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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Tea Society Disability History Month Film Night**  **The Cube / Union Films**  **Saturday 23rd November 2024** | | **Date** | **30/10/2024** |
| **Group name** | **Tea Society** | **Assessor** | **Lucy Matthews (secretary)** | |
| **Supervisor** | **Virgil Friedman (president)** | **Signed off** | **SUSU Activities Team** | |

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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, especially in dark when film is running | 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 * Ask people to remain in seats as much as possible during the film to prevent tripping in the dark * Have dim/low-level lighting on during film | 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) |
| 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 | 1. Make stall operators aware of the potential risks, follow manual handling guidelines 2. Ensure that at least 2 people carry tables. 3. Setting up tables will be done by organisers. 4. Work in teams when handling other large and bulky items. 5. Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates 6. Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | 1 | 3 | 3 | 1. Seek assistance if in need of extra help from facilities staff/venue staff if needed 2. Seek medical attention from SUSU Reception if in need 3. Contact emergency services if needed 4. 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 – particularly as this is a disability history month event and we are having a disability-friendly screening * Committee to survey members for expected attendance and ensure this is manageable within space | 1 | 3 | 3 | * Seek medical attention if problem arises * Liaise with SUSU reception/activities team on available spaces for meetings * 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 | 1. Ensure regular breaks (ideally every 20mins) when using screens 2. Ensure screen is set up to avoid glare, is at eye height where possible 3. Ensure no liquids are placed near electrical equipment 4. Ensure all leads are secured with cable ties/mats etc 5. Film equipment to be managed exclusively by trained Union Film members | 1 | 4 | 4 | 1. Request support and advice from SUSU IT/Tech teams e.g. via activities team 2. For external venues pre-check equipment and last PAT testing dates 3. Seek medical attention as required |
| Socials- alcohol consumption | Participants may become at risk as a result of alcohol consumption    Members of the public may act violently towards participants. | Event organisers, event attendees, | 2 | 5 | 10 | 1. Attendees will be asked not to bring alcohol with them to consume 2. Members are responsible for their individual safety though and are expected to act sensibly 3. Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 3 | 5 | 1. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) 2. Call emergency services as required 111/999 3. Committee WIDE training |
| 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 |  | 5 | 15 | * 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/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. * Attendees to be directed to follow instructions of trained Union Film members. | 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 | 1. Allergies 2. Food poisoning 3. Choking | All | 3 | 5 | 15 | 1. Individual event risk assessment to be carried out for events involving members making/serving food. 2. Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) 3. Only order/buy food at establishments with appropriate food hygiene rating 4. Food to only be provided/eaten when other activities are stopped 5. Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products 6. No member allergies currently identified, however attendees will be asked to only bring nut-free snacks. 7. All tea provided by society to be served in original packaging with ingredients list to allow any potential allergens to be identified by individuals. Attendees to be made aware of individual responsibility to check for allergens. | 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 incidents via SUSU incident report procedure |
| Loud noise from film | Headaches  Hearing damage  Overstimulation | All attendees  Anyone with additional needs regarding noise and noise sensitivity | 3 | 3 | 9 | * Consult with attendees about any requirements prior to event. * Film to be screened with lower than usual volume as part of the disability-friendly aspect of the evening. * Film to be shown with closed captions/subtitles to mitigate need for loud volume. | 1 | 3 | 3 | * Any attendees who do feel their hearing has been impacted to be directed to discuss with their doctor. * Report incidents via SUSU incident report procedure. |
| Flashing lights / strobe effects in film | Risk of seizures  Headaches  Overstimulation | All attendees  Anyone prone to seizures  Anyone with light sensitivity | 2 | 5 | 10 | * Film to be chosen which does not include these effects. * Film choice to be disclosed to members prior to screening so members have all information about its content. | 1 | 5 | 5 | * Seek medical attention from SUSU Reception/venue staff 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). |
| Film content | Offense and upset  Trauma triggering | All attendees |  |  |  | * Film to be chosen to be family-friendly. * Film to be chosen in consultation with members. * Film to be disclosed to members before screening with any relevant content warnings included (eg link to Does The Dog Die? page). |  |  |  | * Direct any attendees affected by content to welfare officer (Elion Dwyer) who can signpost University and SUSU support services. * Direct any affected attendees to discuss with their doctor if they feel they need psychological support. * 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). |

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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 to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | Shared with society by Lucy Matthews on 02/10/2024. To be reshared prior to event. | | 16/11/2024 |  | |
| 2 | Consult with Union Films regarding booking and screening. | President (Virgil Friedman) | 09/11/2024 | | 09/11/2024 |  | |
| Responsible committee member signature: LMatthews | | | | | Responsible committee member signature: Virgil Friedman | | |
| Print name: Lucy Matthews (secretary) | | | | Date: 30/10/2024 | Print name: Virgil Friedman (president) | | Date: 01/11/2024 |

**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 |