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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Drinking Social** | | **Date** | **14/09/2023** |
| **Club or Society** | **University of Southampton Empower Society** | **Assessor** | **Sophie Ghods – Empower Vice President** | |
| **President of Students’ Union staff member** | ***Alex Dowell - President*** | **Signed off** |  | |

| ***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** |  |
| Venue suitability | Safety being compromised | Those attending the social | **1** | **2** | **2** | Ensure that the venue(s) holds a valid license and that someone from the committee has attended before so that its suitability can be validated | **1** | **1** | **2** | Check reviews |
| Drinking Alcohol | Participants becoming dehydrated or suffering illness if they consume excessive amounts of alcohol | Those attending the social as well as the general public | **2** | **3** | **6** | * Ensure tap water is available at each venue * Sensible drinking should be promoted * Each venue should be checked to ensure they have first aid trained staff * If a participant becomes too intoxicated during the social it should be ensured that they are tended to and helped to get home safely | **1** | **3** | **3** | Participant phone numbers have been requested so as to increase point of contact in case of emergencies |
| Slips and trips | Injuries ranging from cuts and bruises, to sprains | Those attending the social, members of the public and venue workers | **1** | **2** | **2** | Make sure everyone is always aware of their surroundings and that alcohol consumption is kept at a sensible rate | **1** | **2** | **2** | Ensure first aiders and first aid kits are available at the venue(s) being attended |
| Road traffic/Walking between venues whilst intoxicated | Vehicle collision which could result in serious injury or even death | Social participants, committee members, members of the public | **2** | **4** | **8** | * Participants should be made aware of the venues that they will be attending so that they are able to view the ways in which they will need to travel * Participants will be encouraged to stay together so as to ensure everyone travels safely between venues * Participants will be encouraged to look out for one another (but not expected to) during the social * If a participant seems too intoxicated they will be encouraged to drink water, and depending upon the severity, possibly encouraged to return home ideally with someone else. If required a taxi will be called | **1** | **4** | **4** | * Venues chosen will be within close proximity * Participants are ultimately responsible for their own safety but it will be suggested by committee members that they stay aware of their surroundings and that if, should they become too intoxicated, they are encouraged to go home |
| Spiked Drinks | Possible loss of consciousness or self-control | Participants, committee members | **2** | **4** | **8** | Participants will be encouraged to keep hold of their drinks at all times and to not accept drinks that they haven’t seen made | **1** | **4** | **4** | * Participants are ultimately responsible for their own safety but it will be suggested by committee members that they stay aware of their surroundings and that if, should they become too intoxicated, they are encouraged to go home * If it required that the person subject to the spiking is required to go to hospital then they will be accompanied * Competency of the venue will be checked with regards to security and first aid |
| Fire in the area | Burns, smoke inhalation, etc. | Everyone taking part in the activity and instructors(s). | **1** | **3** | **3** | Ensure participants are aware of fire exit routes.  Keep fire exits clear of equipment or personal belongings etc. | **1** | **1** | **1** | Keep record of the participants present in each session.  Ensure the right fire safety equipment, such as fire extinguishers, are in good working condition |

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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** | |
|  | Arrange for a committee member to be present to ensure safety of participants | Presidents | A week prior to the social | |  |  | |
|  | Book area with capacity for the group | Presidents / Social Sec | A week prior to the social | |  |  | |
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| Responsible committee member signature: Sophie Ghods | | | | | Responsible committee member signature: Megan Owens | | |
| Print name: SOPHIE GHODS | | | | Date: 14/09/2023 | Print name: MEGAN OWENS | | Date:  25/09/2023 |

**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 |