

Risk Assessment

Risk Assessment for the activity of	Amnesty Paint & Draw		Date	18/11/2025
Group Name	Amnesty International Society	Assessor	Tabehre Tawbargh I – Secretary	
Supervisor	Lonwabo Adonsi– Co-President	Signed off	SUSU USE ONLY	
Description of event/activity	<ul style="list-style-type: none"> - Date: 26/11/2025 - Time: 5-7pm - Location: 59P/1003 - Description of activity: casual event with art and craft supplies, music and (maybe) be optional games - Food served: light snacks including potentially drinks and sweets (vegan options provided) - Equipment used: tables, chairs, paint, paint brushes and canvas, sharpies - Tickets: 10 free tickets, then £3 for non-members, £2 for members to be put on Box Office (x30 tickets) 			

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)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Craft activities										

Using sharp craft tools like brush end of brittle brushes	Physical Injury	Event organisers and attendees	2	4	8	<p>Inspection of tools carried out by responsible person in advance of activity.</p> <p>Any damaged or unsafe tools to be disposed of safely.</p> <p>Clear safety guidelines to be explained to participants before access to tools.</p> <p>Ensure sharp objects are put away when not in use.</p> <p>Ensure sharp craft tools are not carried where possible or carried walking blade down.</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so.</p> <p>Contact SUSU Reception/venue staff for first aid support if needed.</p>	1	2	2	<p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Seek assistance from venue staff if needed.</p> <p>Follow SUSU incident report policy.</p> <p>Contact emergency services as required 111/999.</p>
Inadequate meeting space- overcrowding, not inclusive to all members.	Physical injury, distress, exclusion.	Event attendees.	1	3	3	<ul style="list-style-type: none"> Committee check on room pre-booking, checks on space, lighting, access, tech available Ensure space meets needs of members e.g. considering location & accessibility of space 	1	3	3	<p>Seek medical attention if problem arises</p> <p>Postpone meetings where space cannot be found</p>

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						Committee to consult members on needs and make reasonable adjustments where possible				
Ingesting harmful substances such as paint	Triggering Allergies in allergic individuals or causing stomach upset on everyone else	Event attendees.	1	3	3	<p>Ensure supervision of process and keep away items from attendees</p> <p>Drinking loads of water if at all ingested and seeking medical attention</p> <p>Ensure paint supplies are non-toxic</p>	1	3	3	<ul style="list-style-type: none"> • Seek medical attention from SUSU if in need • Contact facilities team via SUSU • Contact emergency services if needed <p>All incidents are to be reported on the as soon as possible. Follow SUSU incident report policy</p>

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Reaction to products such as paint causing adverse effect	Triggering skin allergies causing, rashes, burn or similar effect	Event attendees.	2	3	6	<ul style="list-style-type: none">Only use products that are safe and certifiesBefore using, check if anyone has any allergies and ensure people that do are kept away from those products. Strict supervision of people using products	1	3	3	<ul style="list-style-type: none">Seek medical attention from susu staff if in neededContact emergency services if needed All incidents are to be reported on as soon as possible. Follow SUSU incident report policy

Mess from art activities	<p>Increased risk of slips</p> <p>Reputational damage of club/society/SUSU/UoS</p> <p>loss of permission to continue activity</p> <p>Damage to property</p>	Organisers, attendees, club/society, SUSU, UoS	2	2	4	<p>Committee/event organisers are responsible for leaving the venue as they found it.</p> <p>Ensure enough time is planned in to activity for comprehensive clean up (especially If the space is booked after you).</p> <p>Prompt clean up to avoid damage to equipment, so that it can be used again next time.</p> <p>Use table and floor coverings where necessary.</p> <p>Ensure the location of a sink is known, and that you have permission to use the sink.</p> <p>Clear away any spills quickly and thoroughly.</p> <p>Ensure you either have cleaning materials (e.g. cleaning spray and blue roll), or you have permission to borrow them from the venue for the purposes of cleaning up.</p> <p>Ensure attendees adequately wash their hands to avoid transference.</p> <p>Consider providing wipes to attendees.</p>	2	2	4	<p>Choose water-based materials for easier cleaning.</p> <p>Report any big spills that you are unable to adequately clean to venue staff.</p> <p>Report any potential issues to SUSU Activities Team.</p>
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Food (sweets, cupcakes, drinks, water)	Allergic reaction choking	Event attendees.	3	3	9	<ul style="list-style-type: none">Small foods. Advise people to eat slowly and to not talk whilst eating. Advise people to chew food properly before swallowing.Store-bought foods will have recorded allergen information for participants on the day. <p>Participants should be informed of the presence of allergens and asked about their allergies before attendance and reminded to bring their own medication where necessary.</p>	1	3	3	<ul style="list-style-type: none">Seek medical attention from susu staff if in neededContact emergency services if needed <p>All incidents are to be reported on as soon as possible. Follow SUSU incident report policy</p>

