

## Risk Assessment

|  |  |                                    |  |                                       |
|--|--|------------------------------------|--|---------------------------------------|
| <b>Risk Assessment for the activity of</b> | <b>Christmas themed Arts and craft: welfare social</b>   |                                    | <b>Date</b>  | <b>23/10/2025<br/>(date of event)</b> |
| <b>Group Name</b>                          | <b>Sociology, Social Policy and Criminology Society</b>  | <b>Assessor</b><br>Victoria French | <b>Name of committee member completing the RA</b>                            |                                       |
| <b>Supervisor</b>                          | <i><b>Olivia Griffiths</b></i>   | <b>Signed off</b>                  | N/A, please upload to groupshub for digital sign-off by SUSU Activities team |                                       |
| <b>Description of event/activity</b>       | <p><i><b>This event is an arts and crafts event- themed around Christmas. The society will be providing a few materials such as buttons and socks and rice for the committee led craft but it will also be an open craft evening where members are welcome to bring their own craft along too.</b></i></p> <p><i><b>There will be no food or drink provided at our event, we will just be providing the arts a craft items listed.</b></i></p> |                                    |  |                                       |

| PART A                  |                        |   |                     |        |       |   |                     |        |       |   |
|-------------------------|------------------------|---|---------------------|--------|-------|---|---------------------|--------|-------|---|
| (1) Risk identification |                        |   | (2) Risk assessment |        |       |   | (3) Risk management |        |       |   |
| Hazard                  | Potential Consequences | Who might be harmed<br><br>(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 |   |

|                        |                 |                                |   |   |   |  |   |   |   |   |
|------------------------|-----------------|--------------------------------|---|---|---|--|---|---|---|---|
| Slips, trips and falls | Physical injury | Event organisers and attendees | 2 | 3 | 6 | <p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.</p> <p>Any cables to be organised as best as possible, e.g. cable ties to be used if necessary.</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.</p> | 1 | 3 | 3 | <p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident reporting guide</p> |
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|------|---|---|---|---|----|--|---|---|---|--|
| Fire | Smoke inhalation, burns. Risk of extreme harm | All participants and organisers, any staff and spectators | 2 | 5 | 10 | <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 | 5 | 5 | <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.</p> <p>Follow SUSU incident reporting guide</p> |
|------|---|---|---|---|----|--|---|---|---|--|

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|--|---|--------------------------------------|---|---|---|--|---|---|---|---|
| Overcrowding/<br>inadequate<br>meeting space | Physical injury, distress,<br>exclusion | Event<br>organisers and<br>attendees | 2 | 3 | 6 | <p>Do not push/shove.</p> <p>If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management.</p> <p>Committee checks on space, lighting, access, tech available, etc.</p> <p>Use ticketing system (SUSU Box Office) for regular sessions/meetings to avoid exceeding venue capacity.</p> <p>Ensure space meets needs of members e.g. considering location &amp; accessibility of space (use AccessAble database to check accessibility information of venues).</p> | 1 | 3 | 3 | <p>Seek medical attention if problem arises.</p> <p>Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings.</p> <p>Postpone meetings where space cannot be found.</p> <p>Welfare Officer to complete WIDE training.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> |
|--|---|--------------------------------------|---|---|---|--|---|---|---|---|

| <b>PART A</b>                  |                               |  |                            |               |              |  |                            |               |              |  |
|--------------------------------|-------------------------------|--|----------------------------|---------------|--------------|--|----------------------------|---------------|--------------|--|
| <b>(1) Risk identification</b> |                               |  | <b>(2) Risk assessment</b> |               |              |  | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed</b><br><br>(user; those nearby; those in the vicinity; members of the public) | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>   | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
|                                |                               |  |                            |               |              | If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible |                            |               |              | Follow SUSU incident reporting guide             |

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

|   |  |         |   |   |   |  |   |   |   |   |
|---|--|---------|---|---|---|--|---|---|---|---|
| Medical emergency                                       | Members may sustain injury/ become unwell<br><br>Pre-existing medical conditions, sickness, distress | Members | 1 | 5 | 5 | Advise participants to bring their personal medication if it might be required.<br><br>Members/Committee to carry out first aid if necessary and only if qualified and confident to do so.<br><br>Contact emergency services as required 111/999.<br><br>Contact SUSU Reception/venue staff for first aid support.<br><br>Members can be referred to The Student Hub (02380 599 599, <a href="mailto:studenthub@soton.ac.uk">studenthub@soton.ac.uk</a> ) in case of distress. | 1 | 4 | 4 | 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 reporting guide                        |
| Ensuring people know how to get to the event's location | Individuals could potentially get lost on campus.  | Members | 2 | 2 | 4 | Ensure that those with tickets are told the location at least a day in advance to minimise the chance of people not being able to find it – gives members the possibility to go and find it before the event.  | 1 | 3 | 3 | Make sure we remind individuals through social media of the location of the event. Offer on the socials page, if anyone needs help finding the location, to simply message the society page |

