Risk Assessment

Risk Assessment for the activity of	**Pumpkin Carving**	**Date**	23/10/2026
Group Name	**StageSoc**	**Assessor**	**Beth Gates**
Supervisor	**Adam Wiffen**	**Signed off**	***SUSU USE ONLY***
Description of event/activity	- ***31st October at 2pm*** - ***B2A (the Annex)*** - ***Social carving pumpkins***		

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	Physical Injury	Event organisers and attendees	**2**	**4**	**8**	Inspection of tools carried out by responsible person in advance of activity. Any damaged or unsafe tools to be disposed of safely. Clear safety guidelines to be explained to participants before access to tools. Ensure sharp objects are put away when not in use. Ensure sharp craft tools are not carried where possible, or carried walking blade down. Designated first aider to carry out first aid if necessary and only if qualified and confident to do so. Contact SUSU security staff for first aid support if needed.	**1**	**2**	**2**	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Seek assistance from security if needed. Follow SUSU incident report policy. Contact emergency services as required 111/999.
Mess from art activities	Increased risk of slips Reputational damage of club/society/SUSU/UoS loss of permission to continue activity	Organisers, attendees, club/society, SUSU, UoS				Committee/event organisers are responsible for leaving the venue as they found it. Ensure enough time is planned in to activity for comprehensive clean up Prompt clean up to avoid damage to equipment, so that it can be used again next time.				Choose water-based materials for easier cleaning. Report any big spills that you are unable to adequately clean to venue staff. Report any potential issues to SUSU Activities Team.

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	Damage to property					Use table and floor coverings where necessary. Ensure the location of a sink is known, and that you have permission to use the sink. Clear away any spills quickly and thoroughly. 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. Ensure attendees adequately wash their hands to avoid transference. Consider providing wipes to attendees.				
General Considerations											

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Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	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, e.g. cable ties to be used if necessary. Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers. 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	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. 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.

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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. 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. Avoid build-up of debris in the activity area. Consider accessibility requirements.	1	4	4	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. 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.

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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 AcessAble 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	1	5	5	Advise participants to bring their personal medication if it might be required. 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.	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 report policy.

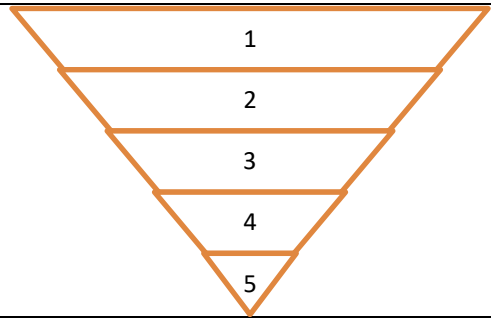
PART B – Action Plan

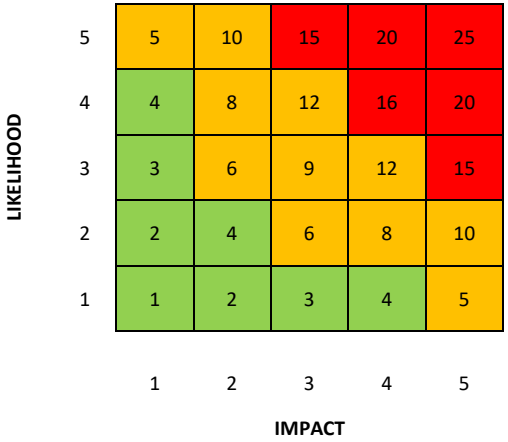
Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Designate first Aider on Committee.	Beth Gates	31/10/2026	01/11	
2	Safety briefing to participants in advance of activity, including emergency exits and how to safely use any tools.	Beth Gates	31/10/2026	01/11	
3	Appropriate location for event chosen	Beth Gates	23/10/2026	01/11	
4	Access to cleaning equipment	Committee members	23/10/2026	01/11	
5	Inspection of tools in advance of the activity	Committee members	31/10/2026	01/11	

Responsible committee member signature 1: Beth Gates Print name: Beth Gates Date:23/10/26	Responsible committee member signature 2: Adam Wiffen Print name: Adam Wiffen Date:23/10

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	



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.

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.

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