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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **SUStrings Generic Risk Assessment for Pumpkin Carving in Building 28, Room 1017 at 28/10/2024** | **Date** | **28/10/2024** |
| **Are you a sports club or society?** | **No** | **Assessor** | **Brandon Koh** |
| **President/Captain Name/2nd Committee Member** | **Catherine Yi** | **Signed off** | ***SUSU USE ONLY*** |
| **Risk Assessment Information**(What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information) | **SUStrings is running a pumpkin carving social activity for the Halloween season where members will be provided a pumpkin to carve out into a jack-o-lantern using provided bladed tools. We are expecting around 30 attendees. The venue will be the normal rehearsal room that SUStrings have already booked from the University, room 1017 in building 28 (the Froude building) and the equipment, including pumpkins and kitchen knives will be provided by SUStrings. The event will start at 9:30pm after the end of the regular rehearsal session where tables and chairs will be returned to their original position in the room as normal, after which a short safety announcement on the use of sharp implements is given to all attendees. Pumpkins and kitchen knives will be provided to carve said pumpkins out into jack-o-lanterns, with committee members observing the proceedings to ensure compliance with safety measures. This event will continue until 11:00pm when the room booking time allotted has passed, at which point any tables and chairs will be put back in their original place, any mess is cleaned up, and a count of all knives used is made.** |

| ***PART A***  |
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| **(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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| **Craft activities** |
| **Using Sharp Craft tools** | Physical Injury | Event Organisers and attendees | **3** | **4** | **12** | * Ensure sharp objects are put away when not in use
* Ensure sharp craft tools are not carried where possible, or carried walking blade down.
* Ensure participants are aware of basic knife safety (e.g. no cutting towards yourself) through the safety announcement at the start of the event
* Ensure participants take care when handling blades
* Allow adequate space between people to limit the risk of injuring others
 | **2** | **3** | **6** | * Have a first aid kit on site to be able to deal with any non-severe incidents straight away
* Call 999 in an emergency
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.
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| **Slips, trips and falls from pumpkin seeds and flesh on the floor** | May cause a tripping or slipping hazard which may cause soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to ground surfaces. | All participants and organisers/staff and spectators  | 2 | 3 | 6 | * Ensure that all mess is contained in bin bags
* Inform participants to clean up any loose seed or remains and to discard them in supplied bin bags
* Ensure participants take care with their footing
 | 1 | 3 | 3 | * If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.
* Having a first aid kit on site to be able to deal with any non-severe incidents straight away
* Call 999 in an emergency.
* Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.
* Follow SUSU incident report policy.
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| **Setting up/moving****or****chairs/tables/other****objects in the area** | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | * 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.
 | 1 | 3 | 3 | * 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 on 999 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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| ***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 | Organizers to ensure they have shared measures to prevent injury | Social Secretary, President | 27/10/2024 | 29/10/2024 |  |
| 2 | All major incidents will be logged with SUSU the next day. | Social Secretary, President | 29/10/2024 | 30/10/2024 |  |
| Responsible committee member signature:  | Responsible committee member signature:  |
| Print name: CATHERINE YI | Date: 21/10/2024 | Print name: BRANDON KOH | Date: 21/10/2024 |

**Assessment Guidance**

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| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. 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 |
| 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** |

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| 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.  |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| 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 |