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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Taking around 20 members to see the ‘Brown girls do it too’ show at MAST Mayflower Studios**  | **Date** | **31/10/22** |
| **Unit/Faculty/Directorate** | **Asian Cultural Society** | **Assessor** | **Malvika Saxena** |
| **Line Manager/Supervisor** | ***Yashvi Depala*** | **Signed off** | ***Malvika Saxena******Yashvi Depala*** |

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| ***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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| Socials/Meetings - Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | **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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| 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. | Members | **2** | **10** | **5** | * Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed
 | **1** | **5** | **5** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.

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| Adverse Weather  | * Injury
* Illness
* Slipping
* Burns
 | All who attend | **4** | **3** | **12** | * 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.**ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENT****YASHVI DEPALA:** 07500834127 |
| Talks/debates- subjects that could be sensitive or personal to some members  | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed. | Members  | **2** | **3** | **6** | * Prior information about event and what to expect given out so participants know what to expect.
* Members made aware they could leave the event at any time.
* Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)
* SUSU reporting tool available
 | **1** | **3** | **3** | * Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter
* Committee Wide Training
* Seek guidance from activities/SUSU advice centre/UoS enabling team as required

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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** |
| 4 | Committee to read and share SUSU Expect Respect Policy  | Yashvi Depala | 31/10/22 |  |  |
|  | Account for all members attending prior, during and after the event. | Yashvi DepalaOther committee members also attending | 31/10/22 |  |  |
|  | Participants will have presidents’ number beforehand, timings of the show from start to finish & address will be given prior to the event | Yashvi Depala | 25/10/22 |  |  |
| 3 | Weather checks prior to event | Yashvi DepalaOther committee members also attending | 30/10/22 |  |  |
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|  |  |  |  |  |  |
| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Malvika Saxena | Date: 20/10/22 | Print name: Yashvi Depala | Date 20/10/22 |

**Assessment Guidance**

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| * 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** |

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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 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.  |

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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 |