| **Risk Assessment** |
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| **Risk Assessment for the activity of** | **K-Pop Society - Bubble tea social** **Date – 06.03.25****Time – 5pm – 7.30pm****Venue – Dingtea Southampton, 27 Hanover Buildings, Southampton SO14 1JU****Expected Numbers – 40** | **Date** | **03.03.25** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Sophie Holgate** |
| **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** |
| Slips, trips and falls  | Physical injury | Event organisers, attendees, and members of the public | **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 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Event organisers, attendees, and members of the public | 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 venue staff if needed
* 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials/Meetings- Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | **2** | **5** | **15** | * Advise participants; to bring their personal medication
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so
* Contact emergency services as required 111/999

Contact Venue staff for first aid support | **2** | **5** | **15** | * 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) |
| Food and 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
* Contact emergency services as required 111/999
* Venue Staff for first aid and support
 | **2** | **4** | **8** | * Incidents are to be reported as soon as incident has happened, ensuring duty manager/health and safety officer has been informed.
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| Fire emergencies  | Consequences could include:* Evacuation
* Injury
 | Members of the public and attendees  | **2** | **5** | **10** | * Advise members where the emergency exits are
* Contact emergency services as required 111/999
 | **2** | **5** | **10** | * Report to building management and provide important and relevant information regarding the incident
 |
| Inappropriate behaviour | Bullying and harassment of participantsMembers of the public may act inappropriately towards all participants. | All Participants and members of the public | **2** | **3** | **6** | * Ensure everybody is respectful of others
* Enforce SUSU’s zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct and any victimisation.
* Ensuring hosts have read the SUSU’s respect policy
* Contact emergency services as required 111/999
 | **1** | **3** | **3** | * Hosts to remove participants from the event/activity if they are behaving inappropriately
* Get support from venue staff in needed
* Report to inappropriate behaviour to SUSU’s Activities Team
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| Inadequate meeting space- overcrowding, not inclusive to all member | Physical injury, distress, exclusion | Event organisers and attendees | **2** | **4** | **8** | * Committee check on room 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
* 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)
 |
| Travel to and from the Venue | Vehicles collision - causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | * Members are responsible for their individual safety though and are expected to act sensibly
* Local venue chosen to avoid event goers getting lost, or discriminating against those that cannot travel far
* Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.
* Avoid large groups of people totally blocking the pavement or spilling ito the road.
* Anybody in the group who appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).
* Be considerate of other pedestrians & road users, keep disturbance & noise down.
 | **2** | **3** | **6** | * Where possible venues chosen for socials will be local/known to members and within a short distance from each other.
* Contact emergency services as required 111/999
* 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)
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| ***PART B – Action Plan*** |
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| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
| 1,2,7 | Make sure all chairs, tables and other equipment are out of the way and there is plenty of space for activities | All committee members | 06.03.25 | 06.03.25 |  |
| 3,4 | Ensure all medical emergencies are prepared for and there are qualified members for first aid attending | All committee members | 06.03.25 | 06.03.25 |  |
| 5 | Ensure that all committee members and participants are aware of the fire evacuation procedures and where the evacuation points are | All committee members and participants | 06.03.25 | 06.03.25 |  |
| 6 | Remove individual/s to ensure others are not being affected by inappropriate behaviour | All committee members | 06.03.25 | 06.03.25 |  |
| 7 | Ensure participants are in correct health and ability to part-take in activities | All committee members and participants | 06.03.25 | 06.03.25 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Peadar Byrne | Date:03.03.25 | Print name: Sophie Holgate | Date: 03.03.25 |
|  |  |  |  |

**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.  |



| 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 |