

Risk Assessment

Risk Assessment for the activity of	<p>Nepalese society Squid Games Night Date: 26th February 2025 Location: Building 59P/ 1007 Time: 6pm - 11pm</p> <p>Red light green light:</p> <ul style="list-style-type: none"> • Players line up at the starting point. • A leader (or an appointed referee) stands at the finish line and calls out "Green Light", allowing players to move forward. • At any moment, the leader can yell "Red Light", and players must immediately freeze. • If anyone is caught moving after "Red Light" is called, they are eliminated from the game. • The game continues until a player reaches the finish line or until a set time limit expires. <p>Dalgona paper</p> <ul style="list-style-type: none"> • Players will receive a piece of paper with difficult shapes and will try and cut this shape out with their bare hands <p>Mingle into groups (sit with 5 people sit with 4 people etc) into rounds. If players cannot get into groups into players will be eliminated.</p> <p>Karaoke</p>	Date	11/02/2025
Group name	SUSU Nepalese society	Assessor	Kriti Thapa
Supervisor	Prati Gurung	Signed off	Prati Gurung

<i>PART A</i>					
(1) Risk identification			(2) Risk assessment		(3) Risk management
Hazard		Who might	Inherent		Residual Further controls (use the risk hierarchy)

	Potential Consequences	be harmed (user; those nearby; those in the vicinity; members of the public)	L i k e l i h o o d	L i k e l i h o o d	S c o r e	Control measures (use the risk hierarchy)	L i k e l i h o o d	I m p a c t	S c o r e	
Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> Boxes and equipment to be stored away from main meeting area, Cables to be organised Cable ties/to be used if necessary Floors to be kept clear and dry. 	1	4	4	<ul style="list-style-type: none"> Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff 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.

Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<ul style="list-style-type: none"> • 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. • Request tools to support with move of heavy objects. 	1	3	3	<ul style="list-style-type: none"> • 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 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
Inadequate meeting space- overcrowding , not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> • Committee check on room pre-booking, checks on space, lighting, access, tech available • Ensure space meets needs of members e.g. considering location & accessibility of space • Committee to consult members on needs and make reasonable adjustments where possible 	1	3	3	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Liaise with SUSU reception/activities team on available spaces for meetings • Postpone meetings where space cannot be found • Look at remote meeting options for members • Committee WIDE training

Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • Ensure regular breaks (ideally every 20mins) when using screens • Ensure screen is set up to avoid glare, is at eye height where possible • Ensure no liquids are placed near electrical equipment • Ensure all leads are secured with cable ties/mats etc 	1	4	4	<ul style="list-style-type: none"> • Request support and advice from SUSU IT/Tech teams e.g. via activities team • For external venues pre-check equipment and last PAT testing dates • Seek medical attention as required • All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
Socials/Meetings- Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	<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 	2	5	15	<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.

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.	Members	2	10	5	<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 (on campus) or venue staff (external venue)
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Events involving Food	<ul style="list-style-type: none"> Allergic reactions, death Food poisoning Choking 	All	3	5	1 5	<ul style="list-style-type: none"> Make any food handed out individually packaged, with the ingredient list on the package. Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) products, refrigerate necessary products 	1	5	5	<ul style="list-style-type: none"> Seek medical attention if problem arises Seek support from facilities staff
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Adverse Weather	<ul style="list-style-type: none"> • Injury • Illness • Slipping • Burns 	All who attend	4	3	1 2	<ul style="list-style-type: none"> • Lead organiser to check the weather are suitable for activities on the day • SUSU/UoS Facilities team checks of buildings and spaces prior to the event • Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites • In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate • In the case of amber or red weather warning, committee to cancel or postpone event 	4	1	4	<ul style="list-style-type: none"> • Consider ending the activity early if the weather turns or gets worse. • Call for first aid/emergency services a required • Report to SUSU Duty manager and complete an incident report
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Overcrowding	<ul style="list-style-type: none"> Physical injury 	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> Do not push/shove If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. Book during quieter times when less activities taking place on Redbrick/book all available space Inform other bookings on the Redbrick/in the area of the event 	1	3	3	<ul style="list-style-type: none"> Seek medical attention if problem arises Security team may inform police of the event if required (e.g. marches)
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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	Committee members read and shared the Expect respect policy with members	Committee and members	13/10/24	15/10/24	
2	Route planned and shared in advance with attendees	Committee members	13/10/24	15/10/24	
3	All major incidents logged with SUSU the next day	Committee members	13/10/24	15/10/24	
4	Weather check prior to event start	Committee members	13/10/24	15/10/24	

Responsible committee member signature:



Responsible committee member signature:



Print name:
Kriti Thapa

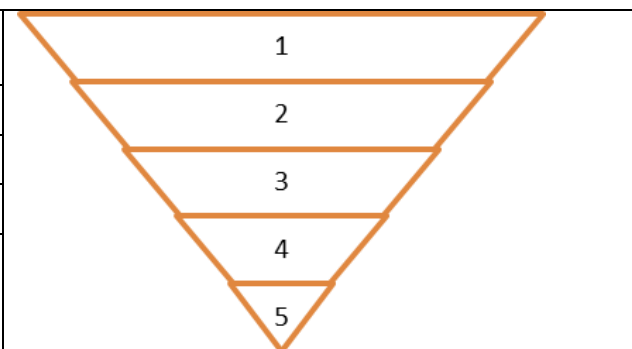
Date:
11/02/2025

Print name:
Prati Gurung

Date:
11/02/2025

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
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.

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