

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Dress as a Lecturer or archaeologist themed social at the Broadway in Portswood</b> <ul style="list-style-type: none"> <li>- Social where members dress up as a lecturer or generic archaeologist for drinks, card and board games and pool at the Broadway</li> <li>- Locations: The Broadway (tables have been booked in advance for the society)</li> <li>- Time: Proposed time of start is 8pm and end time at around 1:00am</li> <li>- Date: 07/02/2025</li> </ul>		<b>Date</b>	<b>03/02/2025</b>
<b>Unit/Faculty/Directorate /Club or Society</b>	<b>UoS Archaeology Society</b>	<b>Assessor</b>	<b>Ella Wise</b>	
<b>Line Manager/Supervisor/President</b>	<b>Temp President: James Hatherell</b> <b>Event Secretary: Matthew Stell</b> <b>Welfare Officer: James Hatherell</b>	<b>Signed off</b>		

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed</b>	<b>Inherent</b>			<b>Control measures</b>	<b>Residual</b>			<b>Further controls</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	

<p>Road traffic accident/ Walking between places while intoxicated</p>	<p>Vehicles collision -causing serious injury</p>	<p>Event organisers, event attendees, Members of the public</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• 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' <b>own responsibility</b>.</li> <li>• local venues known to UoS students chosen</li> <li>• Event organisers will be available to direct people between venues.</li> <li>• 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.</li> <li>• Avoid large groups of people totally blocking the pavement or spilling in to the road.</li> <li>• Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged</li> </ul>	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> <li>• Venues chosen local and within a short walking distance from each other.</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow <a href="#">SUSU incident report policy#</a></li> <li>• <b>Appropriate services to be called and informed in case of an accident or emergency.</b></li> </ul>
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						to go home ideally with someone else. If required a taxi will be called for them. <ul style="list-style-type: none"> <li>• Be considerate of other pedestrians &amp; road users, keep disturbance &amp; noise down.</li> <li>• Avoid behaviour likely to provoke a disturbance or fights.</li> </ul>				

<p>Spiked drinks/ Alcohol poisoning</p>	<p>Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self-control</p>	<p>Event organisers, event attendees,</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> <li>• Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event</li> <li>• 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.</li> <li>• Participants encouraged to stay with a nominated 'buddy' where possible.</li> <li>• The organizers have confirmed the premise is licensed. <b>Action organizers (b).</b></li> <li>• 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.</li> <li>• <u>Games involving binge drinking or the consumption of excessive amounts of alcohol are</u></li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options)</li> <li>• If they need to go to the hospital they will also be accompanied there.</li> <li>• Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing.</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and</li> </ul>
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						<u>not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u>				safety officer have been informed. <ul style="list-style-type: none"> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul>
Participants getting lost or leaving without any one being aware	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees,	3	3	9	<ul style="list-style-type: none"> <li>If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.</li> <li>Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event</li> <li>Venues chosen local and within a short distance from each other.</li> <li>Venues are located near student areas and accommodation making it easy for them to get home</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Follow <a href="#">SUSU incident report policy</a>.</li> <li>Call emergency services as required.</li> </ul>

Violent or offensive behaviour	<p>Participants may become violent or offensive due to the consumption of too much alcohol.</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees, members of the public.	2	5	10	<ul style="list-style-type: none"> <li>Bouncers will be present at most venues.</li> <li>Bar Security staff will need to be alerted and emergency services called as required.</li> <li>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</li> <li>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event taking place.</li> <li>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></li> </ul>	1	3	5	<ul style="list-style-type: none"> <li>If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.</li> <li>Follow <a href="#">SUSU incident report policy</a> Call emergency services as required</li> </ul>
Adverse Weather	<ul style="list-style-type: none"> <li>Injury</li> <li>Illness</li> <li>Slipping</li> <li>Burns</li> </ul>	Event organisers, event attendees,	4	3	12	<ul style="list-style-type: none"> <li>Lead organiser to check the weather are suitable for activities on the day</li> <li>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date</li> </ul>

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						<ul style="list-style-type: none"> <li>In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate</li> </ul>				



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Falls/ slips	Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.	Event organisers, event attendees,	3	2	6	<ul style="list-style-type: none"> <li>• Committee to check that chosen venues meet the following requirements:                             <ul style="list-style-type: none"> <li>- Venue is in good condition with no major trip hazards.</li> <li>- Bar staff monitor the condition of the floors &amp; mop up spill drinks.</li> <li>- Security staff &amp; Bar Staff provide first aid cover.</li> <li>- DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down.</li> </ul> </li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>• If necessary, emergency services will be called</li> <li>• Request first aid at venue</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>

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Allergies	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	<ul style="list-style-type: none"> <li>Attendees responsible for own welfare I such instances- follow guidelines of venues</li> <li>First aid requested from bar staff as required</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Call Emergency Services/alert bar staff</li> </ul>
Steps	Tripping hazard, wheelchair bound members not able to attend the event	Committee, attendees				<ul style="list-style-type: none"> <li>Committee makes sure there is step free/ accessible access, by contacting the venues.</li> </ul>				

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Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to goCrushing, 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	10	5	<ul style="list-style-type: none"> <li>ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed</li> <li>• 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.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Call emergency services and University Security (on campus) or venue staff (external venue)</li> <li>Emergency contact number for Campus Security:</li> <li>Tel: +44 (0)23 8059 3311 (Ext:3311)</li> <li>Follow SUSU incident report policy</li> </ul>

**PART B – Action Plan**

## Risk Assessment Action Plan

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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	Victoria Olechowska (secretary)	02/02/25		
	Route planned and shared in advance with attendees	Matthew Stell (events secretary )	02/02/25		
	Organizers to confirm each premise is licensed	Victoria Olechowska (secretary)	02/02/25		
	All major incidents will be logged with SUSU the next day.	James Hatherell (welfare officer)	08/02/25		
	Weather check prior to event start	Victoria Olechowska (secretary)	06/02/25		
	WIDE training completed by committee	Victoria Olechowska (secretary)	03/02/25		
	Identify location of fire exits and quiz venue	Ella Wise (Social Secretary)	04/02/24		
Responsible manager's signature: Ella Wise				Responsible manager's signature: James Hatherell	
Print name: Ella Wise			Date: 03/02/25	Print name: James Hatherell	
				Date: 03/02/25	

## Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. 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				

### 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.

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

