

Risk Assessment

Risk Assessment for the activity of	Society socials- Drinking and sober socials		Date	06/09/24
Unit/Faculty/Directorate /Club or Society	Tap Dance Society	Assessor		Erin Leigh
Line Manager/Supervisor/President	Maisie Hancock	Signed off		<i>Maisie Hancock</i>

PART A - Drinking, sober and travelling socials

(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			Control measures (use the risk hierarchy)	Residual			Further controls (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		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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Road traffic accident when walking between places while intoxicated	Physical injury	Event organisers, event attendees, Members of the public	4	3	1 2	<ul style="list-style-type: none"> Members are briefed with a list of venues before the event starts via social media and verbal instruction. Event organisers make it clear that travel to and from each venue is attendees' own responsibility. Socials will take place at local and familiar venues to UoS students. Event organisers will be available to direct people between venues. Students will be encouraged to look out for one another. 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. 	2	2	4	<ul style="list-style-type: none"> Venues chosen local and within a short distance from each other. All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
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<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"> ● The society committee attend each venue. Ideally, they will not drink to excess during the event to help unwell members. ● 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 friend where possible. ● 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. 	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> ● Members are responsible for their individual safety. Anyone who is too unwell will be encouraged to return home rather than continue the social. Taxis will be called if required. ● If they need to go to the hospital they will also be accompanied. ● 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. ● All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
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<p>Participants getting lost or leaving without any one being aware</p>	<p>During the event participants may decide they want to leave, or they may get lost on the way</p>	<p>Event organisers, event attendees,</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> ● If a person leaves without warning all efforts will be done to locate them. Attendees will be informed that they are responsible for their individual safety. ● The event will be run by the society committee who will attend each venue and 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. 	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> ● Call emergency services as required
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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,	2	5	10	<ul style="list-style-type: none"> • 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 	1	3	5	<ul style="list-style-type: none"> • 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. • Follow SUSU incident report policy Call emergency services as required
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Adverse Weather	<ul style="list-style-type: none"> ● Injury ● Illness ● Slipping ● Burns 	Event organisers, event attendees,	4	3	1 2	<ul style="list-style-type: none"> ● 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 	4	1	4	<ul style="list-style-type: none"> ● If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
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Falls, trips and 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"> ● Committee to check that chosen venues meet the following requirements: <ul style="list-style-type: none"> - Venue is in good condition with no major trip hazards. - Bar staff monitor the condition of the floors & mop up spill drinks. - Security staff & Bar Staff provide first aid cover. - DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down. ● Attendees are responsible for their own welfare and should stop drinking if they are not able to look after themselves 	3	1	3	<ul style="list-style-type: none"> ● If necessary, emergency services will be called ● Request first aid at venue ● Follow SUSU incident report policy
Event involving food	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	<ul style="list-style-type: none"> ● Attendees responsible for own welfare in such instances- follow guidelines of venues ● First aid requested from bar staff as required 	1	5	5	<ul style="list-style-type: none"> ● Call Emergency Services/alert bar staff

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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 them sensibly. Members of the society are responsible for their own possessions and the use of them. Choose a theme unlikely to cause offence. 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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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	Organisers to ensure they have shared and read Expect respect policy with members	All committee members			
2	Route planned and shared in advance with attendees. Ensure all premises are licensed	Erin Leigh			
3	Individual risk assessments completed for higher risk events	Erin Leigh			
4	All major incidents will be logged with SUSU the next day.	Erin Leigh			

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Responsible manager's signature: E Leigh	Responsible manager's signature: Maisie Hancock
Print name: ERIN LEIGH Date: 15/09 /2024	Print name: MAISIE HANCOCK Date: 16/09/2024

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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

- Identify the impact and likelihood using the tables above.
- Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
- If the risk is amber or red - identify control measures to reduce the risk to as low as is reasonably practicable.
- If the residual risk is green, additional controls are not necessary.
- 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.
- If the residual risk is red **do not continue with the activity** until additional controls have been implemented and the risk is reduced.
- Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
- 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. sprain or strain 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.

