|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Risk Assessment** | |  | |
| **Risk Assessment for the activity of** | **Women In Business Generic Risk Assessment**  *Regular meetings, AGM and EGM, socials, awareness or promotional stall/stand 2023-2024* | | **Date** | **09th October**  **2024** |
| **Group name** | **SUSU Women in Business** | **Assessor** | **Akshita Gupta** | |
| **Supervisor** | **Anvi Jain** | **Signed off** |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***PART A*** | |  |  | | | |  | | | |
| **(1) Risk identification** | |  | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential**  **Consequenc**  **es** | **Who might be**  **harmed**    **(user; those**  **nearby;**  **those in the**  **vicinity;**  **member**  **s of the**  **public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **L**  **i**      **e**   1. **i**   **h**  **o**  **o**  **d** | **I**  **m**  **p a c**  **t** | **S c o r e** | **Control measures (use the risk hierarchy)** | **L**  **i**      **e**   1. **i**   **h**  **o**  **o**  **d** | **I**  **m**  **p a c**  **t** | **S c o r e** |  |
| **Meetings & Socials** | |  |  | | | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Slips, trips and falls | Physical injury | Event organisers and attendees | **2** | **4** | **8** | •  •  •  •  •  • | All boxes and equipment to be stored away from main meeting area, e.g.  stored under tables Any cables to be organised as best as possible  Cable ties/to be used if necessary  Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.  Extra vigilance will be paid to make sure that any spilled food 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** | •  •  •  • | 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. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | •  •  •  •  •  • | 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- SUSU  Facilities/venue. E.g.  hand truck, dolly, skates Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | 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 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](https://www.susu.org/groups/admin/howto/protectionaccident) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Inadequate meeting space- overcrowding  , not inclusive  to all  members | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 3 | 3 | •  •  • | 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 | • •  •  •  •  • | 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  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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Activities involving electrical  equipment  e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees | 2 | 4 | 8 |  | * 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 |  | * 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. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Socials:  Costumes/Fa ncy Dress | Props/costume  s causing injury or offence | Participan  ts  Members  of the public | **2** | **2** | **4** | •  •  • | Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive should be asked to remove these. Society to follow and share with members Code of conduct/SUSU  Expect Respect Policy | **1** | **2** | **2** | • •  • | SUSU Expect Respect Policy to be followed  Committee WIDE training  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](https://www.susu.org/groups/admin/howto/protectionaccident) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Socials- alcohol consumption | Ill health    Participants may become at  risk of injury as a result of alcohol  consumption    Members of the public may act violently towards participants. | Event organisers , event, attendees | **2** | **5** | **1**  **0** | •  •  •  •  •  •  • | Members are responsible for their individual safety though and are expected to act sensibly  Initiation behaviour not to be tolerated and drinking games to be discouraged  For socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol  will not be served to customers who have drunk to excess Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event Society to follow and share with members Code of conduct/SUSU  Expect Respect Policy | **1** | **3** | **5** | • •  • | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required  111/999  Committee WIDE training |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Socials-Travel | Vehicles collision causing serious injury Participants travelling alone at night | Event organisers , event  attendees  ,  Members  of the public | **4** | **3** | **1**  **2** | •  •  •  •  •  • | Members are  responsible for their individual safety and are expected to act sensibly local venues known to UoS students chosen  Event organisers will be available to direct people between venues.  Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. Avoid large groups of people totally blocking the pavement or spilling in to the road. Anybody in the group who is very drunk or | **2** | **2** | **4** | •  •  •  • | Where possible venues chosen for socials will be local/known to members and within a short distance from each other.  Contact emergency services as required 111/999  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](https://www.susu.org/groups/admin/howto/protectionaccident) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).  • Be considerate of other pedestrians & road users, keep disturbance & noise down. |  |  |  |  |  |
| Socials/Meeti ngs- Medical emergency | Members may  sustain injury  /become unwell    pre-existing medical conditions Sickness  Distress | Members | **3** | **5** | **1**  **5** | •  •  •  • | Advise participants; to bring their personal  medication  Members/Committee to  carry out first aid if necessary and only if qualified and confident to do so  Contact emergency services as required  111/999  Contact SUSU  Reception/Venue staff for first aid support | **2** | **5** | **1**  **5** | •  • | 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](https://www.susu.org/groups/admin/howto/protectionaccident) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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/boxe  s. | Members | **2** | **1**  **0** | **5** | •  • | 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** | •  •  •  • •  • | 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)  Emergency contact number for Campus  Security:  Tel: +44 (0)23 8059 3311  (Ext:3311)  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |

