Risk Assessment

UoP-CGHS-F-04

As part of managing the health, safety and well-being within the University, risks in the workplace, on campus and in our activities must be effectively mitigated and controlled. To do this, thought must be given to what might cause harm to the university community and whether reasonable pragmatic steps are taken to prevent that harm from occurring. This is known as risk assessment and it is a protocol required to be undertaken by the University as stated by legislation. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace, on campus and within our activities. Whilst steps are already being taken to protect the University's community, risk assessment will assist in deciding whether there are suitable and sufficient controls in place. **NOTE: All Risks that are rated at HIGH or 12 and greater must be reported to Corporate Health and Safety.**

Assessment Date:	29/09/26	Review Date:	29/09/27
Faculty/School/Service/Team:	Students' Union - African Caribbean Society		
Site and / or Building and / or Area:	Students' Union		
Description of Assessment i.e. task and / or activity etc.:	Events, Talks, Social nights, Games nights		
Assessor Name(s) Include all those who were apart of the development of the Risk Assessment:	Nifemi, Maleena, Lashe, Robin, Abigail, Tay, Daniel, Ini	Assessor(s) Sign Off:	Nifemi, Maleena, Lashe, Robin, Abigail, Tay, Daniel, Ini
Responsible Person i.e. Line Manager/Head/Faculty Manager/Tutor/Course Leader:	UPSU Student Groups Team	Responsible Person Sign Off:	UPSU Student Groups Team

Table 1 - Risk Evaluation

Impact - Severity (Table 3)		1	2	3	4	5
Catastrophic	5	5 Low	10 Medium	15 High	20 High	25 High
Major	4	4 Low	8 Medium	12 Medium	16 High	20 High
Moderate	3	3 Low	6 Low	9 Medium	12 Medium	15 High
Low	2	2 Low	4 Low	6 Low	8 Medium	10 Medium
Negligible	1	1 Low	2 Low	3 Low	4 Low	5 Low
RISK = Likelihood (Table 2) x Impact (Table 3)		Extremely Unlikely	Unlikely	Possible	Likely	Almost Certain

Likelihood/Probability (Table 2)

Table 3 - Impact/Severity

1	Negligible	No Injury / Minor Injury / Minimal Loss / No time off work	Low
2	Low	Minor Injury / Some loss / 3 days or less off work / some damage	Low / medium
3	Moderate	Injury / 4 days or more off work / Damage / Loss / RIDDOR	Medium
4	Major	Long term injury / irreversible injury / serious damage or loss / RIDDOR Incident	Medium / high
5	Catastrophic	One or more fatalities / irreversible injury / substantial damage or loss / RIDDOR	High

Number of High Risks (i.e. 12 and above): **0**

Number of Actions: **1**

Table 2 - Likelihood/Probability				
1	Extremely Unlikely	Less than 20%	Once every two years (Has not occurred)	Low
2	Unlikely	20% to 39%	Once a year (Rarely Occurs)	Low / medium
3	Possible	40% to 59%	Once a month (Possible but not common)	Medium
4	Likely	50% to 79%	Once a week (Has before, will again)	Medium / high
5	Almost Certain	80% or more	Once a day or more (Occurs frequently)	High

Risk Assessment

Ref	Hazard(s)	Who might be Harmed?	How could they be harmed? (Risk)	Risk Level LH – Likelihood, IP – Impact, RR – Risk Evaluation Existing Controls In Place (What are you already doing to control the risks)	LH	IP	RR	Further Additional Controls (Actions) (What further action needs to be taken / what can be done to reduce the risk further)
	Trailing cables	Members	**Slips, trips and falls**	Route cables away from walkways If cables can not be routed away from walkways - Cover with an appropriate cover	2	2	4	
	Food	Members	**Food Poisoning or Allergic Reaction**	Shop bought food/ drink: - Only food/ drink that can be served at ambient temperatures (i.e not refrigerated or heated up) - Allergen information or a list of ingredients displayed Self-catering (ie. bake sale, or home cooked food) or external catering requires additional approval and guidance from the events team (events@upsu.net)	3	4	8	
	Electrical equipment	Members	**Electric Shock**	Ensure all portable external electrical equipment (i.e not installed within a	2	5	10	Ensure all equipment undergoes a visual inspection

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				campus building) has undergone PAT testing (UPSU can provide PAT testing for devices by emailing events@upsu.net)				before use (A simple guide is available here: https://www.equiptest.co.uk/how-to-carry-out-simple-visual-checks-on-your-electrical-equipment/)
	First Aid emergency	Members	**Further Injury**	In the event of a First Aid Emergency on campus call the Security Lodge's 24 -hour emergency number: **02392 84 3333** If an ambulance is required call 999	**2**	5	**10**	After a First Aid incident a HS1 form (https://drive.google.com/file/d/1ZDAYbu8ifMW7GooYptE7v3_YVOKf8MwO/view?usp=sharing) should be completed and emailed to groups@upsu.net
	Spilled Drinks	Members	**Slips, trips and falls**	In the event of a spillage, the area will be dried immediately. During usual building opening hours on campus, caretakers can be called on **02392 84 6677** to support with cleaning material if required	**2**	3	**6**	
	Hot drinks	Members	**Scalds/ Burns**	If using a hot water urn - ensure this is placed on a stable surface Warn people to be careful when handling hot drinks	**2**	3	**6**	
	Manual Handling	Members	**Manual Handling injury**	Ensure correct manual handling technique is used when lifting/ moving objects Use a moving aid (such as a trolley) where appropriate - these can be requested from groups@upsu.net	**2**	3	**6**	
	Fire	Members	**Burns**	Campus building - In the event of a fire, follow the fire exit signage, meeting at the designated muster point. If you discover a fire, activate the nearest call point and call the Security Lodge's 24 -hour emergency number:	**1**	5	**5**	

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				02392 84 3333 Off campus - In the event of a fire, follow the fire evacuation procedure of the venue you are in				
	External Speakers	Members	**Reputational risk/ emotional harm**	One off external speakers for an event: - Follow the External speakers process Regular external speakers: - Email groups@upsu.net who will complete checks and put in place mitigations if need be	**3**	1	**3**	

Action Plan

Total No of Actions:	Actions Completed:	Actions in Progress:	Actions Not Started:
1			

Ref	Action(s) Details (This should reflect all the further additional controls highlighted in the above table)	Remedial Action Owner	Target Date	Status	Comments / Updates
	Individual risk assessment to be completed for any individual events, as part of the events process	Committee	31/09/26	ongoing	