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| **Risk Assessment** | | | | | | | | | | | | | | |
| **Risk Assessment for the activity of** | | | Occupational Therapy Society: Crafts & Wellbeing check-in | | | | | | | | | | **Date:** | **29/10/2024** |
| **Unit/Faculty/Directorate** | | | SUSU Occupational Therapy Society | | | | | **Assessor** | | | | | ***Amelia Barnes***  ***Jasmin Mayo*** | |
| **Line Manager/Supervisor** | | | President and Vice President | | | | | **Signed off** | | | | | **Cordelia, Ka Yu Loh**  ***(Social Secretary's)*** | |
| ***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 | Physical injury  Furnitures, wires or other objects on the floor may cause people to trip, slip and/ or fall | Committee members and attendees | | **2** | **4** | **8** | - All equipment (bracelet, embroidery floss,  beads, charms, and scissors) to be placed on the tabletop visible to everyone.  - Ensure that any necessary wires do not trail across the floor over longer distances than necessary and ensure that unnecessary wires are tidied away.  -Ensure furniture is neatly arranged.  - Floors to be kept clear and dry, and visual checks to be maintained before and throughout the meeting by organizers.  - Extra vigilance will be paid to make sure that any spilled 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](about:blank) | | | |
| Setting up of equipment e.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Committee members and attendees | | **2** | **3** | **6** | - Make committee members aware of the potential risks, follow manual handling guidelines.  - Ensure that at least 2 people carry tables.  - Setting up tables will be done by committee members.  - 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](about:blank) | | | |
| 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, table and chair height.  - 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. | | **1** | **3** | **3** | * Seek medical attention if problem arises * Liaise with SUSU reception/activities team on available spaces for meetings * Postpone meetings where space cannot be found * Look at remote meeting options for members * Committee WIDE training | | | |
| Activities involving hand-eye co-ordination i.e. cutting threads with scissors, making bracelets | Risk of eye strain, frustration, physical injury | Event organisers and attendees | | **2** | **4** | **8** | - Committee to provide guidelines for attendees to follow to minimise frustration.  - Committee to be observant of attendees and offer support/assistance if anyone is struggling.  - Offer regular breaks from the activity by engaging in conversation. | | **1** | **4** | **4** | * Seek medical attention as required. | | | |
| Inappropriate behaviour | Bullying and harassment of participants | All participants | | **2** | **3** | **6** | SUSU believes everyone should be able to enjoy their time at university and all the experiences that go along with that. SUSU has a zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct, and any vicitimisation through any activity, including online.   * Participants to be reminded to be respectful of others * Activity host to have read SUSU’s Expect Respect Policy   <https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf> | | **1** | **3** | **3** | * Activity host to remove participants from the activity if they are behaving inappropriately * Activity host to report inappropriate behaviour to SUSU’s Activities team (activities@susu.org) | | | |
| Use of equipment to aid in bracelets i.e. scissors and beads. | Breaking of skin or tissue damage caused by use of scissors or carrying them. Beads pose potential choking hazard to young children. | Individuals using equipment, people nearby when someone is carrying scissors, or young children living in the same household as attendees | | **2** | **2** | **4** | - If someone is seen to be using scissors incorrectly, they will be prompted to use them safely.  - The scissors used will be small and less likely to cause injury.  - Make members aware of the potential risks involving young children ingesting the beads | | **1** | **2** | **2** | * Seek medical attention if problem arises. * 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](about:blank) | | | |
| Conversations could be sensitive or personal to some members | The audience feels negative emotions around the topic or becomes distressed by events discussed. | Members and Committee | | **2** | **3** | **6** | - Members made aware they could leave the event at any time, if any conversations trigger them.  - Members referred to enabling/signpost to support organisations should this be necessary (e.g. via presentation slide, or by speakers/committee members).  - SUSU reporting tool available. | | **1** | **3** | **3** | * Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter * Committee Wide Training * Seek guidance from activities/SUSU advice centre/UoS enabling team as required committee WIDE training | | | |
| 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** | **10** | * 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](about:blank) | | | |
| 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** | **5** | **10** | - 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 and University Security: * Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311   (Ext:3311). | | | |
| Individuals who attend getting COVID-19 | Spread of the virus across university students | Committee members, those who attend, those who use the room afterwards. | | **3** | **4** | **12** | - Ensure current University of Southampton Covid-19 guidelines are being followed.  - Ensure hand sanitiser is available to all committee members and visitors.  - Use antibacterial wipes provided in the University rooms to wipe down tables, chairs and any equipment before and after use. | | **2** | **2** | **4** | * Seek medical attention if problem arises. * Seek support from University security staff if an individual does not comply with the University of Southampton’s COVID-19 rules. | | | |

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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. | Relevant committee members –president to ensure complete. | 2-3 weeks before event |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members –president to ensure complete. | 05/10/2024 |  |  | |
| Responsible manager’s signature:  A.BARNES | | | | Responsible manager’s signature:  J.MAYO | | |
| Print name: AMELIA BARNES | | | Date: 07/10/24 | Print name: JASMIN MAYO | | Date: 07/10/24 |

**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

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.
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 |