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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)   **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENT**  **YASHVI DEPALA:** 07500834127 | |
| 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.   **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENT**   * **YASHVI DEPALA:** 07500834127 | |
| 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   **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENT**  **YASHVI DEPALA:** 07500834127 | |

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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 Depala  Other 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 Depala  Other 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 |