

Risk Assessment

Risk Assessment for Art Society	Art Society Live Art Competition Risk Assessment	Date: 5/5/25	Last review date
Society	SUSU Art Society	Assessor	H&S Officer: Maddison Bell
Line Manager/Supervisor	<i>President:</i> Emma Brown	Signed off	<i>VP Activities/Sport or Activities Coordinator</i>

PART A

(1) Risk identification			(2) Risk assessment				(3) Risk management				
Hazard	Potential Consequences	Who might be harmed	Inherent			Residual			Further controls (use the risk hierarchy)		
		(user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)			Likelihood	Impact	Score

Live Art competition: it will be the same as a normal painting workshop already covered by our generic risk assessment but there will be filming taking place for the LGBTQ+ society's Blossom Drive livestream. There will be a camera, but no lighting equipment is needed as the space is already well-lit. The activity will be getting people to draw art based on a prompt, and it will be filmed. The event will take place on 10/5/25 1:30-3pm, location to be confirmed by room booking team (Room can't be booked until risk assessment is approved!)

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 • Any cables for filming equipment to be organised as best as possible • Cable ties/to be used if necessary • 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 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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<p>Art supplies, E.g. paint, sharp tools, hot glue guns</p>	<p>Ingestion from eating food near paint, getting paint in eyes, cutting oneself, burning oneself</p>	<p>Members</p>	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> • Make members aware of the potential risks • No food to be ingested around paint • 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 • Proper care taken around scissors/sharp tools, hot glue guns • Seek medical assistance if cut • Seek medical attention if burnt 	<p>1</p>	<p>4</p>	<p>4</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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<p>Medical Emergency</p>	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</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 • 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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<p>Insufficient Fire Safety Awareness</p>	<p>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.</p>	<p>Members</p>	<p>2</p>	<p>5</p>	<p>10</p>	<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. 	<p>1</p>	<p>5</p>	<p>5</p>	<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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<p>Filming equipment</p>	<p>Cables for camera equipment are a trip hazard.</p> <p>Filming – some members may be uncomfortable with being filmed</p>	<p>Members</p>	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> • Easily visible cables are used. Attendees will be sat down so trip hazard is minimal. Wires will be kept tidy and committee will monitor and reduce the possibility of tripping (i.e. keep cable flat on floor) • Sign-up form clearly states that there will be filming (also asks if attendees have accessibility, inclusivity, filming requirements). Before filming begins, there will be a briefing on health and safety and attendees will be asked if they want their face avoided in filming. • Event is in collaboration with SURGE media so their risk assessment is also valid. 	<p>1</p>	<p>4</p>	<p>4</p>	<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 <ul style="list-style-type: none"> • 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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Falling Objects E.g. banners, easel	Injury, bruising, damage to equipment	Members, visitors	2	2	4	<ul style="list-style-type: none"> • 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 easel has non slip feet applied, is secured properly into upright position • Ensure all committee members running stall know how to secure and collapse easel • Ensure banners or easel 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	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Seek support from facilities staff
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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	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: <ul style="list-style-type: none"> • Trips and Tours • Fundraising events 	H&S officer to ensure complete.	4 weeks before event		

	<ul style="list-style-type: none"> External Speaker Events 				
2	Committee to read and share SUSU Expect Respect Policy	H&S officer to ensure complete.	First society meetings of 24/25		
Responsible manager's signature: Maddison Bell				Responsible manager's signature: 	
Print name: Maddison Bell			Date: 5/5/25	Print name: Emma Brown	Date: 5/5/25

Assessment Guidance

<ul style="list-style-type: none"> Eliminate 	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
<ul style="list-style-type: none"> Substitute 	Replace the hazard with one less hazardous	If not possible then explain why
<ul style="list-style-type: none"> Physical controls 	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
<ul style="list-style-type: none"> Admin controls 	Examples: training, supervision, signage	
<ul style="list-style-type: none"> 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