

Risk Assessment

Risk Assessment for Art Society	Art Society Wreath Workshop Risk Assessment	Date: 30/09/24	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	Inherent			Residual			Further controls (use the risk hierarchy)		
		(user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)			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 • 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 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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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	<ul style="list-style-type: none"> Ensure attendees are aware of safety concerns surrounding hot glue guns and what to do in case of burns 	H&S officer to ensure completion.	Start of workshop		
Responsible manager's signature: Maddison Bell				Responsible manager's signature: 	
Print name: Maddison Bell			Date: 30/09/24	Print name: Emma Brown Date: 30/09/24	

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

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