



Meetings										
Slips, trips & falls  e.g. from turning off lights periodically	Physical injury	Committee members 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>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 products/objects are cleaned up quickly and efficiently in the area.</li> <li>Warning to be given before turning lights off</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 if in need</li> <li>Contact facilities team via SUSU reception</li> <li>Contact emergency services if needed</li> <li>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>

<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"> <li>• Make committee members 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 committee members.</li> <li>• Work in teams when handling other large and bulky items.</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 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 on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Art supplies, E.g. paint, sharp tools,	Ingestion from eating food near paint, getting paint in eyes, cutting oneself,	Members	2	4	8	<ul style="list-style-type: none"> <li>• Make members aware of the potential risks</li> <li>• No food to be ingested around paint</li> <li>• Inform attendees of the location of sinks/running water for washing out eyes/ running burn under cold water</li> <li>• Don't eat the paint</li> <li>• Keep windows open for ventilation if supplies require</li> <li>• Proper care taken around scissors/sharp tools</li> <li>•</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities 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 on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
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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><b>3</b></p>	<p><b>5</b></p>	<p><b>15</b></p>	<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 if</u> 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>	<p><b>2</b></p>	<p><b>5</b></p>	<p><b>10</b></p>	<ul style="list-style-type: none"> <li>• Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
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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"> <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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**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"> <li>Ensure attendees are aware of safety using paints and provide warnings before turning off/on the lights</li> </ul>	H&S officer/President to ensure completion.	Start of workshop		

Responsible manager's signature: Maddison Bell		Responsible manager's signature: 	
Print name: Maddison Bell	Date: 02/10/24	Print name: Emma Brown	Date: 02/10/24

### 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

<b>LIKELIHOOD</b>	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	
	<b>IMPACT</b>					

<b>Impact</b>	<b>Health &amp; Safety</b>	<b>Likelihood</b>
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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