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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 March14:00-16:00Allergy 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) |  |
| Li k e l i h o o d | Im p a c t | Sc o r e | Control measures (use the risk hierarchy) | Li k e l i h o o d | Ip a c t | Sm cr 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)
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|  |  |  |  |  |  | * 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.
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|  |  |  |  |  |  | * 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
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| 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 | 15 | * 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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|  | 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 | 10 | 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).
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| **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 tno. | 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 furthercontrols | If this is not possible then explain why |  |
| * Substitute
 | Replace the hazard with one lesshazardous | 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** 4321 | 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 orabrasion which require basic first aid treatment even inself-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 bonerequiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe –extremely significant | Fatality or multiple serious injuriesor 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 |