbers</li> <li>Look at remote meeting options for attendees</li> <li>Committee WIDE training</li> </ul>
Medical emergency	Attendees may sustain injury /become unwell  pre-existing medical conditions Sickness Distress	All	3	5	15	<ul style="list-style-type: none"> <li>Advise participants; to bring their personal medication</li> <li>Members/Committee to carry out first aid if necessary and <u>only</u> if qualified and confident to do so</li> <li>Contact emergency services as required 111/999</li> <li>Contact SUSU Reception/Venue staff for first aid support</li> </ul>	2	5	15	<ul style="list-style-type: none"> <li>Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Follow SUSU incident report policy</li> </ul>

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, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.	Attendees	2	10	5	<ul style="list-style-type: none"> <li>ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed</li> <li>Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Call emergency services and University Security:</li> <li>Emergency contact number for Campus Security:</li> <li>Tel: +44 (0)23 8059 3311</li> <li>(Ext:3311).</li> </ul>
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Food (serving and consumption)	Allergies Food poisoning Choking Failure to provide certain dietary requirements- can cause emotional distress; exclusion	All	3	5	15	<ul style="list-style-type: none"> <li>• Homemade items to be avoided</li> <li>• Only order/buy food at establishments with appropriate food hygiene rating</li> <li>• Food to only be provided/eaten when other activities are stopped</li> <li>• Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products</li> <li>• Attendees with dietary requirements to provide information to event organisers to ensure provision to specific needs</li> </ul>	1	5	5	<p>Call for first aid/emergency services if required</p> <p>Report incidents via SUSU incident report procedure</p>
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Noise Levels	High levels could cause distress Attendees may miss important health & safety information	Attendees	2	1	2	<ul style="list-style-type: none"> <li>Reminding attendees to not scream, shout</li> <li>Express to attendees importance of moderate noise levels for health and safety information, any extra information such as disclaimers</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> </ul>
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<i>PART B – Action Plan</i>					
<b>Risk Assessment Action Plan</b>					
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: <ul style="list-style-type: none"> <li>Trips and Tours</li> <li>Fundraising events e.g. Bake Sales</li> <li>External Speaker Events</li> </ul>	Relevant committee members - president to ensure complete.			
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee			



		members - president to ensure complete.			
Responsible manager's signature: Esther Dentor				Responsible manager's signature: Amaka Ekenkwo	
Print name: Esther Dentor			Date: 29/9/23	Print name: Amaka Ekenkwo	
				Date 02/10/2023	

### Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
• Admin controls	Examples: training, supervision, signage		

• Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	
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<b>LIKELIHOOD</b>	5	5	10	15	20	25
<b>D</b>	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
		<b>IMPACT</b>				

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

