

Risk Assessment

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|--|-------------------------------|-------------------|---------------------------------------|
| Risk Assessment for the activity of | Pumpkin Carving Social | Date | 23/10/23 |
| Club or Society | Wildlife Society | Assessor | Maria Victoria Arias Rodriguez |
| President or Students' Union staff member | <i>Harry Russell</i> | Signed off | <i>Isobel Robertson</i> |

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) |
| | | | L i k e l i h o o d | I m p a c t | S c o r e | | L i k e l i h o o d | I m p a c t | S c o r e | |
| Pumpkin innards / debris on the floor | Slips/falls Minor injuries = bruising Major injuries = bone fractures | Attendees, students, staff | 3 | 3 | 9 | Routine (every half an hour) clearing of floor space, remind attendees to be mindful of their litter, | 1 | 3 | 3 | |

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| | | | | | | designated area (bowl) for unwanted pumpkin | | | | |
|---------------------|--|----------------------------|----------|----------|----------|---|----------|----------|----------|--|
| Overcrowding | Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces / confinement. Physical injury, distress, exclusion | Attendees, students, staff | 1 | 3 | 3 | <ul style="list-style-type: none"> • Ticketed event to control numbers so it's manageable, spread across 2 time slots (6:30-8.15, and 8:30-10:15) • Committee check on room pre-booking, checks on space, lighting, access, tech available • Ensure space meets needs of members e.g. considering location & accessibility of space • Committee to consult members on needs and make reasonable adjustments where possible | 1 | 3 | 3 | <ul style="list-style-type: none"> • Seek medical attention if problem arises • Liaise with SUSU reception/activities team on available spaces for meetings • Postpone meetings where space cannot be found • Look at remote meeting options for members Committee WIDE training |
| Carving tool misuse | Minor grazes/cuts | Attendees, students | 3 | 2 | 6 | Will NOT be using knives - pre-bought pumpkin carving kits. These are blunt with smooth, serrated edges. Will talk attendees through how to use the carving kits before starting. Will be designated spot to place kit in when not | 1 | 2 | 2 | |

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| | | | | | | in use so no accidental drops. | | | | |
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| Slips, trips, and falls | Physical injury | Event organisers 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 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 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 | 4 | 4 | <ul style="list-style-type: none"> Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff Contact emergency services if needed <p>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</p> |
| 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 | <ul style="list-style-type: none"> Make stall operators aware of the potential risks, follow manual handling guidelines Ensure that at least 2 people carry tables. | 1 | 3 | 3 | <ul style="list-style-type: none"> Seek assistance if in need of extra help from facilities staff/venue staff if needed |

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| | | | | | | <ul style="list-style-type: none"> Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</p> | | | | <ul style="list-style-type: none"> Seek medical attention from SUSU Reception if in need Contact emergency services if needed <p>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</p> |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees | 2 | 4 | 8 | <ul style="list-style-type: none"> Ensure regular breaks (ideally every 20mins) when using screens Ensure screen is set up to avoid glare, is at eye height where possible Ensure no liquids are placed near electrical equipment Ensure all leads are secured with cable ties/mats etc | 1 | 4 | 4 | <ul style="list-style-type: none"> Request support and advice from SUSU IT/Tech teams e.g. via activities team For external venues pre-check equipment and last PAT testing dates <p>Seek medical attention as required</p> |
| 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 | Members | 2 | 10 | 5 | <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 <p>Build-up of rubbish is to be kept to a minimum. Excess</p> | 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. |

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| | and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | | | | | build up is to be removed promptly and deposited in the designated areas. | | | | <ul style="list-style-type: none"> • Call emergency services and University Security: • Emergency contact number for Campus Security: • Tel: +44 (0)23 8059 3311 (Ext:3311). |
| Adverse Weather | <ul style="list-style-type: none"> • Injury • Illness • Slipping <p>Burns</p> | All who attend | 4 | 3 | 1 2 | <ul style="list-style-type: none"> • Lead organiser to check the weather are suitable for activities on the day • SUSU/UoS Facilities 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 | <ul style="list-style-type: none"> • If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |

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 | Rules and Safety announcements at the beginning of each slot | Harry (President) and Vee (Welfare Officer) | 23/10.23 | | |
| 2 | A first aid kit will be brought | Vee (Welfare Officer) | 23/10/23 | | |
| 3 | All committee members are aware of the Expect Respect Policy and will be roaming around to make sure it is respected | All committee members attending | 23/10/23 | | |
| 4 | All committee members are also roaming around to make sure nothing could potentially harm attending members | All committee members attending | 23/10.23 | | |
| 5 | Food will be bought - all dietary requirements will be met to satisfy everyone's needs - about £20 | TBC | 23/10/23 | | |
| | | | | | |
| | | | | | |
| Responsible committee member signature: Maria Victoria Arias Rodriguez Print name: Maria Victoria Arias Rodriguez Date:19/10/23 | | | | Responsible committee member signature: Isobel Robertson Print name: Isobel Robertson Date 19/10/23 | |

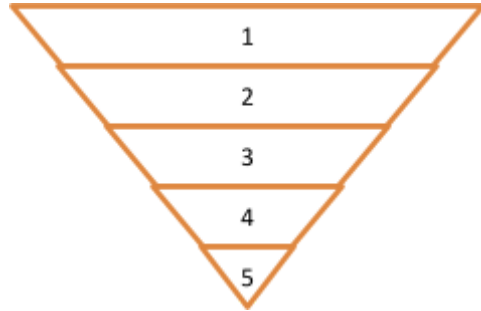
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Assessment Guidance

| | | | |
|------------------------|---|--|---|
| 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 | |

| | | | | | | |
|--|---------------|---|----|----|----|----|
| L I K E L I H O O D | 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 |
|--------|-------------------------|---|
| 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. |

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| 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

| 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 |

Identify the impact and likelihood using the tables above.
 Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
 If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
 If the residual risk is green, additional controls are not necessary.
 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.
 If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
 Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
 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.