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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **MedSoc Winter Ball**  **30/11/2024 19:00pm-2:00am**  **Hilton Southampton Utilita Bowl Catering by Hilton Southampton Utilita Bowl** | | **Date** | **(06/11/24)** |
| **Group name** | **MedSoc** | **Assessor** |  | |
| **Supervisor** | **Mithu Sumeshkumar** | **Signed off** | **SUSU Activities Team** | |

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| ***PART A*** | | | | | | | | | | | |
| **(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 and attendees | **2** | **4** | **8** | * All boxes and equipment to be stored away from main 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 event 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 emergency services if needed * All incidents are to be reported 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 and attendees | 2 | 3 | 6 | * Setting up tables will be done by venue staff only * Work in teams when handling other large and bulky items, follow manual handling guidelines * 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 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) |
| Inadequate event space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 3 | 3 | * Do not exceed venue capacity * 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 * All incidents are to be reported 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) |
| Costumes/Fancy Dress | Props/costumes causing injury or offence | Participants  Members of the public | **2** | **2** | **4** | 1. 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. 2. Choose a theme unlikely to cause offence. Our theme is a Glacial winter theme. Any participant wearing items deemed offensive asked to remove these. 3. 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** | **2** | **2** | 1. SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed 2. Committee WIDE training |
| Alcohol consumption | Antisocial / aggressive behaviour, inappropriate behaviour, illness from overconsumption, alcohol poisoning | Event organisers, event attendees, | **3** | **4** | **12** | 1. Members are responsible for their individual safety though and are expected to act sensibly 2. Initiation behaviour not to be tolerated and drinking games to be discouraged 3. Bar Security staff need to be alerted and emergency services called as required. 4. 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 5. Zero-tolerance policy on harassment, ensure security is prepared to address any issues discreetly 6. Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **2** | **3** | **6** | 1. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) 2. Call emergency services as required 111/999 3. Committee WIDE training |
| Travel to and from venue | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | 1. Members are responsible for their individual safety when travelling to and from the venue, and are expected to act sensibly 2. local venue known to UoS students chosen 3. Coaches may be booked to take students to and from the venue as an option to students who cannot afford other means of transport- Students will be made aware of this option and that seats are limited on a first come first served basis. If this is arranged, coaches will leave from the Highfield interchange and return to the Highfield interchange in the evening. Booking of coach parking at the interchange is to be confirmed. 4. Attendees will be encouraged to travel in groups. Members will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. 5. Avoid large groups of people totally blocking the pavement or spilling into the road. 6. Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home, ideally with another member. If required a taxi will be called for them. 7. Be considerate of other pedestrians & road users, keep disturbance & noise down. | **2** | **fire** | **4** | 1. Where possible venue chosen for the event will be local/known to members and within a short travel distance for members 2. Contact emergency services as required 111/999 3. Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. 4. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | **2** | **5** | **10** | * 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 SUSU Reception/Venue staff for first aid support | **1** | **5** | **5** | * 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) |
| 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. | Members | **2** | **5** | **10** | * ensure that members know where the nearest fire exits 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. * All fire exits to be kept clear. | **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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Handling & Storing Money- Own Society fundraising | 1. Theft 2. Individuals being mugged/robbed 3. Loss/misplacement leading to financial loss | Members, Participants | 3 | 4 | 12 | 1. All tickets to be pre-bought via the SUSU Box office 2. Any cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open. 3. Money to be kept in lockable box 4. Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) 5. Where possible offer option to pre-buy tickets to avoid cash purchases E.g. use of SUSU box office, hire/loan of contactless payment machines 6. Money to not be left unattended 7. Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. | 2 | 3 | 6 | In the event of theft committee members will:   1. Highlight the incident to any community police officers in the area/report to 111 2. Report incident to SUSU duty manager and [c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Handling & Storing Money- Charity raffle fundraiser as part of the event | 1. Theft 2. Individuals being mugged/robbed 3. Loss/misplacement leading to financial loss | Members, Participants, Charity | 3 | 4 | 12 | Southampton RAG procedures will be followed:   1. Charity Event form completed, and RAG approval will be given 2. All food hygiene certificates and event risk assessment to be approved by activities team 3. Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5) 4. Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity. 5. Collection buckets to remain sealed and to not be left unattended 6. Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. 7. Nominated person will be tasked with storing cash in nominated location when SUSU office not open. 8. Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) | 2 | 3 | 6 | In the event of theft committee members will:   1. Highlight the incident to any community police officers in the area/report to 111 2. Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Food safety | 1. Allergies 2. Food poisoning 3. Choking | Event organisers and attendees | 3 | 5 | 15 | 1. No homemade items, no members will be making/serving food. All food will be handled, served and provided by Hilton Southampton Utilita Bowl, an establishment with an appropriate food hygiene rating 2. Dietary requirements information will be collected and provided to the Hilton catering team 3. Food to only be provided/eaten when other activities are stopped | 1 | 5 | 5 | Call for first aid/emergency services a required    Report incidents via SUSU incident report procedure |
| Disturbance to public | Conflict, noise pollution, crowds | Event organisers and attendees, general public | 2 | 2 | 4 | Everybody will be encouraged to stay together as a group  Shouting, chants, whistles etc. to be kept to a minimum around busy university buildings and residential areas | 1 | 2 | 2 |  |
| Financial risk | Group debt | Group members, SUSU | 4 | 3 | 12 | * Detailed budget will be created covering all expenses * Clear ticket sales goal to break even which is based on ticket sales of the event in previous years. * Cap spending on non-essential items and regularly monitor expenses against the budget * Aim to sell a portion of tickets early to gauge interest and cover initial costs such as deposit payments * Secure sponsorships and partnerships in advance to reduce reliance on ticket sales alone * A small contingency fund to be set aside for any unexpected expenses | 2 | 2 | 4 | * Liase with SUSU and submit details of deposits and payments due so they are kept informed. |
| Non-UoS students present | Behavioural issues, disruptions, safety risks | Event organisers, attendees | 3 | 3 | 9 | * Non-Members are responsible for their individual safety though and are expected to act sensibly, as they are not covered by insurance. * Limit the number of tickets available to non-students or require that non-students attend as guests of university students. * Maintain a guest list for all non-students and check IDs at entry to ensure they are preapproved and vetted * Venue security staff to manage entry points and monitor for any behavioural issues, and to address any behavioural concerns quickly * Clearly communicate the event’s code of conduct and acceptable behaviour to all attendees including non-students | 2 | 2 | 4 | Report incidents via SUSU incident report procedure |
| Lost property, theft | Items may get lost or stolen leading to complaints or claims | All attendees | 3 | 4 | 12 | * Designate a secure area for personal belongings, provide a lost and found station * Remind attendees to keep valuables safe * Announce any lost and found claims over the speaker/sound system using a microphone to return lost items to their owners as quickly as possible * Arrange with venue to retain any lost property they find to be collected by MedSoc and their owners searched for after the event * Security to monitor for any theft |  |  |  |  |

