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| **Risk Assessment**  |
| **Risk Assessment for the activity of**  | **GIAG Craft Workshops 2024 – on 3rd December 2024, in LE30 of Southampton General Hospital. Wreath making craft workshop, for an hour, with max 20 PGR students attending.** **Participants will use provided supplies to make a Christmas wreath with fake leaves, berries, bells, ribbons, etc.**  | **Date of Event:**  | **03/12/24** |
| **Location of Event**  | **Southampton General Hospital. South Academic Block, LE30.** | **Date RA Completed**  | **25/11/2024** |
| **Unit/Faculty/Directorate**  | **Activities Team** | **Assessor**  | **Natasha Palmer**  |
| **Line Manager/Supervisor**  | **Hayley Shepherd** | **Signed off**  |    |

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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 | Bruises/bleeds | Participants/Staff | **2** | **2** | **4** | **Floor inspection:** Ensure the workspace is inspected before the workshop begins to check for any obstructions, loose materials, or wet surfaces. Regularly check the workspace during the workshop to ensure there are no new hazards like spills or dropped materials.**Spill management:** Provide paper towels or cleaning materials to participants and organisers to immediately clean up any spilled beads, water, or other liquids.**Participant briefing:** At the beginning of the session, participants will be instructed to keep their work areas tidy and avoid leaving materials like beads or tools scattered on the floor.**Clear workstations:** Allocate designated storage containers for each participant to minimise clutter and reduce the risk of materials ending up on the floor. | **1** | **2** | **2** | **Emergency procedures:** Ensure all staff are aware of the location of first aid kits and emergency contact numbers in case of incidents.**Reporting incidents:** Encourage participants to immediately report any spills or hazards to staff members for prompt action. SUSU Staff should contact emergency services if necessarySUSU incident reporting: <https://www.susu.org/about/contact-us>All incidents are to be reported as soon as possible ensuring the event organiser or duty manager has been informed. |
| Ingestion of small materials | Choking hazard  | Participants | 2 | 3 | 6 | **Briefing:** Clearly instruct participants on the importance of keeping little materials away from their mouth and face.**Age restriction:** Workshop is for PGR students so all over 18 years old. **First aid:** Ensure a qualified first aid person is present throughout the workshop, with clear instructions.  | 1 | 2 | 2 | **Emergency procedures:** Ensure all staff are aware of the location of first aid kits and emergency contact numbers in case of incidents.**Reporting incidents:** Encourage participants to immediately report any spills or hazards to staff members for prompt action. SUSU Staff should contact emergency services if necessarySUSU incident reporting: <https://www.susu.org/about/contact-us>All incidents are to be reported as soon as possible ensuring the event organiser or duty manager has been informed. |
| Fire | Burns or fire incidents from hot glue guns. | Students/support staff | **3** | **3** | **9** | **Preparation:** Keep flammable objects away from equipment.Keep water away from any electricalsFind out where the exits are in advance**Monitoring :** Ensure proper training for tool usage, maintain firefighting equipment, and establish a designated area for heat-related activities. | **1** | **4** | **4** | **Emergency procedures:** Ensure all staff are aware of the location of first aid kits and emergency contact numbers in case of incidents.**Reporting incidents:** Encourage participants to immediately report any spills or hazards to staff members for prompt action. SUSU Staff should contact emergency services if necessarySUSU incident reporting: <https://www.susu.org/about/contact-us>All incidents are to be reported as soon as possible ensuring the event organiser or duty manager has been informed. |
| Use of tools (scissors, pliers, superglueetc.) | Pierced skin, cuts or bleeds if tools are not used correctly | Students/Support Staff | **3** | **1** | **3** | **Tool briefing:** Provide a clear safety briefing before participants are allowed to use tools like scissors and pliers, outlining proper techniques and precaution. **Supervision:** Ensure staff are available to assist participants with tool use and supervise the workshop to prevent misuse.**Tool maintenance:** Regularly check all tools to ensure they are in good working order and free of defects that could lead to injuries. | **1** | **2** | **2** | SUSU Saff should contact emergency services if necessarySUSU incident reporting: <https://www.susu.org/about/contact-us>All incidents are to be reported as soon as possible ensuring the event organiser or duty manager has been informed. |
| Crowd management | Overcrowding, stress, and difficulties in movement leading to accidents | Participants/Staff | 2 | **3** | 6 | **Participant limits:** Set a maximum number of participants allowed in the workshop to avoid overcrowding. In this case, the craft afternoon will be restricted to 20. **Clear signage:** Ensure entrances, exits, and pathways are clearly marked and free from obstructions.**Crowd flow:** Organise the layout of the workspace to allow free movement between workstations and prevent bottlenecks. | **2** | **1** | **2** | **Emergency exit:** Ensure clear access to emergency exits at all times.**Real-time adjustments:** Monitor participant behaviour and adjust crowd control measures as needed during the workshop.**Communication:** Use verbal announcements or signage to manage crowd flow when necessary.SUSU incident reporting: <https://www.susu.org/about/contact-us>All incidents are to be reported as soon as possible ensuring the event organiser or duty manager has been informed. |

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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**  |
|   | Check ticket sales to ensure no more than 20 people attend. | Natasha Palmer | 02.12.24 | 02.12.24 | Tickets still available as of the evening of 2nd December – so number of participants are under the 20 limit.  |
|   | Check the room to ensure there will not be overcrowding and there will be enough space to avoid trip hazards. | Alex Robinson | 29.11.24 | 29.11.24 | Alex checked LE30 had enough space and layout of chairs and tables would allow for free movement and minimal trip hazards. Satisfied with the room. |
|   | Check Level E first aid kit is available and stocked. | Alex Robinson | 29.11.24  | 29.11.24 | Alex checked there was a first aid kit in easy access that was fully stocked. Everything is satisfactory condition.   |
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| Responsible manager’s signature: NPalmer  | Responsible manager’s signature: Lucy Wilkinson |
| Print name: Natasha Palmer (President) | Date:25.11.24 | Print name: Lucy Wilkinson (Welfare) | Date:25/11/2024 |

**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  |

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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.    |   |   |

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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  |