

Risk Assessment

Risk Assessment for the activity of	Kpop Society Meet and Greet/Ice Breaker	Date	12/10/2022
Unit/Faculty/Directorate		Assessor	Mariya Ali
Line Manager/Supervisor	Jasmine Giri-Wild	Signed off	Jasmine Giri-Wild

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Version: 2.3/2017

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
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 victimisation through any activity, including online <ul style="list-style-type: none"> - 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 online activity if they are behaving inappropriately Activity host to report inappropriate behaviour to SUSU's Activities team (activities@susu.org)

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Physical activity	Participants who do not have the appropriate skill level may accidentally injure themselves during the activity	Participant	2	3	6	<ul style="list-style-type: none"> - Ensure all participants are aware of the required skill level in advance of the session - Remind participants of the required skill level at the start of the session 	1	3	3	<ul style="list-style-type: none"> - Advise a participant to sit out the session if that person's lack of skill makes the activity unsafe for them <p>Notify the Activities Team at SUSU of any injuries resulting from any club/society activity</p>

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Physical activity	Participants who do not have the appropriate skill level may accidentally injure themselves during the activity	Participant	2	3	6	<ul style="list-style-type: none"> - Ensure all participants are aware of the space requirements and the required equipment in advance of the session - Remind participants of the required space and equipment at the start of the session 	1	3	3	<ul style="list-style-type: none"> - Advise participants to sit out the session if their space and/or equipment makes the activity unsafe for them <p>Notify the Activities Team at SUSU of any injuries resulting from any club/society activity</p>
Food Allergies and/or Intolerances	Participant may have an adverse reaction to a snack or food offered	Participant	3	4	12	<p>Ask participants to fill out a form informing us of their dietary requirements.</p> <p>We will label the foods that may contain potential allergens, gluten and dairy and let the participants know during the event.</p>	3	4	12	<ul style="list-style-type: none"> - Alert a member of staff - Call an ambulance if necessary - Use participant's epipen if necessary

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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	Remove participant so others are not affected by their inappropriate behaviour	Any committee members	13/10/22	13/10/22	
2 & 3	Make sure chairs and tables are out of the way and there is plenty of space for dancing	All committee members	13/10/22	13/10/22	
4	Label the foods, get to know people's dietary requirements in advance. If anyone has a severe reaction we will use their epipen, alert a member of staff or call an ambulance.	All committee members	13/10/22	13/10/22	
Responsible manager's signature:				Responsible manager's signature:	
Print name: Jasmine Giri-Wild			Date: 12/10/22	Print name: Sahiba Rahman	
			2	Date: 12/10/22	

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Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
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	

L I K E L I H O O D	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				

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.

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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

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

- 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.

