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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Politics, History, and English Societies Summer Boat Ball** | | **Date** | **21/05/2024** |
| **Unit/Faculty/Directorate** | **Politics Society** | **Assessor** | **Alexandra Ross** | |
| **Line Manager/Supervisor** | ***Alexandra Ross (President)*** | **Signed off** | ***AR*** | |

| ***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** |
| Alcohol | Alcohol poisoning, violent behaviour, resistance to obey laws, drink spiking. | Everyone in attendance of the event. | **3** | **2** | **6** | Students to be reminded that as a representative of the society and the university that any antisocial behaviour as a result of alcohol will not be tolerated.  Drinking alcohol will adhere to the conditions of the licensed premises and so won’t be served to heavily intoxicated individuals. | **2** | **2** | **4** | Our committee members have been briefed on signs of spiking and what to do when someone is spiked. Risks reduced by the hiring of security who will monitor the ball, provided by the venue.  Anybody in the group who is excessively drunk will be escorted home by a friend or member of committee.  Help from bar staff and emergency services will be sought if necessary.  If the event or people become hostile due to drinking, it can be ended early.  Refer to venue Risk Assessment. |
| Hazards relating to the boat | Slipping and falling off the boat  Potential loss of balance  Sea sickness | Anyone | **2** | **3** | **6** | Ensure venue is properly monitored by both staff and committee members.  Preventing participants from overindulging in alcohol  Those acting intoxicated or dangerously are removed from the venue. | **2** | **2** | **4** | Security is hired to monitor the event  We chose a time limit on the boat in order to prevent the opportunity for over intoxication leading to slips or sickness (3 hours)  Anyone who is unwell is referred to committee and staff who will escort them to a safe space or arrange a safe passage home |
| Slips and falls | Injury that may require medical attention. | All participants and members of the public | **2** | **2** | **4** | Ensure venue is safe and in good condition to minimise risk for trip hazards.  Venue staff provide first aid. | **2** | **1** | **2** | Refer to venue Risk Assessment. |
| Fire | Smoke inhalation and injury | All participants | **1** | **4** | **4** | Venue takes responsibility to conform to fire safety guidelines and ensure all emergency exits are clearly signposted and clear for use, |  |  |  | Refer to venue Risk Assessment. |
| Traffic | Intoxicated persons may have less awareness of road safety which could lead to injury. | Anyone | **1** | **4** | **4** | Ensure that committee are watching out for each member involved in the social and ensuring that nobody leaves alone without an appropriate plan to get home safely. Implement a zero tolerance approach to risky behaviour e.g. running in roads. |  |  |  | Refer to venue Risk Assessment. We will provide the contact details for a taxi and list the relevant bus routes to and from the venue to ensure people get to and from the event safely. |
| Allergic reaction to food or drinks served at event | Person may feel nauseous or have a reaction that causes swelling or choking. | Anyone with a severe allergy | **1** | **4** | **5** | Ensure that any allergies are flagged to the establishment/person making the food. All allergy information will be on the buffet table clearly marked. | **1** | **5** | **5** | Do not provide food options that could potentially lead to exposure of that person to the allergen. Refer to venue Risk Assessment. |

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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(a) | Relevant committee members to arrive at the event early to be informed of fire safety and emergency exit plans in case of fire. | Committee | 17/05/24 | 17/05/24 | TBD | |
| 1(b,c) | All committee members to be reminded of basic first aid prior to the event, including appropriate response to allergic reactions. | Committee | 17/05/24 | 17/05/24 | TBD | |
| 1(e) | Reminding committee of risks relating to the boat and where to find security if they are needed to remove and/or ensure safety of affected participants | Committee | 17/05/24 | 17/05/24 | TBD | |
| 1(f) | Remind committee of safeguarding measures that need to be taken to ensure a heavily-intoxicated person receives appropriate support. | Committee | 17/05/24 | 17/05/24 | TBD | |
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| Responsible manager’s signature: AR | | | | Responsible manager’s signature: KRO | | |
| Print name: Alexandra Ross | | | Date: 21/05/2024 | Print name: Kayla-Rey O’Neil | | Date:28/05/24 |

**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 |