

Risk Assessment

Risk Assessment for the activity of	Arts and Crafts Night: A fun social event creating posters and crafts and coloring Date: 11th December, 2024 Time: 18:00 – 21:00	Date	02/11/2024
Unit/Faculty/Directorate	ABACUS	Assessor	Kriti Thapa
President	Christine Huang	Signed off	Christine Huang

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Food allergies	There may be food items containing allergens for some event attendees causing allergic reactions	Event organisers, event attendees	3	5	15	Event attendees are responsible for their own safety, food allergies were taken note of when filling out event form	1	5	5	<ul style="list-style-type: none"> Call emergency services as required Alert staff members and committee
Adverse weather conditions	<ul style="list-style-type: none"> Injury Slipping Illness 	Event organisers, event attendees	4	3	12	<ul style="list-style-type: none"> Organisers to check weather conditions for the day Warn attendees to wear appropriate clothing and footwear through ABACUS social media platforms 	4	2	8	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled

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COVID -19	Contraction of COVID-19, showing symptoms	Event organisers, event attendees	3	5	15	<ul style="list-style-type: none"> Organisers and attendees are recommended to attend only if they feel well and show no symptoms 	1	3	3	No further controls as attendees are not required to prove negative LFT results

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Road traffic accident/ Walking between places.	Vehicles collision causing serious injury	Event organisers and attendees	2	5	10	<ul style="list-style-type: none"> Event organisers to make it clear that travel to and from each venue is attendees' own responsibility. Local venue known to UoS students chosen Event organisers will be available to direct people between venues (if there are changes to venues). Attendees will be encouraged (but not expected) to look out for one another and check in throughout the night when possible. Be considerate of other pedestrians & road users, keep disturbance & noise down. 	1	5	5	<ul style="list-style-type: none"> Venues chosen local and within a short distance from each other. 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 Call emergency services if required

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Sharp objects (Scissors, knife cutters)	Injuries (Bleeding, pain)	Event attendees, event organisers	2	4	8	Monitor use of scissors and knife cutters				Resort to origami which does not require any use of sharp material

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
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University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

	Meeting point is planned and shared in advance with the event attendees	Organisers	05/11/2024	12/11/24	
	All major incidents will be logged with SUSU the next day	Organisers	05/11/2024	12/11/24	
	Weather will be checked again prior to event, if conditions are not ideal then event will be postponed or cancelled	Organisers	05/11/2024	12/11/24	
Responsible manager's signature: Kriti Thapa				Responsible manager's signature: Christine Huang	
Print name: Kriti Thapa			Date: 02/11/24	Print name: Christine Huang	
				Date: 02/11/24	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. 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				

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.

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

