

Nowruz – decorating an option of boiled or plastic eggs with the either acrylic paints or acrylic pens, with all the necessary equipment being supplied by art society. Snacks may be provided (yet to be decided), but if so, they will be kept separate from the paints and warnings of cleaning hands prior to eating provided.

Slips, trips & falls	Physical injury	Committee members 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 • 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 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 SUSU Reception if in need • Contact facilities team via SUSU reception • 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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<p>Setting up Equipment, E.g. tables and chairs</p>	<p>Bruising or broken bones from setting up/taking down, tripping over table and chairs, transporting necessary equipment to room.</p>	<p>Committee members</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • Make committee members aware of the potential risks, follow manual handling guidelines • Ensure that at least 2 people carry tables. • Setting up tables will be done by committee members. • Work in teams when handling other large and bulky items. • Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Seek assistance if in need of extra help from facilities 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
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Art supplies, E.g. paint	Getting paint in eyes, accidental ingestion of paint	Members	2	4	8	<ul style="list-style-type: none"> • Make members aware of the potential risks • Any food/snacks present will be kept separate from the painting supplies • Attendees warned to ensure hands are clean before eating any of the snacks provided • Inform attendees of the location of sinks/running water for washing out eyes/running burn under cold water • Don't eat the paint • Keep windows open for ventilation if supplies require 	1	4	4	<ul style="list-style-type: none"> • Seek assistance if in need of extra help from facilities 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
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<p>Medical Emergency</p>	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress Egg allergy Other allergens</p>	<p>Members</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> • Advise participants; to bring their personal medication • Advise that the event will contain boiled eggs • Food packaging will be kept to allow for attendees to check for any allergens • 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 SUSU Reception/Venue staff for first aid support 	<p>2</p>	<p>5</p>	<p>10</p>	<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
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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/boxes, paints.	Members	2	5	10	<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 and University Security: Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311).
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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
1	<ul style="list-style-type: none"> Ensure attendees are aware of general safety 	H&S officer to ensure completion.	Start of workshop		
2	<ul style="list-style-type: none"> Ensure attendees are aware that boiled eggs will be present, and the risk of attending if one has an egg allergy. 	H&S officer/Social sec to	Week prior to event via social media and at door of event		

		ensure completion			
Responsible manager's signature: Maddison Bell			Responsible manager's signature: Parmida Nikkhaah		
Print name: Maddison Bell		Date: 06/03/2025	Print name: Parmida Nikkhaah		Date: 06/03/25

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	Likelihood	
1	Trivial	Very minor injuries e.g. slight bruising	1	Rare e.g. 1 in 100,000 chance or higher
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.	2	Unlikely e.g. 1 in 10,000 chance or higher
3	Moderate	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.	3	Possible e.g. 1 in 1,000 chance or higher
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.	4	Likely e.g. 1 in 100 chance or higher
5	Severe	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.	5	Very Likely e.g. 1 in 10 chance or higher