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Slips, trips and falls	Physical injury	Event attendees.	2	4	8	<ul style="list-style-type: none"> Ensure all equipment to be used are neatly and carefully organised 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 susu staff asap. If cannot be removed mark off with hazard signs 	1	4	4	<ul style="list-style-type: none"> Seek medical attention from susu staff if in needed Contact emergency services if needed <p>All incidents are to be reported on as soon as possible. Follow SUSU incident report policy</p>

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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <p>Avoid build-up of debris in the activity area.</p> <p>Consider accessibility requirements.</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>

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Insufficient Fire Safety awareness	Insufficient Fire Safety awareness	Insufficient Fire Safety awareness	Insuff icient Fire Safety aware ness	Insuff icient Fire Safety aware ness	Insuff icient Fire Safety aware ness	Insufficient Fire Safety awareness	Insuff icient Fire Safety aware ness	Insuff icient Fire Safety aware ness	Insuff icient Fire Safety aware ness	Insufficient Fire Safety awareness

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Manual handling, including 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	Follow manual handling guidelines. Ensure that at least 2 people carry tables or other bulky items. Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. Request tools to support with the moving of heavy objects from 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 from facilities staff/venue staff if needed. Seek medical attention from SUSU/venue 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 .

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Inaccessibility	Physical injury, distress, exclusion	Participants, committee	2	3	6	Committee checks on space, lighting, access, tech available, etc. Ensure space meets needs of members e.g. considering location & accessibility of space (use AccessAble database to check accessibility information of venues). Committee will consider accessibility requirements and ensure that the area chosen is as accessible as possible. Consider asking all attendees if they have any accessibility requirements. Include accessibility information in the promotion for your event.	1	3	3	Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings. Postpone meetings where space cannot be found. Welfare Officer to complete WIDE training. 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.

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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 if it might be required. Members/Committee to carry out first aid if necessary and <u>only if</u> 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	Seek medical attention from susu staff if in needed Contact emergency services if needed. 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 .

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Events Involving Fundraising	Lack of transparency or accountability in cash handling. Reputational risk if charity information is unclear or funds are not managed properly.	Group members, SUSU, charities	2	1	2	Treasurers to oversee and record all financial transactions. Store funds safely and deposit them promptly after the event. Ensure all raffles or competitions comply with relevant legal or SUSU guidelines. Keep an income and expenses record for transparency. Provide clear signage for all fundraising activities and ensure guests understand where proceeds are going.	1	1	1	Report any incidents to the Activities Team.

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	Safety briefing to participants in advance of activity, including emergency exits and how to safely use any tools.	Lonwabo Adonsi	21/11/2025		
2	Appropriate location for event chosen	All committee members	1/11/2025		
3	Access to cleaning equipment	All committee members	28/11/2025		
4	Inspection of tools in advance of the activity	Tabehre Tawbargh I	25/11/2025		
Responsible committee member signature 1: TTawbargh I				Responsible committee member signature 2: LAdonsi	
Print name: Tabehre Tawbargh I			Date: 18/11/2025	Print name: Lonwabo Adonsi Date:18/11/25	

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	

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				

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.

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