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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | University of Southampton Make-up Society (Glow) | | **Date** | 29/01/2020 |
| **Unit/Faculty/Directorate** |  | **Assessor** | Ceren Kose | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(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** |
| **Slips, trips and falls in rooms where meetings/events are held**  E.g. layout of room may increase this risk, as well as broken furniture | There is a chance of suffering injuries such as bruising or fractures due to trips/falls, i.e. over an object, defective furniture, spillages | All attendees | 3 | 3 | 9 | Inspecting and assessing rooms before events are held to see if they present any dangers for trips, falls or other accidents. If so, eliminate these dangers or book a different room.  Telling attendees to place their bags/other belongings away from areas which people may be walking through  Briefing attendees on clearing up/reporting any spillages immediately to reduce risk of slips. | 2 | 1 | 2 | Hold a training talk to ensure that every one is informed on how to be as careful as possible. |
| **Hygiene issues may arise when sharing makeup** | Unsanitary conditions/products/equipment can increase the risk of spreading infection. Makeup can come into contact with tear ducts, dead lip skin, saliva, tears, dead skin cells, etc. Improper sanitation can lead to acne, pink eye, colds, flu, cold sores and other illnesses. | Society members | 5 | 2 | 10 | Ask members to bring in their own makeup and brushes to avoid contamination with others. | 2 | 2 | 4 | If products belonging to society are bought and used in the future, certain products can help keep makeup sanitary, for example:   * 70% Isopropyl alcohol can be used to sanitise products, tools and the work surface * Palettes and spatulas to avoid dipping brushes into makeup * Brush cleanser for spot cleaning * Brush cleanser for deep cleaning * Disposable applicators: lip wands, mascara spoolies, cotton swabs, wedge sponges   Makeup should never be double dipped, and contaminated makeup will have to be thrown away |
| Strain on eyes may be introduced depending on lighting of room when applying makeup. | If the lighting is not adequate, this can cause strain on eyes when applying makeup. | Society members | 3 | 2 | 6 | Bring own sources of lighting if required, i.e. light-up makeup mirrors/white-bulb lamps | 1 | 1 | 1 | Some people may not have their own lighting solutions, so lamps can be bought in the future for the society to use to eliminate having to ask members to bring their own makeup mirrors. |
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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 | Hold a training talk on health & safety. | Vice president | 31/02/2020 | |  |  | |
| 2 | Buy equipment to ensure that makeup is used in a sanitary manner if products are bought in the future (approx. £60). | President | Depends on whether makeup is bought | |  |  | |
| 3 | Hold a training talk on hygiene and sanitary makeup sharing. | President | Depends on whether makeup is bought | |  |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Ceren Kose | | | | Date: 29/01/2020 | Print name: | | Date: |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **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. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. 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.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. 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.

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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 |