



## Risk Assessment

<b>Risk Assessment for the activity of</b>	Altar de muertos	<b>Date</b>	20/10/2021
<b>Unit/Faculty/Directorate</b>	SUSU Mexican Society	<b>Assessor</b>	Fernanda Munoz Salazar
<b>Line Manager/Supervisor</b>	Héctor Robles Maldonado	<b>Signed off</b>	Héctor Robles Maldonado

<i>PART A</i>										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed	Inherent			Residual			Further controls (use the risk hierarchy)	
			Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	
<b>Meetings &amp; Socials</b>										
Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</li> <li>Any cables to be organised as best as possible</li> <li>Cable ties/to be used if necessary</li> <li>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Seek medical attention from SUSU Reception/venue staff if in need</li> <li>Contact facilities team via SUSU reception/venue staff</li> <li>Contact emergency services if needed</li> <li>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a>.</li> </ul>
Crowds	Risk of crushing	Attendants might suffer risk of crushing if the capacity of the venue is exceeded	1	2	2	<ul style="list-style-type: none"> <li>Make sure that the number of tickets sold is not going to exceed the maximum capacity of the venue.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Request security to deny entry once the tickets are sold out.</li> </ul>
Setting up of Equipment. E.g. Table and chairs	Bruising from tripping over table and chairs.	Meeting organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>Make stall operators aware of the potential risks, follow manual handling guidelines</li> <li>Ensure that at least 2 people carry tables.</li> <li>Setting up tables will be done by</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Seek assistance if in need of extra help from facilities staff/venue staff if needed</li> <li>Seek medical attention from SUSU Reception if in need</li> <li>Contact</li> </ul>

						<ul style="list-style-type: none"> <li>organisers.</li> <li>• Work in teams when handling other large and bulky items.</li> <li>• Request tools to support with move of heavy objects- SUSU Facilities/venue . E.g. hand truck, dolly, skates</li> <li>• Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> </ul>				<ul style="list-style-type: none"> <li>emergency services if needed</li> <li>• All incidents will be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
Socials/Meetings- Medical emergency	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</p>	Members	3	4	12	<ul style="list-style-type: none"> <li>• Advise participants; to bring their personal medication</li> <li>• Members/Committee 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>• Contact SUSU Reception/Venue staff for first aid support</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow <a href="#">SUSU incident report policy</a>.</li> </ul>
Insufficient Fire Safety awareness	<p>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.</p>	Members	2	5	10	<ul style="list-style-type: none"> <li>• ensure that members 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>• All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Call emergency services and University Security:</li> <li>• Emergency contact number for Campus Security: • Tel: +44 (0)23 8059 3311 • (Ext:3311).</li> </ul>

Demonstration/Strike/ Awareness Raising Activity										
Awareness/Promotional Stand e.g. Bunfight *excluding items covered above										
Overcrowding at Stall	Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour.	Members, visitors	1	2	2	<ul style="list-style-type: none"> <li>A maximum of 3 representatives to be at the stall at any one time</li> <li>Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear</li> <li>Ensure that organisers /volunteers do not block walkways when engaging with attendees</li> <li>Follow instructions given by support staff/staff on directions and entry and exit points</li> <li>Do not move tables if this has been placed for you by staff.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>Seek support from facilities staff</li> </ul>

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. This includes: <ul style="list-style-type: none"> <li>Trips and Tours</li> <li>Fundraising events e.g. Bake Sales</li> <li>External Speaker Events</li> </ul>	Relevant committee members – president to ensure complete.	21 October 2021	20 October 2021		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	21 October 2021	20 October 2021		
Responsible manager's signature: 				Responsible manager's signature: 		
Print name:			Date: 20	Print name:		Date: 20

**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 4 3 2 1	25 20 15 10 5
	4 3 2 1	16 12 8 4
	3 2 1	12 8 4
	2 1	8 4
	1	4
	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