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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 | 1. Risk assessment shared with all organisers and checked through before the event 2. Follow [SUSU Food Provision Guidance](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Food-Provision.aspx?web=1) for events involving home-cooked/prepared food or external catering. | Relevant committee members – president to ensure complete. | 30/11/2024 | | 30/11/2024 |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 30/11/2024 | | 30/11/2024 |  | |
| 3 | Venue and setup safety – ensure a safe environment by mitigating trip hazards, clear fire exits, not exceeding venue capacity and properly setting up equipment, meeting with venue staff to ensure this. Visual inspection before ball begins. | Ball representative, venue organisers | 30/11/2024 | | 30/11/2024 |  | |
| 4 | Security and crowd control – share security plan with venue security staff to monitor entry points, adhere to venue capacity, encourage responsible behaviour and group travel to prevent large crowds from blocking pathways or creating noise disturbances outside. | Ball representative | 30/11/2024 | | 30/11/2024 |  | |
| 5 | Communicate the event’s code of conduct to all before and during the event.  Only serve alcohol within licensed premises, do not serve attendees who have over-consumed, discourage risky behaviours and remind attendees that they are individually responsible for safe and respectful conduct, ensure security is prepared to handled any issues | Ball representative, president | 30/11/2024 | | 30/11/2024 |  | |
| 6 | Financial and cash handling procedures to use pre-purchased tickets wherever possible, designate treasurer to handle funds. Use card payment terminal if needed. Regularly monitor event budget, cap spending on non-essentials and track ticket sales to ensure financial viability. | Society Treasurer, Society ball representative, Society charity representative | 30/11/2024 | | 30/11/2024 |  | |
| 7 | Meeting with venue staff and committee to prepare for any medical or safety emergencies – identify first-aid trained committee members and ensure they carry out first aid only if qualified and confident. Arrange for quick access to first-aid support through venue staff or contact emergency services. Provide information on nearest fire exits and meeting points in case of evacuation. Remind attendees to bring personal medication. | Society wellbeing representative, Society ball representative, Society president | 30/11/2024 | | 30/11/2024 |  | |
| Responsible committee member signature: Vanessa Ng | | | | | Responsible committee member signature: | | |
| Print name: Vanessa Ng | | | | Date: 08/11/2024 | Print name: Mithu Sumeshkumar | | Date: 08/11/2024 |

**Assessment Guidance**

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| * Eliminate | | | | | Remove the hazard wherever possible which negates the need for further controls | | | | If this is not possible then explain why |  |
| * Substitute | | | | | Replace the hazard with one less hazardous | | | | If not possible then explain why |
| * Physical controls | | | | | Examples: enclosure, fume cupboard, glove box | | | | Likely to still require admin controls as well |
| * Admin controls | | | | | Examples: training, supervision, signage | | | |  |
| * 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** | | | | | |

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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. |

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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 |