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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Christmas Party with non-alcoholic drinks brought by committee and members** **29/11/2024 – 5pm****Garden Court** | **Date** | **21/11/2024** |
| **Unit/Faculty/Directorate/Club or Society**  | Salsasoc | **Assessor** | Alexia Van Hecke |
| **Line Manager/Supervisor/President**  | *Yash Karlekar* | **Signed off** |  ***(Requires sign off by an Activities Coordinator)***  |

| ***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** |
| Road traffic accident/ Walking between places while intoxicated  | N/A |  |  |  |  | * People also briefed about the journeys before the event starts. For example, the list of venues will be printed on the score card or shared via social media. Event organisers to make it clear that travel to and from each venue is attendees’ **own responsibility**.
* local venues known to UoS students chosen
* Event organisers will be available to direct people between venues.
* Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They 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 in to the road.
* Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them.
* Be considerate of other pedestrians & road users, keep disturbance & noise down.
* Avoid behaviour likely to provoke a disturbance or fights.
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| Spiked drinks/ Alcohol poisoning  | N/A |  |  |  |  | * Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event
* Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff.
* Participants encouraged to stay with a nominated ‘buddy’ where possible.
* The organizers have confirmed the premise is licensed. **Action organizers (b).**
* 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. Action licensee.
* **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)
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| Participants getting lost or leaving without any one being aware  | N/A |  |  |  |  | * 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 These attend each venue. Ideally, they will not drink to excess during the event
* Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.
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| Violent or offensive behaviour  | N/A  | Event organisers, event attendees,  | **2** | **5** | **10** | * Bouncers will be present at most venues.
* Bar Security staff will 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
* Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event
* Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 |  |  |  |  |
| Adverse Weather  |  N/A |  |  |  |  | * Lead organiser to check the weather are suitable for activities on the day
* Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites
* In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate
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| Falls/ slips  | Dancing may result in participants falling and subsequently injuring themselves.  | Event organisers, event attendees,  | **3** | **2** | **6** | * Committee to check that chosen venues meet the following requirements:
* Venue is in good condition with no major trip hazards.
* DJ’s or bands equipment placed so as not to form a trip hazard. Power supply leads taped down.
 | **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)
* Make sure that table with hot drinks is kept aside from dancing space
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| Allergies  | Allergic reactions to drinks | Event organisers, event attendees,  | **3** | **5** | **15** | * Attendees responsible for own welfare I such instances- follow guidelines of venues
* Non-alcoholic drinks brought to the event will be controlled by committee members
 | **1** | **5** | **5** | * Call Emergency Services
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| Costumes/Fancy Dress | Props/costumes causing injury or offence | ParticipantsMembers of the public | **2** | **2** | **4** | * 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](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **1** | **2** | **2** | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed
* **Committee WIDE training**
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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 | Alexia Van Hecke | Done |  |  |
|  | All major incidents will be logged with SUSU the next day. |  Alexia Van Hecke | 01/12/2024 |  |  |
|  | WIDE training completed by committee | All concerned | Done |  |  |
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| Responsible manager’s signature:  | Responsible manager’s signature: LEAH GOVENDER |
| Print name: ALEXIA VAN HECKE | Date:19/09/2024 | Print name: LEAH GOVENDER | Date 19/09/2024 |

**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 |