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| Risk Assessment | | | | |
| **Risk Assessment for the activity of** | **(University Of Southampton Pakistan/Bangladesh Society) Henna Stall Risk Assessment**  A henna stall for ‘Give It a Go’ (Culture Week)  Friday 17 March 14:00-16:00  Allergy test patches: | | **Date** | **16/03/2023** |
| **Unit/Faculty/Directorate** | **SUSU [University Of Southampton Pakistan and Bangladesh Society]** | **Assessor** | **Sophie Morris** | |
| **Line Manager/Supervisor** | ***SUSU Activities Team*** | **Signed off** | ***VP Activities/Sport or Activities Coordinator*** | |

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| *PART A* | | | | | | | | | | |  |
| (1) Risk identification | | | (2) Risk assessment | | | | (3) Risk management | | | |  |
| Hazard | Potential Consequenc es | Who migh t be harm ed  (user  ;  those near by; those in the vicini ty; mem | Inherent | | |  | Residu al | | | 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 | Control measures (use the risk hierarchy) | L  i k e l i h o o d | I  p a c t | S  m c  r e | o | |

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|  |  | bers of the publi c) |  |  |  |  |  |  |  |  |
| Henna stains on clothes | Clothing being stained | Those partaking in the event | 2 | 2 | 4 | * Provide napkins and wipes to ensure henna does not stain clothing. * Necessary steps should be taken to avoid contact with clothes, e.g.,   ensuring henna is done on the table. | 1 | 2 | 2 | To provide guideline on how to get rid of henna stains. |
| Ingesting henna | Those with severe allergies may be affected | Beginners at the session | 1 | 4 | 4 | * Ensure supervision of   process and keep away items from attendees   * Clear warning about non ingestion of the product given before session * Drinking loads of water if at all ingested and seeking medical attention | 1 | 3 | 3 | * Seek medical attention from SUSU Reception/venue staff if in need * Contact facilities team via SUSU reception/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](https://www.susu.org/groups/admin/howto/protectionaccident) [incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |

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| Reaction to henna product causing adverse effect | Triggering skin allergies causing, rashes, burn or similar effect | Partcipants | 2 | 3 | 6 | * 100% henna tattooing is safe except in extreme cases eg allergic reactions. Pure 100% henna comes in orange, red, burgundy, brown and coffee colours. This can cause a condition known as ‘glucose 6 – phosphate dehydrogenase deficiency’ (G6PD) which is rare and occurs most commonly in infants. So will avoid doing henna on children. * Using only certified 100% henna from reputable companies to avoid chemical reactions from additives. | 1 | 2 | 3 | * Seek medical attention from SUSU Reception/venue staff if in need * Contact facilities team via SUSU reception/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](https://www.susu.org/groups/admin/howto/protectionaccident) [incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)   * Email participants asking to have a patch test done before the session |

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|  |  |  |  |  |  | * Risks and   ingredients/ allergens to be displayed at the henna station to ensure individual with conditions/allergies are informed.   * Ensure Henna artists are well informed, provide training on risks and buy the henna product on their behalf to prevent use of unsafe products * Patch test offered to those who have not received henna before |  |  |  |  |

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| Slips, trips and falls | Physical injury | Event organis ers and attend ees | 2 | **4** | 8 | * 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 | **1** | **4** | **4** | * Seek medical attention from SUSU Reception/venue staff if in need * Contact facilities team via SUSU reception/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](https://www.susu.org/groups/admin/howto/protectionaccident) |
|  |  |  |  |  |  | * 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 |  |  |  |

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| Setting up of Equipment.  E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meetin g organis ers and attend ees | 2 | 3 | 6 | * Make stall operators 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. * Work in teams when handling other large and bulky items. * Request tools to support with move of heavy objects- 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 if in need of extra help from facilities staff/venue staff if needed * Seek medical attention from SUSU 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](https://www.susu.org/groups/admin/howto/protectionaccident) |