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|--|--|---------|---|---|---|---|---|---|---|--|
|  |  |         |   |   |   | <p>Committee members to have their phones switched on, in case anyone messages to ask for directions or help finding location.</p> <p>We will make sure the location is obvious, if necessary, we will put a committee member on the entrance door to the building.</p>   |   |   |   | and a committee member will help.  |
| Adverse weather on the day of this event | Adverse weather could increase the likelihood of slips, trips and falls. | Members | 2 | 3 | 6 | <p>We will check the weather forecast the day before the event, if the weather is looking too dangerous e.g., thunder and lightning or extremely high winds – we will postpone the event.</p> <p>If any weather warnings are put out online, we would ensure the guidance is followed by the society, e.g., staying at home</p> | 1 | 4 | 4 | <p>Follow any SUSU advice is weather is severe.</p> <p>Put a reminder out on social media page if weather is going to be adverse, e.g., a reminder of heavy rain so wearing a coat is suggested.</p> |



| <b>PART A</b>                  |                               |  |                            |               |              |  |                            |               |              |  |
|--------------------------------|-------------------------------|--|----------------------------|---------------|--------------|--|----------------------------|---------------|--------------|--|
| <b>(1) Risk identification</b> |                               |  | <b>(2) Risk assessment</b> |               |              |  | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed</b><br><br>(user; those nearby; those in the vicinity; members of the public) | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>   | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
|                                |                               |  |                            |               |              | <p>unless necessary- we would postpone the event.</p> <p>If extremely heavy rain, we will make sure no one is too cold for the event to reduce the likelihood of any serious conditions such as hypothermia.</p> |                            |               |              |  |

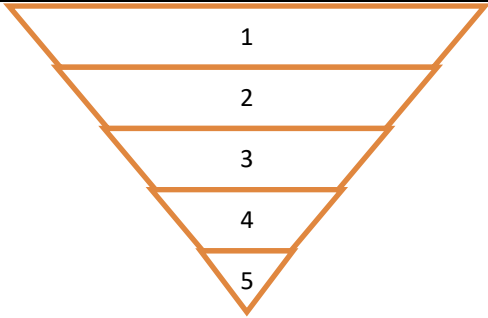
|  |   |                          |   |   |   |   |   |   |   |   |
|--|---|--------------------------|---|---|---|---|---|---|---|---|
| Sharp objects<br>(e.g. scissors<br>for crafts) | As this is a craft evening<br>there may be some<br>scissors used to cut<br>things out for the craft.<br><br>if used incorrectly this<br>could cause someone to<br>accidentally cut<br>themselves. | Members and<br>committee | 2 | 3 | 6 | We will make sure everyone<br>is aware of the items they<br>are using with in the craft<br>and make sure no one is<br>messaging around with the<br>scissors.<br><br>We will make sure that all<br>sharp items are handled<br>with care. | 1 | 4 | 4 | If the injury is serious and<br>participant in a lot of pain<br>or discomfort, seek<br>medical attention<br>immediately.<br><br>Any incidents need to be<br>reported as soon as<br>possible, ensuring duty<br>manager/health and<br>safety officers have been<br>informed.<br><br>Follow SUSU incident<br>reporting guide |
|--|---|--------------------------|---|---|---|---|---|---|---|---|

## 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:<br>· Trips and Tours<br>Fundraising events e.g. Bake Sales<br>· External Speaker Events<br>· Events involving home-cooked/prepared food or external catering<br>· Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities... | Relevant committee members- president to ensure completed | Whenever it is needed for:<br><br>Target- 2 weeks before the event where possible |             |                        |
| 2        | Committee to read and share SUSU Expect respect policy  | Relevant committee members- president to ensure completed | As soon as all committee members have read it.                                    |             |                        |
|          |   |   |   |             |                        |
|          |   |   |   |             |                        |

|   |  |
|---|--|
| Responsible manager's signature: Olivia Griffiths | Responsible manager's signature: Victoria French |
| Print name: OLIVIA. M. GRIFFITHS                  | Print name: VICTORIA FRENCH                      |
| Date:<br>02/12/2025                               | Date:<br>02/12/2025                              |

## 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.              |
| Likelihood |  |   |
| 1          | extremely significant<br>Rare e.g. 1 in 100,000 chance or higher | or illness requiring hospital admission or significant time off work  |
| 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 |