

Risk Assessment

Risk Assessment for the activity of	<p>Psychology Society</p> <p>9th of December 18:45</p> <p>Leonardo Royal Grand Harbour Hotel</p> <p>Three-course meal provided by the venue. Those attending have all completed an order form stating preferred meals.</p>	Date	(08/11/24)
Group name	Psychology Society	Assessor	Tatiana Marques (President)
2nd Committee Member	Talia Carter (Vice-President)	Signed off	SUSU Activities Team
Event Information	<p>Christmas Ball, scheduled for 9th December at the Leonardo Royal Hotel Grand Harbour, is a formal event for approximately 160 attendees, featuring a three-course meal, DJ, casino tables, photobooth, and photographer. Key risks identified include alcohol consumption, food safety, slip and trip hazards, and fire safety. Our goal is to create a safe and enjoyable evening by coordinating closely with venue staff, maintaining clear communication, and following all relevant health and safety protocols.</p>		

PART A

(1) Risk identification		(2) Risk assessment		(3) Risk management	
Hazard		Inherent		Residual	Further controls (use the risk hierarchy)

	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	L i k e l i h o o d	I m p a c t	S c o r e	Control measures (use the risk hierarchy)	L i k e l i h o o d	I m p a c t	S c o r e	
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Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need • Contact facilities team via SUSU reception/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
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<p>Setting up of Equipment. E.g. Table and chairs</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • 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 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • 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 on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
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Inadequate event space- overcrowding , not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Liaise with SUSU reception/activities team on available spaces for meetings • Postpone meetings where space cannot be found • Look at remote meeting options for members • Committee WIDE training • 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
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	<ul style="list-style-type: none"> • 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. • Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. • Society to follow and share with members Code of conduct/SUSU Expect Respect policy 	1	2	2	<ul style="list-style-type: none"> • SUSU Expect Respect policy to be followed • Committee WIDE training
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Alcohol consumption	Antisocial / aggressive behaviour, illness from overconsumption, alcohol poisoning	Event organisers, event attendees,	3	4	12	<ul style="list-style-type: none"> • Members are responsible for their individual safety though and are expected to act sensibly • Initiation behaviour not to be tolerated and drinking games to be discouraged • Bar Security staff need to be alerted and emergency services called as required. • 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 	2	3	6	<ul style="list-style-type: none"> • Follow SUSU incident report policy • Call emergency services as required 111/999 • Committee WIDE training
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						<ul style="list-style-type: none">• Society to follow and share with members Code of conduct/SUSU Expect Respect policy				
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Travel to and from venue	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	<ul style="list-style-type: none"> Members are responsible for their individual safety when travelling to and from the venue, and are expected to act sensibly local venue known to UoS students chosen 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. Avoid large groups of people totally blocking the pavement or spilling into the road. Anybody in the group who is very 	2	fire	4	<ul style="list-style-type: none"> Where possible venue chosen for the event will be local/known to members and within a short travel distance for members Contact emergency services as required 111/999 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
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						<p>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.</p> <ul style="list-style-type: none">• Be considerate of other pedestrians & road users, keep disturbance & noise down.				
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Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	2	5	10	<ul style="list-style-type: none"> • Advise participants; to bring their personal medication • Members/Committee to carry out first aid if necessary and <u>only if</u> 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	<ul style="list-style-type: none"> • 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
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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	<input type="checkbox"/> ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed <ul style="list-style-type: none"> • 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. 	1	5	5	<ul style="list-style-type: none"> • 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
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<p>Handling & Storing Money- Own Society fundraising</p>	<ul style="list-style-type: none"> • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss 	<p>Members, Participants</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • 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. • Money to be kept in lockable box • 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) • Where possible offer option to pre-buy tickets to 	<p>2</p>	<p>3</p>	<p>6</p>	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • Highlight the incident to any community police officers in the area/report to 111 • Report incident to SUSU duty manager and c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report
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						<p>avoid cash purchases</p> <p>E.g. use of SUSU box office, hire/loan of contactless payment machines</p> <ul style="list-style-type: none">• Money to not be left unattended• Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.				
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Handling & Storing Money-Charity fundraiser	<ul style="list-style-type: none"> • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss 	Members, Participants, Charity	3	4	12	<p>Southampton RAG procedures will be followed:</p> <ul style="list-style-type: none"> • Charity Event form completed, and RAG approval will be given • All food hygiene certificates and event risk assessment to be approved by activities team • 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) • Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the 	2	3	6	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • Highlight the incident to any community police officers in the area/report to 111 • Report to SUSU Duty manager and Complete a SUSU incident report
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						<p>charity.</p> <ul style="list-style-type: none">• Collection buckets to remain sealed and to not be left unattended• Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.• Nominated person will be tasked with storing cash in nominated location when SUSU office not open.• Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by				
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						car. Ensure cash is not visible/advertised when out in public)				
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Events involving Food	<ul style="list-style-type: none"> • Allergies • Food poisoning • Choking 	All	3	5	15	<ul style="list-style-type: none"> • Individual event risk assessment to be carried out for events involving members making/serving food. • Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) • Only order/buy food at establishments with appropriate food hygiene rating • Food to only be provided/eaten when other activities are stopped • Follow good food hygiene practices- no 	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required</p> <p>Report incidents via SUSU incident report procedure</p>
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						handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products				
Overcrowding	Physical injury	Event organisers and attendees	1	3	3	Do not exceed venue capacity.	1	3	3	Seek medical attention if problem arises 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					


