| **Risk Assessment** | | | | |
| --- | --- | --- | --- | --- |
| **Risk Assessment for the activity of** | **Arts and Crafts session** | | **Date** | **12/02/23** |
| **Unit/Faculty/Directorate** | **SUSU [University Of Southampton Islamic Society]** | **Assessor** | **Asiyah Ibraheem** | |
| **Line Manager/Supervisor** | ***Ibrahim Ishaq Yahaya*** | **Signed off** | ***Ibrahim Ishaq Yahya*** | |

| ***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** |  | |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event attendees | 1 | 3 | 3 | * 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 | * Seek medical attention if problem arises * Postpone meetings where space cannot be found | |
| Ingesting harmful substances such as glue or paint | Triggering Allergies in allergic individuals or causing stomach upset on everyone else | Irresponsible or curious people | **1** | **4** | **4** | * Ensure supervision of process and keep away items from attendees * Drinking loads of water if at all ingested and seeking medical attention | **1** | **3** | **3** | * Seek medical attention from SUSU Reception/venue staff if in need * Contact facilities team via SUSU reception/venue staff * Contact emergency services if needed   All incidents are to be reported on the as soon as possible. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| Reaction to products such as glue causing adverse effect | Triggering skin allergies causing, rashes, burn or similar effect | Anyone partaking in the arts and crafts | **2** | **3** | **6** | * Only use products that are safe and certifies * Before using, check if anyone has any allergies and ensure people that do are kept away from those products. * Strict supervision of people using products | **1** | **2** | **3** | * Seek medical attention from venue staff if in needed * Contact emergency services if needed   All incidents are to be reported on the as soon as possible.Follow SUSU incident report policy | |
| Slips, trips and falls | Physical injury | Anyone participating | **2** | **4** | **8** | * Ensure all equipment to be used are neatly and carefully organised * 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 venue staff asap. If cannot be removed mark off with hazard signs | **1** | **4** | **4** | * Seek medical attention from venue staff if in need * Contact emergency services if needed * All incidents are to be reported on the as soon as possible. | |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Anyone attending | **3** | **5** | **15** | * Advise participants; to bring their personal medication * Committee or venue staff to carry out first aid if necessary and only if qualified and confident to do so * Contact emergency services as required 111/999 * Venue staff for first aid support | **2** | **5** | **15** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| 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. | Anyone attending | **2** | **10** | **5** | * ensure that people 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** | * Call emergency services | |

| ***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 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | done | | done | Follow guidance. | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: Ibrahim | | | | | Responsible manager’s signature: Asiyah | | |
| Print name: Ibrahim Ishaq Yahaya | | | | Date: 04/02/2023 | Print name: Asiyah Ibraheem | | Date: 04/02/2023 |

**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 |
| --- | --- | --- |
| 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. |

| 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 |