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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Union Southampton Dance- Charity Quiz Night at the Bridge**  **Estimated 50 people, 7pm start and 10pm finish** | | **Date** | **03/09/2024** |
| **Unit/Faculty/Directorate** | **Union Southampton Dance (USD)** | **Assessor** | **Madeleine Cosulich** | |
| **Line Manager/Supervisor** | ***Darcey Curran*** | **Signed off** | ***Madeleine Cosulich*** | |

| ***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** |
| Spiked drinks/ Alcohol poisoning | Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self- control | Event organisers, event attendees | **2** | **5** | **10** | * Supervision, the event will be run by the society committee. These attend the venue. Ideally, they will not drink to excess during the event * Bouncers/trained staff in The Bridge should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff. * Participants will be in quiz teams with others they know so will be able to look out for each other * The organizers have confirmed the premise is licensed. * 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. * **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** | * 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 continue on the social. Taxis will be called if required. * 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** | **5** | **20** | * Bar Security staff will need to be alerted and emergency services called as required. * 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 |
| Falls/slips | Consumption of too much alcohol may result in participants falling and subsequently injuring themselves. | Event organisers, event attendees | **3** | **2** | **6** | * Venue is in good condition with no major trip hazards. * Bar staff monitor the condition of the floors & mop up split drinks. * Security staff & Bar Staff provide first aid cover. * Participants will be sat down for the majority of the event. | **3** | **1** | **3** | * If necessary, emergency services will be called * Request first aid at venue * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Allergies | Allergic reactions to food and drink. | Event organisers, event attendees | **2** | **5** | **10** | * Attendees responsible for own welfare I such instances- follow guidelines of venues * First aid requested from bar staff as required * Welfare Officer with first aid training on site | **1** | **5** | **5** | * Call Emergency Services/alert bar staff |
| Fire | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators | **1** | **5** | **5** | Those running the quiz must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.  Consider accessibility requirements | **1** | **4** | **4** | In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.  Once in a safe position to do so, call the emergency services on 999.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Accessibility**:  Entrances and Exits to the chosen area. | Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements.  They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made. | Participants, committee | **1** | **5** | **5** | All areas chosen for the quiz – the bridge, will be checked for their suitability. | **1** | **5** | **5** | In case of an emergency, call the emergency services on 999.  If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Medical Issues:**  Pre-existing and process for any that appear during | Illness, death | Members, committee | **3** | **5** | **9** | As USD, we have a process for if a medical issue occurs.  All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.  Will be in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 59331 | **1** | **1** | **1** | In an emergency, contact 999.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Handling and storing Money – (Charity Fundraiser) | * Theft * Individuals being mugged/robbed * Loss/misplacement leading to financial loss | Members and Participants | **3** | **4** | **12** | Southampton RAG procedures will be followed:   * Charity Event form completed, and RAG approval will be given * All food hygiene certificates and event risk assessment to be approved by activities team * Sum-up Card machine to be requested and collected from SUSU reception. * Should not be storing money. ALL donations to be taken via Sumup Machine or Just Giving Pages | **2** | **3** | **6** | No Cash to Be Accepted at all.  No card machines to be left unattended.  No Volunteers to be left alone with the card machine  In the event of theft committee members will:   * Highlight the incident to any community police officers in the area/report to 111 * Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
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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 | Organizers to ensure they have shared and read Expect respect policy with members | Madeleine Cosulich | 03/09/24 | | 15/11/24 |  | |
| 2 | All major incidents will be logged with SUSU the next day | Madeleine Cosulich | 03/09/24 | | 15/11/24 |  | |
| 3 | Ensure all attendees are aware of the expectation of how to behave | Madeleine Cosulich | 03/09/24 | | 15/11/24 |  | |
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| Responsible manager’s signature: M.Cosulich | | | | | Responsible manager’s signature: D.Curran | | |
| Print name: MADELIENE COSULICH | | | | Date: 27/09/24 | Print name: DARCEY CURRAN | | Date: 27/09/24 |

**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 |