**President Jessica Mackie**

**Risk Assessment**

**Risk Assessment for the**

**activity of**

**Hookers, Knitters and**

**Stitchers**

**HKS) at Cantell**

**(**

**School**

**on 27**

**September 2**

**02**

**4**

*Crochet*

*workshop*

*at a school*

*Horizons*

*Fair*

**Date**

**/**

**12**

**2**

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**9**

**4**

**Last review**

**date**

**Unit/Faculty/Directorate**

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**Socie**

**ty**

**SUSU**

**H**

**ookers, Knitters and**

**Stitchers**

**HKS**

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**Assessor**

**Events and**

**Fundraising Officer**

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**Line Manager/Supervisor**

***President***

***:***

***Jessica Mackie***

**Signed off**

Please note: an additional risk assessment has been filled out by Cantell School to consider student and staff safety needs

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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**  |
| **Horizons Fair**  |

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| Slips, trips and falls  | 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  | **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)  |

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| 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 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 * 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)
 |
| Inadequate meeting space- overcrowding, not inclusive to all members  | Physical injury, distress, exclusion  | Event organisers and attendees  | 1  | 3  | 3  |    | Check on room, checks on space, lighting, access, tech available Ensure space meets needs of attendees e.g. considering location & accessibility of space Consult attendees on needs and make reasonable adjustments where possible  | 1  | 3  | 3  | - - - - -  | Seek medical attention if problem arises  |

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| **Likelihood**  | **Impact**  | **Score**  | **Control measures (use the risk hierarchy)**  | **Likelihood**  | **Impact**  | **Score**  |
| Activities involving electrical equipment e.g. laptops/ computers  | Risk of eye strain, injury, electric shock  | Members  | 2  | 4  | 8  | * Ensure regular breaks (ideally every 20mins) when using screens
* Ensure screen is set up to avoid glare, is at eye height where possible
* Ensure no liquids are placed near electrical equipment
* Ensure all leads are secured with cable

ties/mats etc   | 1  | 4  | 4  | * For external venues precheck equipment and last PAT testing dates
* Seek medical attention as required
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| Equipment  | Risk of injury from equipment, e.g. nicking/ cutting skin on scissors  | Participants Members of the public  | **1**  | **2**  | **2**  | * Supervise students use of equipment.
* Warn people to be careful.
* Count sharp equipment before giving them out and upon collection.
* 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**  | **2**  | **2**  | - Be aware of who the designated first aiders are and the First Aid kit location. |

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| Student safety and wellbeing/ being able to meet safeguarding requirements  | Not all committee members are DBS background checked.  Committee and volunteers may not be aware of how to manage a classroom.  | Students attending the event. Event organisers.   | **3**  | **5**  | **15**  | * A member of the

school’s staff who is DBS checked and trained in classroom management will be present alongside the committee. * Some committee members are DBS background checked
* Society to follow Code of conduct/SUSU

[Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)  | **1**  | **5**  | **5**  | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
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| Travel to the location for the event  | Vehicles collision -causing serious injury Slipping when walking or cycling to the location due to rain or wet leaves.  | Event organisers, event attendees, Members of the public  | **4**  | **2**  | **8**  | - - - - - - -  | Look carefully when walking/cycling. Checking before crossing busy road and using designated crossings when possible. Members are responsible for their individual safety though and are expected to act sensibly. Local venues known to UoS students chosen. Event organisers will be available to direct people between venues. Avoid large groups of people totally blocking the pavement or spilling in to the road. Be considerate of other pedestrians & road users, do not block pavements and only cross road when the traffic is clear   | **2**  | **2**  | **4**  | - - - -  | Contact emergency services as required 111/999 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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| **Likelihood**  | **Impact**  | **Score**  | **Control measures (use the risk hierarchy)**  | **Likelihood**  | **Impact**  | **Score**  |
| Workshops/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  | **2**  | **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)
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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, buildup of flammable materials i.e. waste cardboard/boxes.  | Members  | **2**  | **10**  | **5**  | * Ensure that members know where the nearest fire exits 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.
 | **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
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| **Likelihood**  | **Impact**  | **Score**  | **Control measures (use the risk hierarchy)**  | **Likelihood**  | **Impact**  | **Score**  |
| **Fundraising Events & Cash Handling -** *For own society or Charity* *Not Applicable* |

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| Events involving Food  | - - -  | Allergies Food poisoning Choking  | All  | 3  | 5  | 15  | - - - - -  | Individual event risk assessment to be carried out for events involving members making/serving food. Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) Only order/buy food at establishments with appropriate food hygiene rating Food to only be provided/eaten when other activities are stopped Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products,  | 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  |

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| Adverse Weather  | - - - -  | Injury Illness Slipping Burns  | All who attend  | **4**  | **3**  | **12**  | - - - -   | Lead organiser to check the weather are suitable for activities on the day Event organisers check buildings and spaces prior to the EventWarn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invitesIn the case of hot weather, organisers to advice participants to bring/wear appropriate level sunscreen, hydrate  | **4**  | **1**  | **4**  | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date  |
| Overcrowding  | -  | Physical injury  | Event organisers and attendees  | 1 | 3 | 3 | - -  | Do not push/shoveAttendees to listen to event organisers’ directions Event organisers to limit number of attendees per workshop | 1 | 3 | 3 | * Seek medical attention if problem arises
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| **Awareness/Promotional Stand e.g. at Horizons Fair** \*excluding items covered above  |

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| Falling Objects e.g. banners  | Injury Bruising Damage to equipment  | Members, visitors  | **2**  | **3**  | **6**  | - - -  | Tables to be safely secured by staff where possible – ask for support from facilities teamEnsure banner is secured and on a flat surface Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders  | **1**  | **2**  | **2**  | - -   | Seek medical attention if problem arises Seek support from facilities staff  |
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| **Likelihood**  | **Impact**  | **Score**  | **Control measures (use the risk hierarchy)**  | **Likelihood**  | **Impact**  | **Score**  |

***PART B – Action Plan***

# Risk Assessment Action Plan

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| **Part no.**  | **Action to be taken, incl. Cost**  | **By whom**  | **Target date**  | **Review date**  | **Outcome at review date**  |
| 1  | Complete and inventory of all sharp equipment that could cause injury before the fair.  | Relevant committee members – president to ensure complete. | 24 September 2024  |   |   |
| 2  | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete.  | 24 September 2024  |   |   |  |
| 3  | Inform Cantell School of any allergies had by committee members  | Relevant committee members – president to ensure complete.  | 24 September 2024  |   |   |  |
| 4  | Plan a safe route to get to the school, and how to safely transport the equipment  | Relevant committee members – president to ensure complete.  | 24 September 2024  |   |   |  |
|   |   |   |   |   |   |  |
|   |   |   |   |   |   |  |
|   |   |   |   |   |   |  |
| Responsible manager’s signature:  |  | Responsible manager’s signature:  |  |
|  Print name: Jessica Mackie | Date: 13/09/2024 | Print name: Ella Penrose | Date:13/09/2024 |

**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  |  12345 |
| 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  |

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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 selfadministered.  |
| 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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| 5  | 5  | 10  | 15  | 20  | 25  |
| 4 3 2 1  | 4  | 8  | 12  | 16  | 20  |
| 3  | 6  | 9  | 12  | 15  |
| 2  | 4  | 6  | 8  | 10  |
| 1  | 2  | 3  | 4  | 5  |

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|  1    | 2  | 3 **IMPACT**  | 4  | 5  | 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.  |

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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  |

Risk process

**LIKELIHOOD**

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.