|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton Come Dancing November 22nd 2024** | | **Date** | **15/06/2024** |
| **Unit/Faculty/Directorate** | **Union Southampton Dance** | **Assessor** | **Madeleine Cosulich** | |
| **Line Manager/Supervisor** | ***Darcey Curran*** | **Signed off** | ***M.Cosulich*** | |

| ***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** |
| Nature of site | Tripping on any stage flooring or stage/lighting equipment used.   * Unsuitable footwear worn | Anyone attending or dancing at our event | **2** | **3** | **6** | * Tell dancers and attendees to walk and not run around the cube at all times. * Make sure to put the other societies in suitable footwear and clothing to perform their dances in so they don’t trip over anything. * Venue is in good condition with no major trip hazards | **2** | **3** | **6** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Talk to stage soc and SUSU tech to make sure that all wires are taped down and maximum safety precautions are taken throughout our event. |
| Physical exertion/injury | Pulled muscles  Bruises  Nausea  Pain  Allergies | Those dancing at the event | **3** | **3** | **9** | * Make sure that our USD committees warm up their dedicated society to prevent injury. * Make dancers and attendees aware that water is available at all times. * Make sure our USD committees do not come up with any routine that is too hard for the other society to dance. * Not providing food at the event to prevent allergies. | **2** | **1** | **2** | * If necessary, emergency services will be called * Request first aid at venue – our welfare officer will be carrying a first aid kit and we have another available to us just downstairs in the MPS cupboard * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Over consumption of alcohol | Harm to an individual   * Vomiting * Dizziness * Falling over   Harm to others inflicted by this individual   * Violence * Verbal abuse   Violence towards staff members | Anyone at the event and staff | **2** | **3** | **6** | * Make sure that us as committee keep an eye on people who seem out of hand. * Make people aware that water is available. * Promote SUSU’s safety facilities such as ask angela, safety bus, top covers etc., * The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess. Action licensee. | **2** | **3** | **6** | * Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than remain at the social. Taxis will be called if required. * If they need to go to the hospital, they will also be accompanied there. * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Electrical Appliances | Minor burns hazard  Trip hazard  Fire hazard  Stolen | Everyone at the event | **1** | **2** | **3** | * Encourage people not to leave phones charging without being with them, leaving wires out. * Encourage people to use SUSU’s charging banks available at the bar instead. | **1** | **2** | **3** | * Electrical appliances and chargers are to be brought at the own risk of the attendee and this will be made clear. * Anything lost will be handed into lost and found and we can use our oscial media platforms the next day to post about lost phones, chargers etc., |
| Drink spiking | Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self- control. | People buying drinks from the bar, event organisers | **1** | **5** | **5** | * We have requested security staff. * Attendees will be with others they know, so will look out for each other. * Make people aware of SUSU’s cup covers available. * Supervision, the event will be run by the society committee. They will attend the event and will be on hand to help in the event of an emergency. Ideally, they will not drink to excess during the event. * **Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/**[**Expect Respect policy**](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **2** | **3** | **6** | * If they need to go to the hospital, they will also be accompanied there. * Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing. * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Violent or offensive behaviour | Participants may become violent or offensive due to the consumption of too much alcohol. | Event organisers, event attendees | **2** | **4** | **8** | * The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess   Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **1** | **3** | **5** | * If the situation becomes very serious and results in the participant being arrested, then it will be made clear that they cannot be accompanied to the police station. * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)   Call emergency services as required |
| Fraud / poor monetary governance | Money doesn’t reach intended recipient i.e. nominated charity | Charity / individuals involved in event organisation | **1** | **5** | **5** | **fundraise through southampton uni fundraising / RAG policies. Ensure multiple individuals with committee resonmsibility oversee all monetary transactions or have monetary responsibility.** | **2** | **3** | **6** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | On the day, ensure all risks (as stated above) have been controlled. | Madeleine Cosulich | 22/10/24 | | 23/10/24 |  | |
| 2 | Organizers to ensure they have shared and read Expect respect policy with members | Madeleine Cosulich | 20/10/24 | | 23/10/24 |  | |
| 3 | All major incidents will be logged with SUSU the next day | Madeleine Cosulich | 20/10/24 | | 23/10/24 |  | |
| 4 | Ensure all attendees are aware of the expectation of how to behave | Madeleine Cosulich | 20/10/24 | | 23/10/24 |  | |
| 5 | Ensure our USD members taking part are fully aware of how they are expected to present themselves | Madeleine Cosulich | 20/10/2024 | | 23/10/24 |  | |
|  | Use RAG to fundraise | Madeleine Cosulich | 20/10/2024 | | 23/10/24 |  | |
|  | Ensure no single individual is responsible for funds | Madeleine  Cosulich | 20/10/2024 | | 23/10/24 |  | |
| Responsible manager’s signature: D.Curran | | | | | Responsible manager’s signature: M.Cosulich | | |
| Print name: DARCEY CURRAN | | | | Date:15/06/2024 | Print name: MADELEINE COSULICH | | Date: 15/06/2024 |

**Assessment Guidance**

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

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

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.

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