| **Risk Assessment** | | | | |
| --- | --- | --- | --- | --- |
| **Risk Assessment for the activity of** | **Steampunk Society Weekly Socials**  Every Friday during term time at 20:00-23:00 in Nuffield Lecture Theatre F (or other similar CLS room on Highfield Campus).  Usual Activities Include: Film (DVD) showing, Steampunk themed Board/Card/Parlour Games, Singing (of likely dubious quality) | | **Date** | **31/10/2024** |
| **Unit/Faculty/Directorate** | **Students’ Union** | **Assessor** | **Gianluca Valente (Society President)** | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

| ***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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| **Nerf Guns**  (these are likely to be present and may be used in certain games/activities) | Very minor injury may result from being shot in the eye with a foam dart. | Society Members | **3** | **1** | **3** | Eye protection to be worn by all those participating in the activity, or in the vicinity thereof.  Those not participating to be kept, if possible, out of the vicinity of the activity.  Committee will ask all present to be responsible with use of nerf guns and not to aim at the face. | **1** | **1** | **1** | Basic first aid to be administered if an incident does occur.  In the unlikely event that a trained first aider is required and there is not one present, committee to obtain one by calling the SUSU Duty Manager or emergency services as necessary. |
| **Trip Hazards**  (obstructions such as bags, furniture, etc, especially if room lights are darkened for film showing) | Minor injuries such as cuts, abrasion or bruising. Potential for more major injuries such as sprain, fracture or concussion in certain circumstances. | Society Members | **1** | **3** | **3** | All items such as bags, hats, etc, to be kept on or under tables, and not on the floor where they may obstruct gangways, doorways or fire escapes  All furniture will be kept out of the way of doorways, gangways and fire escapes.  All rubbish to be disposed of correctly and immediately, and not left on the floor.  Any physical activity to not commence until the area has been suitably cleared of bags, furniture and other obstructions. | **1** | **3** | **3** | Basic first aid to be administered if an incident does occur.  In the unlikely event that a trained first aider is required and there is not one present, committee to obtain one by calling the SUSU Duty Manager or emergency services as necessary. |
| **Food Allergies** | Illness due to allergic reaction to ingredients in food or drink. | Society Members | **1** | **3** | **3** | A record of all food ingredients to be present at the event.  Committee will ask if anyone present has any known food allergies before allowing consumption of food.  Food items which contain, or may contain, any common allergens (e.g. nuts) are, within reason, not to be brought to event. If they are however, those present are to be made aware that they (may) contain said allergens before consumption is allowed. | **1** | **3** | **3** | Basic first aid to be administered if an incident does occur.  In the unlikely event that a trained first aider is required and there is not one present, committee to obtain one by calling the SUSU Duty Manager or emergency services as necessary. |
| **Flickering of Projector** | Seizures possible if someone has an adverse reaction to flickering images (e.g. during film showing) | Society Members | **1** | **3** | **3** | Committee to advise that film showing (or similar) may contain flickering images and ask to be made aware if anyone present has a known medical condition which may cause an adverse reaction to this.  If necessary another activity may be chosen instead. | **1** | **3** | **3** | Basic first aid to be administered if an incident does occur.  In the unlikely event that a trained first aider is required and there is not one present, committee to obtain one by calling the SUSU Duty Manager or emergency services as necessary. |
| **Manual Handling**  (moving of furniture items may be required for certain activities) | Minor musculoskeletal injuries (e.g. strain) from incorrect manual handling of furniture.  Potential for minor injuries such as bruising from, for example, dropping of items. | Society Members | **1** | **3** | **3** | Anyone moving furniture etc, to observe correct manual handling procedures (e.g. ensure a secure grip and steady footing, keep back straight and bend knees, plan route and ensure path is clear before lifting).  Larger/Heavier objects such as tables to be moved by two people (or more as appropriate). | **1** | **3** | **3** | Basic first aid to be administered if an incident does occur.  In the unlikely event that a trained first aider is required and there is not one present, committee to obtain one by calling the SUSU Duty Manager or emergency services as necessary. |
| **Intoxication**  (alcohol may be present and may be consumed at the event) | Illness from over consumption of alcohol.  Minor injuries arising from loss of balance and impaired judgement, making intoxicated person a danger to themselves and others. | Society Members | **1** | **2** | **2** | Alcohol to only be consumed in moderation.  Consumption of alcohol in large quantities, for its own sake, or the pressuring of others to consume alcohol, is not supported and will not be tolerated by the committee (as per society constitution).  Committee reserves the right to remove any person or persons from the event, or deny them from participating in activities, on the grounds of their being intoxicated. | **1** | **2** | **2** | Basic first aid to be administered if an incident does occur.  In the unlikely event that a trained first aider is required and there is not one present, committee to obtain one by calling the SUSU Duty Manager or emergency services as necessary. |
| **Minor Injury if parlour games require physical activity** | Very minor injuries such as bruising or abrasion. | Society Members participating in game | **1** | **1** | **1** | All those participating to be warned of any risk of injury beforehand and asked to act responsibly.  Anyone not participating to be kept out of the immediate area.  Any physical activity to be carried out in an area clear of bags, furniture and other obstructions.  Suitable PPE to be worn as appropriate (e.g. goggles).  If activity poses a risk of anything more serious than very minor injury without suitable PPE it shall not be allowed to continue. | **1** | **1** | **1** | Basic first aid to be administered if an incident does occur.  In the unlikely event that a trained first aider is required and there is not one present, committee to obtain one by calling the SUSU Duty Manager or emergency services as necessary. |

| ***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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| **Kettle**  (may be required for certain activities) | Minor to moderate burns may result from spilling or dropping the kettle. | Society Members | **2** | **3** | **6** | All society members will be informed of the risks before the kettle is plugged in.  Kettle will be isolated/ kept away from society members and only committee members will operate it.  Committee members will be careful when pouring hot or boiling water. | **1** | **3** | **3** | Basic first aid to be administered if an incident does occur.  In the unlikely event that a trained first aider is required and there is not one present, committee to obtain one by calling the SUSU Duty Manager or emergency services as necessary. |

| ***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 | Inform society members of any hazards involved in session activities at the start of a session. | Society president or vice-president |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: G.V. | | | | | Responsible manager’s signature: M. Harrison | | |
| Print name: Gianluca Valente | | | | Date:31/10/24 | Print name: Megan Harrison | | Date: 31/10/24 |
|  | | | |  |  | |  |

**Assessment Guidance**

| 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 |

| **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** | | | | |

| 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 |



| 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. |