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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of MEET & GREET** | **The Black Women’s Project Southampton** | | **Date** | **30/09/2021** |
| **Unit/Faculty/Directorate** | SUSU BWP SOUTHAMPTON | **Assessor** | KOOLANNA MOMOH | |
| **Line Manager/Supervisor** |  | **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 and falls | Could hurt/trip over them. Physical injury | All participants | **3** | **2** | **6** | * Activity host to ensure all participants walk around room and do not run * Participants to be reminded that there are chairs around * Participants to place their bags at the back of room or under their chairs and tables * Tables placed at back of room * Cables to be organised | **1** | **2** | **2** | * First aid kit and first aider on the site * Notify the Activities Team at SUSU of any injuries resulting from any club/society activity |
| Setting up equipment | Bruising or broken bones from tripping over table and chairs | organisers | 2 | **3** | 6 | * Make all organisers aware of potential risks follow manual handling guidelines * Ensure at least two people carry tables * Those with pre-existing conditions should not be involved in this area | **1** | **2** | **2** | * First aid kit and first aider on the site * Notify the Activities Team at SUSU of any injuries resulting from any club/society activity |
| Electrical shock and fire and eye strain |  | Participants and others in building | 2 | **2** | 4 | * Make sure no liquids around any electrical equipment * Only use the electrical equipment in the room, following the instructions * Ensure leads are secured with cable ties * Ensure regular breaks when using the screen * Ensure screen set up to avoid glare | **1** | **2** | **2** | * Make sure there is a fire extinguisher in the room in case of fire |
| 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 victimization 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 ask participants to leave the venue if they are behaving inappropriately * Ensure safe space disclaimer is communicated * Activity host to report inappropriate behaviour to SUSU’s Activities team (activities@susu.org) |
| Physical activity | Participants who do not have the appropriate equipment or space for the activity may accidentally injure themselves | Participants | **2** | **3** | **6** | * Ensure all participants have enough space in around them in the venue to play. * Ensure all participants are aware of the space requirements and the required equipment in advance of the game * Remind participants of the required space and equipment at the start of the session | **1** | **3** | **3** | * Remove any items or apparatus that could cause harm and create sufficient space in the venue * Notify the Activities Team at SUSU of any injuries resulting from any club/society activity |
| 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 | participants | **2** | **5** | **10** | * ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed | **2** | **2** | **4** | * Call 999 for fire department |

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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** |
| 2 | Only have one person using the electrical equipment throughout the event | Nikel-Shaniece Hector-Jack | 06/10/2021 | 07/10/2021 |  |
| 1 | Space the chairs out accordingly and have a first aid kit at hand | Koolanna Momoh | 06/10/2021 | 07/10/2021 |  |
| 3 | Make sure all equipment is lifted in pairs | Koolanna Momoh | 06/10/2021 | 07/10/2021 |  |
| 4 | Committee to read and share SUSU Expect Respect Policy and give safe space disclaimer | Abiola Kingsley Faborode | 06/10/2021 | 07/10/2021 |  |
| Responsible manager’s signature: Koolanna Momoh | | | |  | |
| Print name: Koolanna Momoh | | | Date:30/09/2021 |  |  |