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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **K-Pop Societies Halloween Club Night, Medbar Southampton, 31st October 2024** | | **Date** | **19th October 2024** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Sydney Rogers** | |
| **Line Manager/Supervisor** | ***Peadar Byrne*** | **Signed off** | ***Peadar Byrne*** | |

| ***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** |
| Inappropriate behaviour. | Disrespect of others or potential bullying | Participants | **2** | **3** | **6** | Remind attendees to be aware of others around them.  Encourage participants to speak up if something there is inappropriate behaviour being presented  Committee members to keep an eye on participants and to ask participants regularly if they are comfortable. | **1** | **3** | **3** | Advise participants to speak to committee member if they have experienced any inappropriate behaviour.  Remove any participant if they are making others feel uncomfortable, or present inappropriate behaviour.  Notify Activities Team at SUSU of any inappropriate behaviour. |
| Physical activity. | Participants who do not have the appropriate skill level may accidently injure themselves during the activity. | All participants | **2** | **3** | **6** | Ensure all participants are aware of the skill level for the session.  Remind everyone to be aware of their surroundings.  Ensure participants are all keeping hydrated and take regular breaks.  Committee members to keep an eye on participants during the event.  Ensure participants warm up and stretch in a session led by committee. | **1** | **3** | **3** | Advise participants to sit out if person lacks skills needed for activity.  Advise participants to take regular breaks and drink water.  Seek medical advice if needed.  Notify Activity Team at SUSU of any injuries resulting from any club/society activity. |
| Food or drink. | Consequences could include:   * Choking * Illness * Allergies | Organisers and attendees | **3** | **4** | **12** | Advise to bring personal medical equipment.  Members/Committee to carry out first aid if needed and only if they are qualified.  Everything will have the correct labels provided. | **2** | **4** | **8** | Incidents are to be reported as soon as incident has happened, ensuring duty manager/health and safety officer has been informed.  Contact emergency services as required 111/999.  Contact venue for first aid and support. |
| Slips, Trips and Falls. | Physical injury | Event organisers and attendees | **2** | **4** | **8** | All boxes and equipment to be stored away from main meeting area, e.g. stored under tables  Any cables to be organised as best as possible  Cable ties/to be used if necessary  Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.  Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.  Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs | **1** | **4** | **4** | 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. |
| Harassment. | Participants may be physically, verbally or sexually harassed. | Participants. | **2** | **4** | **8** | Remind participants to never travel alone and arrive/leave with other participants.  Committee members must keep an eye out for any suspicious people and/or behaviour. | **2** | **4** | **8** | Alert a member of staff or security at the venue.  Call the police if situation requires it. |
| Drunk and disorderly behaviour. | Attendees may become uncomfortable when experiencing drunken behaviour. Inappropriate behaviour or drunken attendees. | Participants. | **4** | **2** | **8** | Ensure that the committee members know where security and staff are located so disorderly people can be removed.  Advise attendees to monitor their drinking to make sure they do not get too drunk. | **4** | **2** | **8** | Encourage participants to drink plenty of water when drinking.  Notify staff or security to remove the disorderly attendees from the venue.  Call the police if the situation gets out of hand. |
| Stone lighting/smoke machines. | Attendees may experience adverse effects from strobe lighting or smoke machines. | Participants. | **2** | **2** | **4** | Ensure the members are aware or possible flashing lights and allow the attendees to make educated decisions on whether the lighting may be too much.  Allow time during the event for possible flashing lights to be turned off so attendees eyed do not strain.  If smoke is used, make sure it is not consistent and that there is sufficient ventilation. | **4** | **2** | **8** | Advise members to sit out of event if they are known to have affects to flashing lights or smoke.  Notify a staff member if a participants need assistance due to lighting or smoke.  Call an ambulance if needed. |
| Props and costumes. | Props and costumes may cause injury to both the wearer and other attendees.  Costumes may cause offence to other attendees. | Participants. | **1** | **3** | **3** | Make sure attendees know not to attend the event in costumes with large props.  If participants are to bring props, ensure they are using props sensibly.  Ensure participants know of the dress code and that there will be no tolerance for offensive costumes. | **1** | **2** | **2** | Remove participants if their costume is deemed offensive by either staff or other attendees.  Confiscate props that are deemed to large or unsafe at the event. |

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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, 5 & 6 | Remove participants so others are not affected by their inappropriate or drunken behaviour. | All committee members | 31/10/24 | | 31/10/24 |  | |
| 2 | Ensure participants are aware of their surroundings. Ensure participants stretch prior to activity and are aware of the skill levels for each activity. | All committee members | 31/10/24 | | 31/10/24 |  | |
| 3 | Remind participants with known allergies to order drinks they know and do not have a reaction to. If anyone has a severe reaction, use an EpiPen, alert a member of staff, and contact the ambulance service. | All committee members | 31/10/24 | | 31/10/24 |  | |
| 4 | Ensure that all spilled drinks are cleaned up and is done as quickly as possible. Advise attendees of notify event organisers if a spill is noticed. | All committee members | 31/10/24 | | 31/10/24 |  | |
| 5 | Ensure participants to not arrive/leave the venue alone. If needed, committee to wait with participant if they are waiting for transport home. Ensure staff are made aware of any harassment occurring within the venue. If harassment has occurred during the journey to or from venue, make sure participant reports to SUSU, venue staff, and if the situation requires it the police. | All committee members | 31/10/24 | | 31/10/24 |  | |
| 6 | Remind participants that, if too drunk, they will be removed from the venue. Remind participants to notify committee and staff if another participant are concerned about their behaviour. | All committee members | 31/10/24 | | 31/10/24 |  | |
| 7 | Ensure all participants are aware there may be flashing lights or smoke machine in use. Make sure there is sufficient ventilation if there is a smoke machine. | All committee members | 31/10/24 | | 31/10/24 |  | |
| 8 | Remind participants that offensive costumes and large props will not be allowed at the event and will be confiscated if needed. | All committee members | 31/10/24 | | 31/10/24 |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Peadar Bryne | | | | Date: 19/10/24 | Print name: Sydney Rogers | | Date: 19/10/24 |

**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 |