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| Inadequate meeting space- overcrowding  , not inclusive to all members | Physical injury, distress, exclusion | Event organis ers and attend ees | 1 | 3 | 3 | * 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 * Committee to consult members on needs and make reasonable adjustments where possible | 1 | 3 | 3 | * Seek medical attention if problem arises * Liaise with SUSU reception/activities team on available spaces for meetings * Postpone meetings where space cannot be found * Look at remote meeting options for members * Committee WIDE training |
| Costumes/Fa ncy Dress | Props/costumes causing injury or offence | Particip ants Memb ers of the public | 2 | 2 | 4 | * Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. * Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. * Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 2 | 2 | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed * Committee WIDE training |

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| Socials/Meeti ngs- Medical emergency | Members may sustain injury  /become unwell | Memb ers | 3 | 5 | 15 | * Advise participants; to bring their personal medication * Members/Committee to carry out first aid if necessary and only if qualified and confident to do so * Contact emergency services as required 111/999 * Contact SUSU Reception/Venue staff for first aid support | 2 | 5 | 1  5 | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
|  | pre-existing medical conditions Sickness Distress |  |  |  |  |  |  |  |

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| 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/boxe s. | Memb ers | 2 | 1  0 | 5 | * 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 | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. * Call emergency services and University Security: * Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311 * (Ext:3311). | |
| **Fundraising Events & Cash Handling** | | | | | | | | | | |  |

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| Handling & Storing Money- Charity fundraiser | * Theft * Individu als being mugged   /robbed   * Loss/mi splace ment leading to financia l loss | Memb ers, Particip ants, Charity | 3 | 4 | 12 | Southampton RAG procedures will be followed:   * Charity Event form completed, and RAG approval will be given * Use of cashless payments, like the   just-giving page for the charity. | 1 | 3 | 3 | In the event of theft committee members will:   * Highlight the incident to any community police officers in the area/report to 111 * Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |

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| Adverse Weather | * Injury * Illness * Slipping * Burns | All who attend | 4 | 3 | 12 | * Lead organiser to check the weather are suitable for activities on the day * SUSU/UoS Facilities team checks of buildings and spaces prior to the event * Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites * In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate | 4 | 1 | 4 | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |

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| Overcrowdin g 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. | Memb ers, visitors | 2 | 3 | 6 | * A maximum of 3 representatives to be at the stall at any one time * Request that orderly ques are formed * Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear * Ensure that organisers   /volunteers do not block walkways when engaging with attendees   * Follow instructions given by support staff/staff on directions and entry and exit points * Do not move tables if this has been placed for you by staff. | 1 | 3 | 3 | * Seek medical attention if problem arises * Seek support from facilities staff |

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| Falling Objects e.g. banners | Injury Bruising Damage to equipm ent | Memb ers, visitors | 2 | 3 | 6 | * Tables to be safely secured by staff where possible – ask for support from facilities team * Ensure banner is secured and on a flat surface * Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders | 1 | 2 | 2 | * Seek medical attention if problem arises * Seek support from facilities staff |

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| *PART B – Action Plan* | | | | | | | |
| Risk Assessment Action Plan | | | | | | | |
| Par t  no. | Action to be taken, incl.  Cost | By whom | Target date | | Revie w date | Outcome at review date | |
| 1 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | done | | done | Follow guidance. | |
| 2 | Send allergy information to attendees | An-Sofie | 16/03/2023 | | 16/03/2023 |  | |
| Responsible manager’s signature: Ibrahim | | | | | Responsible manager’s signature: Asiyah | | |
| Print name: Sophie Morris | | | | Date: 16/03/2023 | Print name: An-Sofie Van Rafelghem (SUSU Activities) | | Date: 16/03/2023 |

Assessment Guidance

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| * 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 |
| **LIKELIHOO** 5  **D** 4  3  2  1 | 5 | 10 | 15 | | 20 | 25 |  | | |
| 4 | 8 | 12 | | 16 | 20 |
| 3 | 6 | 9 | | 12 | 15 |
| 2 | 4 | 6 | | 8 | 10 |
| 1 | 2 | 3 | | 4 | 5 |

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**IMPACT**

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| 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. |

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| 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 |