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Meetings & Socials

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • All boxes and equipment to be stored away from main meeting area, e.g. stored under tables • Any cables to be organised as best as possible • Cable ties/to be used if necessary • Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. • 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 facilities teams/venue staff asap. If cannot be removed mark off with hazard signs 	1	4	4	<ul style="list-style-type: none"> • Seek medical attention from venue staff if in need • Contact 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
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Setting up of Tables, Chairs Decorations etc.	Bruising or broken bones from tripping over table and chairs or bunting.	organisers and attendees	2	3	6	<ul style="list-style-type: none"> • Make those helping with setup aware of the potential risks, follow manual handling guidelines • Ensure that at least 2 people carry tables. • Setting up tables will be done by organisers, venue staff and caterers only • Work in teams when handling other large and bulky items. • Request tools to support with move of heavy objects • Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable • Ensure adequate lighting while hanging bunting and other decorations which may pose a trip hazard. 	1	3	3	<ul style="list-style-type: none"> • Seek assistance if in need of extra help from facilities staff/venue staff if needed • 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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						<ul style="list-style-type: none"> If decorations fall at any time during the event ensure they are removed or re-attached quickly to avoid a trip hazard. 				
Inadequate space-overcrowding , not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> Committee check on Venue pre-booking, checks on space, lighting, access 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	<ul style="list-style-type: none"> Seek medical attention if problem arises Committee WIDE training

Equipment used for heating food on buffet table	Injury, electric shock, Burns, Spills	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • Ensure dishes with hot food are stable and placed away from edges of the buffet table. • Check equipment is in good order with up to date PAT tests. • Ensure all leads are secured with cable ties/mats or do not pose a trip hazard. etc • Ensure Caterers and anyone using equipment is familiar with its operation. • Ensure equipment provided by the caterer/ venue is covered by their own risk assessment • Oven Gloves/ Tea towels for handling hot dishes 	1	4	4	<ul style="list-style-type: none"> • Pre-check equipment and last PAT testing dates • Seek medical attention as required
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alcohol consumption	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees,	2	5	10	<ul style="list-style-type: none"> • Members are responsible for their individual safety though and are expected to act sensibly • Initiation behaviour not to be tolerated and drinking games to be discouraged • For socials at bars/pubs etc bouncers will be present at most venues. • Bar Security staff will need to be alerted and emergency services called as required. • Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess 	1	3	5	<ul style="list-style-type: none"> • Follow SUSU incident report policy • Call emergency services as required 111/999 • Committee WIDE training
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						<ul style="list-style-type: none">• Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event• Society to follow and share with members Code of conduct/SUSU Expect Respect policy				
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Travel	Vehicles collision -causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	<ul style="list-style-type: none"> • Members are responsible for their individual safety though and are expected to act sensibly • local venues known to UoS students chosen • Event organisers will be available to direct people between venues. • Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. • Avoid large groups of people totally blocking the pavement or spilling in to the road. 	2	2	4	<ul style="list-style-type: none"> • Where possible venues chosen for socials will be local/known to members and within a short distance from each other. • Contact emergency services as required 111/999 • 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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						<ul style="list-style-type: none"> • Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis). • Be considerate of other pedestrians & road users, keep disturbance & noise down. 				
Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	<ul style="list-style-type: none"> • Advise participants; to bring their personal medication • 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 Venue staff for first aid support 	2	5	15	<ul style="list-style-type: none"> • 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

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	10	5	<ul style="list-style-type: none"> ensure that members know where the nearest fire exist 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	<ul style="list-style-type: none"> All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Call emergency services
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Food	<ul style="list-style-type: none"> • Allergies • Food poisoning • Choking 	All	3	5	15	<ul style="list-style-type: none"> • Ensure Caterer has an up to date food Hygiene certificate (level 2) and appropriate allergy and intolerance training. • Ask Attendees about any allergies and intolerances, and ensure the caterer is aware of these. • Ensure all dishes/ equipment are clean • Contact Venue staff for first aid support 	1	5	5	<p>Call for first aid/emergency services as required</p> <p>Report incidents via SUSU incident report procedure</p>
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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
	Obtain Risk assessments, food hygiene, and allergy certificates from the Caterer, as well as proof of public liability insurance.	Ralph Wilson	16/03/25		
	Obtain risk assessments from venue	Ralph Wilson	16/03/25		
	Check electrical equipment PAT date	Ralph Wilson	16/03/25		
	Visit venue and check suitability	Ralph Wilson	16/03/25		
Responsible manager's signature:				Responsible manager's signature:	
 (President)				 (Social Secretary)	
Print name: Olha Melnychenko			Date: 14/03/25	Print name: Ralph Wilson	
				Date: 14/03/25	

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	

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				

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.

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

5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.
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