

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>CW Sisters' Sip and Paint</b>	<b>Date</b>	<b>29/10/24</b>
<b>Unit/Faculty/Directorate</b>	<b>SUSU [University Of Southampton Islamic Society]</b>	<b>Assessor</b>	<b>Nurulhuda Gumay Riswandi</b>
<b>Line Manager/Supervisor</b>	<b>Mohammed Saqib Shohel</b>	<b>Signed off</b>	<b>Mohammed Saqib Shohel</b>

<b>PART A</b>						
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>		<b>(3) Risk management</b>	
<b>Hazard</b>	<b>Potential Consequen</b>	<b>Who migh</b>	<b>Inherent</b>		<b>Residu al</b>	<b>Further controls (use the risk hierarchy)</b>



Inadequate meeting space- overcrowding , not inclusive to all members	Physical injury, distress, exclusion	Event attendees	1	3	3	<ul style="list-style-type: none"> <li>• Committee check on room pre-booking, checks on space, lighting, access, tech available</li> <li>• Ensure space meets needs of members e.g. considering location &amp; accessibility of space</li> <li>• Committee to consult members on needs and make reasonable adjustments where possible</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Seek medical attention if problem arises</li> <li>• Postpone meetings where space cannot be found</li> </ul>
Ingesting harmful substances such as glue or paint	Triggering Allergies in allergic individuals or causing stomach upset on everyone else	Irresponsible or curious people	<b>1</b>	<b>4</b>	<b>4</b>	<ul style="list-style-type: none"> <li>• Ensure supervision of process and keep away items from attendees</li> <li>• Drinking loads of water if at all ingested and seeking medical attention</li> </ul>	<b>1</b>	<b>3</b>	<b>3</b>	<ul style="list-style-type: none"> <li>• Seek medical attention from SUSU if in need</li> <li>• Contact facilities team via SUSU</li> <li>• Contact emergency services if needed</li> </ul> <p>All incidents are to be reported on the as soon as possible. Follow <a href="#">SUSU incident report policy</a></p>

Reaction to products such as glue causing adverse effect	Triggering skin allergies causing, rashes, burn or similar effect	Anyone partaking in the arts and crafts	<b>2</b>	<b>3</b>	<b>6</b>	<ul style="list-style-type: none"> <li>● Only use products that are safe and certifies</li> <li>● Before using, check if anyone has any allergies and ensure people that do are kept away from those products.</li> <li>● Strict supervision of people using products</li> </ul>	<b>1</b>	<b>2</b>	<b>3</b>	<ul style="list-style-type: none"> <li>● Seek medical attention from susu staff if in needed</li> <li>● Contact emergency services if needed</li> </ul> <p>All incidents are to be reported on as soon as possible. Follow SUSU incident report policy</p>
Slips, trips and falls	Physical injury	Anyone participating	<b>2</b>	<b>4</b>	<b>8</b>	<ul style="list-style-type: none"> <li>● Ensure all equipment to be used are neatly and carefully organised</li> <li>● Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li> <li>● Report any trip hazards to susu staff asap. If cannot be removed mark off with hazard signs</li> </ul>	<b>1</b>	<b>4</b>	<b>4</b>	<ul style="list-style-type: none"> <li>● Seek medical attention from susu staff if in need</li> <li>● Contact emergency services if needed</li> <li>● All incidents are to be reported on as soon as possible.</li> </ul>

<p>Socials/ Meetings- Medical emergency</p>	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</p>	<p>Anyon e attendi ng</p>	<p><b>3</b></p>	<p><b>5</b></p>	<p><b>15</b></p>	<ul style="list-style-type: none"> <li>• Advise participants; to bring their personal medication</li> <li>• Committee or susu staff to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</li> <li>• Contact emergency services as required 111/999</li> <li>• Susu staff for first aid support</li> </ul>	<p><b>2</b></p>	<p><b>5</b></p>	<p><b>1 5</b></p>	<ul style="list-style-type: none"> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
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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.	Anyone attending	2	10	5	<ul style="list-style-type: none"> <li>ensure that people know where the nearest fire exist are and the meeting place is outside, should it be needed</li> <li>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.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Call emergency services</li> </ul>
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<b>PART B - Action Plan</b>					
<b>Risk Assessment Action Plan</b>					
<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	Committee to read and share	Relevant	24/10/24		Follow guidance.

	SUSU Expect Respect Policy	committee members - president to ensure complete.			
2	Ensure All control measures are implemented		24/10/24	20/09/24	
3	Ensure the adequate first aid support is available on site in case of emergency		24/10/24	20/09/24	
Responsible manager's signature:				Responsible manager's signature:	
Print name: Nurulhuda Gumay Riswandi			Date: 20/10/2024	Print name: Mohammed Saqib Shohel	Date: 20/10/2024

### Assessment Guidance

• 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

<b>LIKELIHOOD</b>	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
		<b>IMPACT</b>				

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

