

Risk Assessment

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| Risk Assessment for the activity of | UoS Black Law Student Check In Social | Date 23/10/24 | Last review date |
| Unit/Faculty/Directorate | SUSU [UoS Black Law Student Network] | Assessor | Committee Member completing review |
| Line Manager/Supervisor | Esther Dentor | Signed off | Seriya Rymer |

| <i>PART A</i> | | | | | | | | | |
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| (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 | Control measures (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 |
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| Slips, trips and falls | Physical injury | Event organisers and attendees | 2 | 4 | 8 | <ul style="list-style-type: none"> • 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 organisers. • 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 | <ul style="list-style-type: none"> • 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 as soon as possible ensuring the duty manager/health and safety officer has been informed. Follow SUSU incident report policy |
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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"> • 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 the 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 | <p>1</p> | <p>3</p> | <p>3</p> | <ul style="list-style-type: none"> • 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 as soon as possible ensuring the duty manager/health and safety officer has been informed. Follow SUSU incident report policy |
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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"> • 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 • No pushing/shoving | 1 | 3 | 3 | <ul style="list-style-type: none"> • Seek medical attention if problem arises • Liaise with SUSU reception/activities team on available spaces for the event • Postpone Networking Practise social if space cannot be found to accommodate numbers • Look at remote meeting options for attendees • Committee WIDE training |
| Medical emergency | Attendees may sustain injury /become unwell pre-existing medical conditions Sickness Distress | All | 3 | 5 | 15 | <ul style="list-style-type: none"> • Advise participants; to bring their personal medication • Members/Committee to carry out first aid if necessary and <u>only</u> if qualified and confident to do so • Contact emergency services as required 111/999 • Contact SUSU Reception/Venue staff for first aid support | 2 | 5 | 15 | <ul style="list-style-type: none"> • Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. • Follow SUSU incident report policy |

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| 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"> ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed 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. | 1 | 5 | 5 | <ul style="list-style-type: none"> 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 University Security: Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311). |
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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"> • Homemade items to be avoided • Only order/buy food at establishments with appropriate food hygiene rating • Food to only be provided/eaten when other activities are stopped • 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 • Attendees with dietary requirements to provide information to event organisers to ensure provision to specific needs | 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"> Reminding attendees to not scream, shout Express to attendees importance of moderate noise levels for health and safety information, any extra information such as disclaimers | 2 | 1 | 2 | <ul style="list-style-type: none"> All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. |
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| <i>PART B – Action Plan</i> | | | | | |
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| 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: <ul style="list-style-type: none"> Trips and Tours Fundraising events e.g. Bake Sales External Speaker Events | Relevant committee members - president to ensure complete. | | | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee | | | |

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| | | members - president to ensure complete. | | | |
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| 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

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| • 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 | | |

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| • 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 |
| D | 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 | | | | |

| Impact | | Health & Safety |
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| 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 | |
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| 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 |