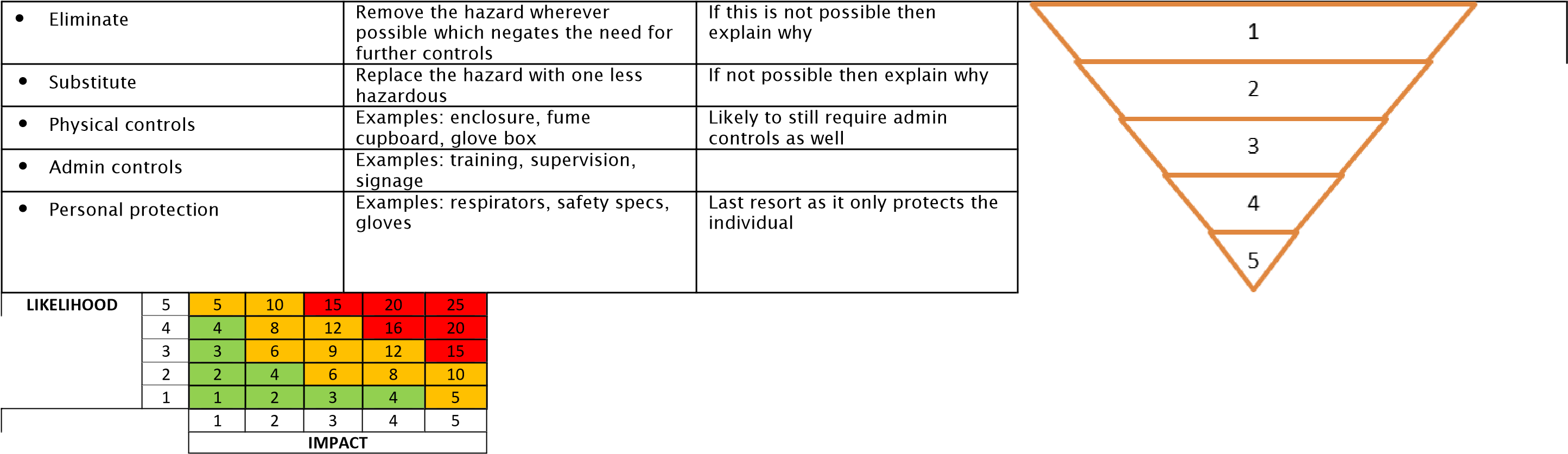
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Events involving Food | •  •  • | Allergic reactions, death Food poisoning Choking | All | 3 | 5 | 1  5 | •  •  •  •  •  • | Individual event risk assessment to be carried out for events involving members making/serving food. Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training  (Level 2 +)  Allergen information should be made available to participants before or during the event Only order/buy food at establishments with appropriate food hygiene rating Food to only be provided/eaten when other activities are stopped Follow good food hygiene practices- no handling food when  ill, tie back hair, wash hands and equipment regularly | 1 | 5 | 5 | SUSU food hygiene level 2 course available for completion- requests made to activities team    Call for first aid/emergency services a required    Report to SUSU Duty manager and [Complete a](https://www.susu.org/groups/admin/howto/protectionaccident)  [SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | using warm water and cleaning products, refrigerate  necessary products |  |  |  |  |  |
| Talks/debate  s  - subjects that could be sensitive or  personal to some members | The audience feels negative emotions around the topic or  becomes  distressed by images or events shown/discusse  d. | Members | **2** | **3** | **6** | •  •  •  • | Prior information about event and what to expect given out so participants know what to expect. Members made aware they could leave the event at any time.  Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by  speakers/committee members)  SUSU reporting tool available | **1** | **3** | **3** | •  • •  • | Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter  Committee Wide Training  Seek guidance from activities/SUSU advice centre/UoS enabling team as required committee WIDE training |
| **Awareness/Promotional Stand e.g. Bunfight** \*excluding items covered above | | | | | | |  | | | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Overcrowdin  g at Stall | Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Members,  visitors | **2** | **3** | **6** | •  •  •  •  •  • | A maximum of 3 representatives to be at the stall at any one time Request that orderly ques are formed Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear  Ensure that organisers  /volunteers do not block walkways when engaging with attendees  Follow instructions given by support staff/staff on directions and entry and exit points  Do not move tables if this has been placed for you by staff. | **1** | **3** | **3** | •  • | Seek medical attention if problem arises Seek support from facilities staff |
| Falling Objects e.g. banners | Injury  Bruising Damage to equipment | Members,  visitors | **2** | **3** | **6** | •  •  • | Tables to be safely secured by staff where possible – ask for support from facilities team  Ensure banner is secured and on a flat surface Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between  stalls/stall holders | **1** | **2** | **2** | •  • | Seek medical attention if problem arises Seek support from facilities staff |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:   * Trips and Tours * External Speaker Events * Events involving homecooked/prepared food or external catering * Other large or medium- to high   risk events e.g. balls, club nights, pub crawls, sporting activities... | Relevant committee members – president to ensure complete. | February 2025 | | February 2025 | Approved Risk Assessments | |
|  |  |  |  | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | October 2024 | | October 2024 | Completed | |
| 3. | Food Allergens - Make sure it is packed and labelled for any main allergies | Committee | October 2024 | | October 2024 | It will be noted that all allergens in the foods will be labelled correctly and shown on a large piece of paper so students are aware of the food they are intaking. | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible committee member signature: Akshita Gupta | | | | | Responsible committee member signature:  Anvi Jain | | |
| Print name: Akshita Gupta | | | | Date: 09th October 2024 | Print name: Anvi Jain | | Date: 09th October 2024 |

**Assessment Guidance**



|  |  |  |
| --- | --- | --- |
| 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 selfadministered. |
| 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 |