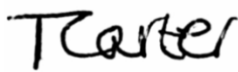
Photobooth Safety	Trips or falls due to unsecured cables or crowding near area.	Event organisers, attendees	3	3	9	<p>Securing Cables: Use cable covers or tape to secure any cables around the photobooth, reducing trip hazards.</p> <p>Signage: Place a sign near the photobooth reminding guests to watch their step and avoid crowding.</p> <p>Periodic Checks: Ask photobooth helper to periodically check the area for any unsecured cables, crowd buildup, or items left on the floor.</p> <p>Clear Boundaries: Mark a boundary around the photobooth to give guests space and prevent crowding or clustering.</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>Report incidents via SUSU incident report procedure</p>
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DJ and Dance Floor Supervision	Slips or injuries from spilled drinks near dance area or booth	Event organisers, attendees	3	4	12	<p>Monitoring for Spills: Assign a staff member to monitor the dance floor area and DJ booth for spilled drinks or other hazards.</p> <p>Quick Cleanup Supplies: Keep a mop or absorbent material nearby for quick cleanups to prevent slips.</p> <p>Crowd Control: Have staff guide guests to avoid overcrowding near the DJ booth or speaker equipment.</p> <p>Equipment Setup: Ensure that DJ and speaker cables are securely taped down or covered to avoid tripping hazards</p>	1	4	4	Seek medical attention if problem arises Report incidents via SUSU incident report procedure
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PART B – Action Plan

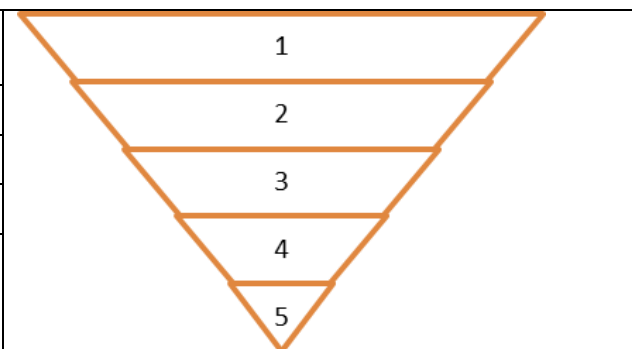
Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	<ul style="list-style-type: none"> Risk assessment shared with all organisers and checked through before the event 	Relevant committee members – president to	20/11/24		

	<ul style="list-style-type: none"> Follow SUSU Food Provision Guidance for events involving home-cooked/prepared food or external catering. 	ensure complete.			
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	20/11/24		
3					
Responsible committee member signature:			Responsible committee member signature:		
					
Print name: TATIANA MARQUES			Date: 14/11/24	Print name: TALIA CARTER	Date: 14/11/24

Assessment Guidance

• 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						

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