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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | MindSOC Sober Socials  All year round | | **Date** | 28/08/2024 |
| **Unit/Faculty/Directorate/Club or Society** | SUSU/Mind Society | **Assessor** | Hatice Fatma Sariaslan | |
| **Line Manager/Supervisor/President** | Emma Buffery | **Signed off** | Emma Buffery | |

| ***PART A*** | | | | | | | | | | | |
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| **(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** |
| Falls, slips, and trips | Members could be injured if they trip or slip. | Event organisers and attendees | **2** | **4** | **8** | | * Organize any cables as neatly as possible; use cable ties if needed. * Keep floors clear and dry at all times. * All areas have good lighting, ensure all activities are conducted in well-lit areas. * Store equipment and boxes away from the main area to keep them out of the way. * Report any trip hazards to the Facilities team. If they cannot be removed immediately, mark them off with hazard signs. * Regularly inspect the venue before and during the event to identify and address any potential hazards. | **1** | **4** | **4** | * Obtain medical assistance from the SUSU reception. * Reach out to the facilities team through the SUSU reception. * Call emergency services if necessary. * Ensure all incidents are reported there as soon as possible, and make sure the duty manager or health and safety officer has been notified. Follow SUSU incident report policy. |
| Allergy to paint | Allergic reaction | Event organisers and attendees | **1** | **2** | **2** | | * Only non-toxic paint will be used. * Make sure all participants have been informed about the paint used and have confirmed they have no allergies. | **1** | **2** | **2** | * Seek medical attention from SUSU reception. * Call emergency services if needed. * Ensure all incidents are reported there as soon as possible, and make sure the duty manager or health and safety officer has been notified. Follow SUSU incident report policy |
| Setting up of the necessary equipment | broken bones/bruising  from setting up chairs and tables | Event organisers and event attendees. | **2** | **3** | **6** | | * Inform the organizers of any potential risks. * Follow manual handling procedures such as having two people carry one table. (Emma Buffery -the MindSoc president- has been trained through the NHS LEARN program). * Only event organisers should handle the table setup. * Work In teams when moving large/bulky Items. * Request tools from SUSU facilities to assist with moving heavy objects. * Ensure that individuals with pre-existing conditions are not   undertaking tasks may exacerbate their conditions and are comfortable with the tasks they are performing. | **1** | **3** | **3** | * Call emergency services if necessary. * Ensure all incidents are reported there as soon as possible, and make sure the duty manager or health and safety officer has been notified. Follow SUSU incident report policy |
| Medical emergency | Pre-existing health  conditions/sickness/distress | Members | **3** | **5** | **15** | | * Remind participants to bring any medications they may need. * First aid should only be administered by members or committee who are qualified and confident to do so * Contact emergency services as required 111/999 | **2** | **5** | **10** | * Make sure a first aid kit is easily accessible. * Incidents are to be reported and as soon as possible ensuring the duty manager/health and safety officer have been informed. * Follow HYPERLINK "https://www.susu.org/downloads/incident-report-form.docx"SUSU incid |
| Needles/sharps | Physical injury | Event organisers, event attendees | **1** | **2** | **2** | | * Area sweep before and after event by attendees. * Event organisers will also do a sweep after the event. * If any sharp discovered, it will disposal safely with a protective equipment such as puncture-resistant gloves by event organisers. | **1** | **2** | **2** | * Obtain medical assistance from the SUSU reception.      * Reach out to the facilities team through the SUSU reception. * Call emergency services if necessary. * Ensure all incidents are reported there as soon as possible, and make sure the duty manager or health and safety officer has been notified. Follow SUSU incident report policy. |
| Inadequate  meeting space-  leading to overcrowding and lack of  inclusivity for all  members | Physical injury, exclusion, distress | Event organisers and attendees. | **1** | **3** | **3** | | * Committee check on room pre-booking, verify the space, access, tech available. * Make sure the space meets the needs of members, including its location and accessibility. * Committee to consult members on needs and make reasonable adjustments whenever possible. | **1** | **3** | **3** | * If space does not meet the standards, an alternative venue should be immediately sought. * Seek medical attention if problem arise. * Liaise w/ SUSU reception/activities team on available spaces for social meetings. * Postpone socials if space cannot be found. |
| Insufficient fire safety awareness | If fire alarm goes off  people might not know  where to go, leading to risks like crowding, falls,  burns and smoke inhalation  due to panic  reduced space in buildings  and on walkways,  blocked fire exits,  flammable materials such as boxes. | Members | **2** | **5** | **10** | | * To prevent accumulation, regularly remove of the waste from the event area. * Excess build up to be removed immediately and deposited in the determined 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 if needed   Emergency contact number for Campus security:  Tel: +44 (0)23 8059 3311  (Ext:3311) |
| Activities involving electrical equipment such as computers and laptops | Risk of eye strain, electric shock, injury | Event organisers and attendees | **2** | **4** | **8** | | * Ensure breaks -ideally every 20 minutes- in a regular basis while using screens.      * Make sure screen was set up to avoid glare and at eye height where possible. * Prohibit the placement of liquids near computers and laptops to prevent spills. * Make sure all cables are secured with cable ties/mats etc * Ensure all equipment are PAT tested. | **1** | **4** | **4** | * Request support and advice from SUSU IT/Tech teams if necessary * Seek medical attention from SUSU reception. * Call emergency services if needed. |
| Food health and safety in socials such as cookie making | Risk of slivers of glass, falling pieces of jewelery or poisoning, allergic reaction | Event organisers and attendees | **2** | **3** | **6** | | * Make sure entire area is cleaned before and after the social. * Avoid using fragile tools that could break. * The expiration dates of the ingredients will be up-to-date. * All hygiene and safety pocedures will be carried out. (Emma Buffery -president- and Amy Smallman -secretary&events secretary- have the level 2 food health and safety qualification) * Make sure all participants are comfortable and willing to use the ingredients provided. | **1** | **3** | **3** | * Seek medical attention from SUSU reception. * Call emergency services if necessary. * Ensure all incidents are reported there as soon as possible, and make sure the duty manager or health and safety officer has been notified. Follow SUSU incident report policy. |

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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** | |
|  | Canvas painting social / Buying the materials | Hatice Sariaslan | 4-10 November(one day a week) |  |  | |
|  | Pumpkin painting / Buying pumpkins and paint | Hatice Sariaslan | 18-24 November |  |  | |
|  | Christmas movie night and pizza social / Booking the room and ordering pizza | Hatice Sariaslan | 2-8  December |  |  | |
|  | Embroidery social / Buying the kits | Hatice Sariaslan | 13-19  January |  |  | |
|  | Tote bag painting social / Buying the bags and paint | Hatice Sariaslan | 10-16 February |  |  | |
|  | Clay social / Ordering the clay and sculpting tools | Hatice Sariaslan | 24 Feb-2 March |  |  | |
|  | Bracelet making social / Buying threads | Hatice Sariaslan | 24-30  March |  |  | |
| Responsible manager’s signature: ***Hatice Fatma Sariaslan*** | | | | Responsible manager’s signature: ***Emma Buffery*** | | |
| Print name: HATICE FATMA SARIASLAN | | | Date:  28/08/2024 | Print name: EMMA BUFFERY | | Date:  28/08/2024 |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **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. |

Risk process

* Identify the impact and likelihood using the tables above.
* Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
* If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
* If the residual risk is green, additional controls are not necessary.
* 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.
* If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
* Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
* 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.

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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 |