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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Street Dance Society** **11/12/2024 – 7pm onwards** **The White Swan, Mansbridge Rd, Southampton SO18 3HW****Buffet style carvery** | **Date** | **20/11/24** |
| **Group name** | **Street Dance society** | **Assessor** | **Noble Sam** |
| **2nd Committee Member** | **Lauren Howells** | **Signed off** | **SUSU Activities Team** |
|  **Event Information** | Carvery based meal for society members. Alcohol is available on the premises, but attendees are not expected to consume as soft drinks are also available. All allergen information will be provided by us to the venue to limit risk. We will also be arranging a car share to help with those that may not be able to get to the venue. The venue was used by the society last year so therefore, we are aware of their expectations.  |

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| ***PART A***  |
| **(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** |  |
| Inadequate event space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion  | Event organisers and attendees | 1 | 3 | 3 | * 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 | * 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](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Clothing  | Items of clothing causing offence | ParticipantsMembers of the public | **2** | **2** | **4** | 1. Ask members to dress appropriately for the venue
2. Choose attire that is unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.
3. 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** | 1. SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed
2. Committee WIDE training
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| Alcohol consumption  | Antisocial / aggressive behaviour, illness from overconsumption, alcohol poisoning  | Event organisers, event attendees,  | **3** | **4** | **12** | 1. Members are responsible for their individual safety though and are expected to act sensibly
2. Initiation behaviour not to be tolerated and drinking games to be discouraged
3. Bar Security staff need to be alerted and emergency services called as required.
4. 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
5. Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **2** | **3** | **6** | 1. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
2. Call emergency services as required 111/999
3. Committee WIDE training
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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** | 1. Members are responsible for their individual safety when travelling to and from the venue, and are expected to act sensibly
2. local venue known to UoS students chosen
3. 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.
4. Avoid large groups of people totally blocking the pavement or spilling into the road.
5. Anybody in the group who is very 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.
6. Be considerate of other pedestrians & road users, keep disturbance & noise down.
 | **2** | **fire** | **4** | 1. Where possible venue chosen for the event will be local/known to members and within a short travel distance for members
2. Contact emergency services as required 111/999
3. Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
4. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | **2** | **5** | **10** | * Advise participants; to bring their personal medication
* Members/Committee to carry out first aid if necessary and only if 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** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident)
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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** | * ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed
* 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** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Handling & Storing Money- Own Society fundraising  | 1. Theft
2. Individuals being mugged/robbed
3. Loss/misplacement leading to financial loss
 | Members, Participants  | 3 | 4 | 12 | 1. 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.
2. 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)
3. Where possible offer option to pre-buy tickets to avoid cash purchasesE.g. use of SUSU box office, hire/loan of contactless payment machines
4. Money to not be left unattended
5. Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
 | 2 | 3 | 6 | In the event of theft committee members will: 1. Highlight the incident to any community police officers in the area/report to 111
2. Report incident to SUSU duty manager and [c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Events involving Food | 1. Allergies
2. Food poisoning
3. Choking
 | All | 3 | 5 | 15 | 1. Individual event risk assessment to be carried out for events involving members making/serving food.
2. Only order/buy food at establishments with appropriate food hygiene rating
3. Food to only be provided/eaten when other activities are stopped
4. Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products
 | 1 | 5 | 5 | SUSU food hygiene level 2 course available for completion- requests made to activities team Call for first aid/emergency services a required  Report incidents via SUSU incident report procedure |
| Overcrowding | Physical injury  | Event organisers and attendees | 1 | 3 | 3 | Do not exceed venue capacity. | 1 | 3 | 3 | Seek medical attention if problem arisesReport 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 groupShouting, chants, whistles etc. to be kept to a minimum around residential areas  | 1 | 2 | 2 |  |
| Financial risk | Group debt | Group members, SUSU | 4 | 3 | 12 |  |  |  |  |  |

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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 | 1. Risk assessment shared with all organisers and checked through before the event
2. Follow [SUSU Food Provision Guidance](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Food-Provision.aspx?web=1) for events involving home-cooked/prepared food or external catering.
 | Relevant committee members – president to ensure complete. | 20/11/24 | 4/12/24 |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. | 4/12/24 | 7/12/24 |  |
| 3 | Share travel information with attendees | Nobel Sam (Social Secretary) – President to check that it is complete | 6/12/24 | 9/12/24 |  |
| 4 | Gather all allergy information and share with the venue prior to the event | Social Secretary – Nobel Sam – President to check that it is complete | 4/12/24 | 7/12/24 |  |
| Responsible committee member signature: N.Sam | Responsible committee member signature:L.Howells |
| Print name: NOBLE SAM | Date: 20/11/24 | Print name: LAUREN HOWELLS | Date: 20/11/24 |

**Assessment Guidance**

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| * 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** |

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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.  |

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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 |