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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **A games night with fun board game activities hosted at the bridge on the 15th of October 2024.** | | **Date** | **03/10/24** |
| **Group name** | ABACUS SOCIETY | **Assessor** | Kriti Thapa | |
| **Supervisor** | Christine Huang | **Signed off** | Christine Huang | |

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| ***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** |  |
| Slips, trips and falls | Physical injury | Event organisers and attendees | **2** | **4** | **8** | * 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** | * 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 | * 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 | * 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 | * 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 |
| 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. |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | **3** | **5** | **15** | * 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** | **15** | * 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** | * 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) |
| Events involving Food | * Allergic reactions, death * Food poisoning * Choking | All | 3 | 5 | 15 | * 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 | * Seek medical attention if problem arises * Seek support from facilities staff |
| Adverse Weather | * Injury * Illness * Slipping * Burns | All who attend | **4** | **3** | **12** | * 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** | * 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 |
| Overcrowding | * Physical injury | Event organisers and attendees | 1 | 3 | 3 | * 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 | * 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 | 14/10/24 | | 16/10/24 |  | |
| 2 | Route planned and shared in advance with attendees | Committee members | 14/10/24 | | 16/10/24 |  | |
| 3 | All major incidents logged with SUSU the next day | Committee members | 14/10/24 | | 16/10/24 |  | |
| 4 | Weather check prior to event start | Committee members | 14/10/24 | | 16/10/24 |  | |
| Responsible committee member signature:  Kriti Thapa | | | | | Responsible committee member signature:  Christine Huang | | |
| Print name:  Kriti Thapa | | | | Date: 03/10/24 | Print name:  Christine Huang | | Date: 03/10/24 |

**Assessment Guidance**

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| * 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** | | | | | |

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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. |

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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 |