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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **AGM @ The Bridge**  **Date 22/05/2024** | | **Date** | **15/04/2024** |
| **Unit/Faculty/Directorate/Club or Society** | **Glen Eyre Football Club** | **Assessor** | **Nicholas Minas** | |
| **Line Manager/Supervisor/President** | *President* | **Signed off** | ***Nicholas Minas (President)***  ***Robert Magin (Treasurer)*** | |

| ***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** |
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| Alcohol poisoning | Participants may consume too much alcohol during this event. 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 will attend the venue prior to the rest of the club members. Ideally, they will not drink to excess during the event * Venue staff should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff. * The consumption of alcohol will take place at the premises only. No alcohol from outside of the venue will be bought inside and anyone found to have alcohol not purchased at the venue will have it confiscated * **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 throughout and are expected to act sensibly when at the event. 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 (look at SUSU safety Bus, Radio Taxis options) * 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) |
| Participants getting lost or leaving without any one being aware | During the event participants may decide they want to leave, or they may get lost on the way | Event organisers, event attendees, | **3** | **3** | **9** | * If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. * Supervision, the event will be run by the society committee. They will not drink to excess during the event | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required |
| Violent or offensive behaviour | Participants may become violent or offensive due to the consumption of too much alcohol. | Event organisers, event attendees, | **2** | **5** | **10** | * All members will act in an appropriate manor throughout the event. Any antisocial or violent behaviour from any member of the club towards venue staff will be reported to the club president who can deal with the member appropriately or if needed, venue staff can have that member removed from the premises. * The consumption of alcohol will take place at the venue. Alcohol will not be served to club members 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 |
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| Falls/ slips | Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.  Any equipment including but not limited to:   * Drinks glasses * Tables * Chairs * Electrical equipment   Being damaged and resulting in injury to an individual | Event organisers, event attendees, | **3** | **2** | **6** | * Committee to check that venue meets the following requirements: * Venue is in good condition with no major trip hazards. * Bar staff monitor the condition of the floors & mop up split drinks. * Bar Staff provide first aid cover if needed. * Drinks glasses are returned to the bar once empty and are not to be left in a place that may result in spillages/broken glasses. * Electrical equipment meets safety standards and no drinks are to be kept near any piece of electrical equipment | **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) |
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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** | |
|  | Organizers to ensure they have shared and read Expect respect policy with members |  |  | |  |  | |
|  | Route planned and shared in advance with attendees |  |  | |  |  | |
|  | Organizers to confirm each premise is licensed |  |  | |  |  | |
|  | All major incidents will be logged with SUSU the next day. |  |  | |  |  | |
|  | Weather check prior to event start |  |  | |  |  | |
|  | WIDE training completed by committee |  |  | |  |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Nicholas Minas (President) | | | | Date: 15/04/2024 | Print name: Robert Magin (Treasurer) | | Date: 15/04/2024 |

**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 |