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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **USD Christmas Ball 7th December 2024** | **Date** | **24/11/2024** |
| **Unit/Faculty/Directorate** | **Union Southampton Dance**  | **Assessor** | **Madeleine Cosulich**  |
| **Line Manager/Supervisor** | ***Darcey Curran*** | **Signed off** | ***M.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** |
| Nature of site CUBE | Tripping on any stage flooring or stage/lighting equipment used. * Unsuitable footwear worn
 | Anyone attending our event and susu staff. | **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.
 |
| Alcohol Consumption  | 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)
 |
| Nature of site ABOVE AND BELOW DECK | Alcohol being served at the site – lead to overconsumption, anti-social behaviour, illness, trips, falls.  | Anyone attending or dancing at our event and susu staff. | **3** | **3** | **9** | * SUSU affiliated security will be present at the event and will monitor behaviour – can remove people/implement sanctions when necessary.
* SUSU staff are trained in this field and have the ability to cut people off from alcohol when they deem it necessary.
* SUSU safety in place – safety bus, ask for Angela, spiking provisions in place.
* SUSU security will be placed around staircases to monitor any trips and falls between above and below deck.
 | **2** | **3** | **6** | * 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 ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
 |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | **2** | **3** | **6** | * Make stall operators aware of the potential risks, follow manual handling guidelines.
* Ensure that at least 2 people carry tables.
* Setting up tables will be done by organisers.
* Work in teams when handling other large and bulky items. • Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates
* Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable
 | **1** | **3** | **3** | * Seek assistance if in need of extra help from facilities staff/venue staff if needed.
* Seek medical attention from SUSU Reception if in need.
* Contact emergency services if needed.
* 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
 |
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 |
| Electrical Appliances | Minor burns hazardTrip hazardFire hazardStolen  | 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 |
| Costumes/Fancy Dress | Props/costumes causing injury or offence | Audience, other dancers, organisers, SUSU workers, members of the public.  | **2** | **2** | **4** | * Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.
* Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.
* Society to follow and share with members Code of conduct/SUSU Expect Respect policy
 | **1** | **2** | **2** | * SUSU Expect Respect policy to be followed.
* Committee WIDE training
 |
| 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. | Everyone in the building during the event.  | **2** | **5** | **1** | * Ensure that members 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** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Call emergency services and University Security (on campus) or venue staff (external venue)
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311
* (Ext:3311)
* Follow SUSU incident report policy
 |
| Overcrowding. | Physical injury | Event organisers and attendees. | **1** | **3** | **3** | * Do not exceed venue capacity.
 | **1** | **3** | **3** | * Seek medical attention if problem arises Report incidents via SUSU incident report procedure.
 |
| Travel from venue | Attendees not getting home safe who have had alcohol consumed.  | Attendees, event organisers. | **1** | **4** | **4** | * Members are responsible for their individual safety, unless in a position where SUSU representatives may intervene.
* SUSU safety buses available.
* Attendees encouraged to travel in groups.
 | **2** | **3** | **6** | * Contact emergency services where required.
 |
| Inadequate event space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees1 | **1** | **3** | **3** | * Committee to check on venue 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
* Liaise with SUSU reception/activities team on available spaces for meetings
* Postpone meetings where space cannot be found
* Look at remote meeting options for members
* Committee WIDE training
* 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
 |
| Events involving food.  | • Allergies Food poisoning Choking | All  | **3** | **5** | **15** | * Individual event risk assessment to be carried out for events involving members making/serving food.
* Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)
* Only order/buy food at establishments with appropriate food hygiene rating.
* Food to only be provided/eaten when other activities are stopped.
* Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate 1 5 5 SUSU food hygiene level 2 course available for completion- requests made to activities team Call for first aid/emergency services a required Report incidents via SUSU incident report procedure.
* necessary products
 | **1** | **5** | **5** | * SUSU food hygiene level 2 course available for completion- requests made to activities team
* Call for first aid/emergency services a required
* Report incidents via SUSU incident report procedure
 |
| Financial risk  | Group debt  | Group members, SUSU | **4** | **3** | **12** |  |  |  |  |  |

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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 | 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 | 24/11/2024 | 06/12/24 |  |
| 3 | All major incidents will be logged with SUSU the next day | Madeleine Cosulich | 24/11/2024 | 06/12/24 |  |
| 4 | Ensure all attendees are aware of the expectation of how to behave | Madeleine Cosulich | 24/11/2024 | 06/12/24 |  |
| 5 | Ensure our USD members taking part are fully aware of how they are expected to present themselves | Madeleine Cosulich | 24/11/2024 | 06/12/24 |  |
| 6 | Ensure no single individual is responsible for funds  | MadeleineCosulich | 24/11/2024 | 06/12/24 |  |
| 7 | Committee to read and share SUSU Expect Respect Policy | Madeleine Cosulich | 24/11/2024 | 06/12/24 |  |
| Responsible manager’s signature: D.Curran | Responsible manager’s signature: M.Cosulich |
| Print name: DARCEY CURRAN  | Date:24/11/2024 | Print name: MADELEINE COSULICH | Date: 24/11/2024 |

**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 |