

Risk Assessment

Risk Assessment for Art Society	Art Society Generic Risk Assessment		Date: 20/09/24	Last review date
Society	SUSU Art Society	Assessor	H&S Officer: Maddison Bell	
Line Manager/Supervisor	<i>President:</i> Emma Brown	Signed off	<i>VP Activities/Sport or Activities Coordinator</i>	

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Meetings										

Slips, trips & falls	Physical injury	Committee members 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 organizers. • Extra vigilance will be paid to make sure that any spilled 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 if in need • Contact facilities team via SUSU reception • 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
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<p>Setting up Equipment, E.g. tables and chairs</p>	<p>Bruising or broken bones from setting up/taking down, tripping over table and chairs, transporting necessary equipment to room.</p>	<p>Committee members</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • Make committee members aware of the potential risks, follow manual handling guidelines • Ensure that at least 2 people carry tables. • Setting up tables will be done by committee members. • Work in teams when handling other large and bulky items. • 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 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
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<p>Art supplies, E.g. paint, sharp tools, hot glue guns</p>	<p>Ingestion from eating food near paint, getting paint in eyes, cutting oneself, burning oneself</p>	<p>Members</p>	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> • Make members aware of the potential risks • No food to be ingested around paint • Inform attendees of the location of sinks/running water for washing out eyes/ running burn under cold water • Don't eat the paint • Keep windows open for ventilation if supplies require • Proper care taken around scissors/sharp tools, hot glue guns • Seek medical assistance if cut • Seek medical attention if burnt 	<p>1</p>	<p>4</p>	<p>4</p>	<ul style="list-style-type: none"> • Seek assistance if in need of extra help from facilities 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
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<p>Medical Emergency</p>	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</p>	<p>Members</p>	<p>3</p>	<p>5</p>	<p>15</p>	<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 if</u> qualified and confident to do so • Contact emergency services as required 111/999 • Contact SUSU Reception/Venue staff for first aid support 	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • 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
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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, paints.	Members	2	5	10	<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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Socials

excluding items covered above

Costumes/Fancy Dress	Props/costumes causing injury or offence	Attendees, members of the public	2	2	4	<ul style="list-style-type: none"> • Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. • Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. • Society to follow and share with members Code of conduct/SUSU Expect Respect policy 	1	2	2	<ul style="list-style-type: none"> • SUSU Expect Respect policy to be followed • Committee WIDE training
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Alcohol consumption	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, attendees	2	4	8	<ul style="list-style-type: none"> Members are responsible for their individual safety though and are expected to act sensibly Initiation behaviour not to be tolerated and drinking games to be discouraged For socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event 	1	4	4	<ul style="list-style-type: none"> Follow SUSU incident report policy Call emergency services as required 111/999 Committee WIDE training
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						<ul style="list-style-type: none">• Society to follow and share with members Code of conduct/SUSU Expect Respect policy				
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Travel	Vehicles collision - causing serious injury	Event organiser, event attendee, Members of the public	4	4	16	<ul style="list-style-type: none"> • Members are responsible for their individual safety though and are expected to act sensibly • local venues known to UoS students chosen • 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 in to the road. 	2	4	8	<ul style="list-style-type: none"> • 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
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						<ul style="list-style-type: none">• 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).• Be considerate of other pedestrians & road users, keep disturbance & noise down.				
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Awareness/Promotional Stand

excluding items covered above

Overcrowding at stall	Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour.	Members, visitors	2	3	6	<ul style="list-style-type: none"> • A maximum of 3 representatives to be at the stall at any one time • Request that orderly queues are formed • Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear • Ensure that organisers /volunteers do not block walkways when engaging with attendees • Follow instructions given by support staff/staff on directions and entry and exit points • Do not move tables if this has been placed for you by staff. 	1	3	3	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Seek support from facilities staff
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Falling Objects E.g. banners, easel	Injury, bruising, damage to equipment	Members, visitors	2	2	4	<ul style="list-style-type: none"> • Tables to be safely secured by staff where possible – ask for support from facilities team • Ensure banner is secured and on a flat surface • Ensure easel has non slip feet applied, is secured properly into upright position • Ensure all committee members running stall know how to secure and collapse easel • Ensure banners or easel are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders 	1	2	2	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Seek support from facilities staff
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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: <ul style="list-style-type: none"> • Trips and Tours • Fundraising events 	H&S officer to ensure complete.	4 weeks before event		

	<ul style="list-style-type: none"> External Speaker Events 				
2	Committee to read and share SUSU Expect Respect Policy	H&S officer to ensure complete.	First society meetings of 24/25		
Responsible manager's signature: Maddison Bell			Responsible manager's signature: Emma Brown		
Print name: Maddison Bell		Date: 20/09/24	Print name: Emma Brown		Date: 20/09/24

Assessment Guidance

<ul style="list-style-type: none"> Eliminate 	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
<ul style="list-style-type: none"> Substitute 	Replace the hazard with one less hazardous	If not possible then explain why
<ul style="list-style-type: none"> Physical controls 	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
<ul style="list-style-type: none"> Admin controls 	Examples: training, supervision, signage	
<ul style="list-style-type: none"> Personal protection 	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual

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						

Impact		Health & Safety	Likelihood	
1	Trivial	Very minor injuries e.g. slight bruising	1	Rare e.g. 1 in 100,000 chance or higher
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.	2	Unlikely e.g. 1 in 10,000 chance or higher
3	Moderate	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.	3	Possible e.g. 1 in 1,000 chance or higher
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.	4	Likely e.g. 1 in 100 chance or higher
5	Severe	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.	5	Very Likely e.g. 1 in 10 chance or higher