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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Name: Asian Cultural Society Annual Ball**  **Date and Time of Event: 21/02/2025, 6pm-11pm**  **Event Location: The Grand, South Western House, Southampton, SO14 3AS** | | **Date** | **25/01/2025** |
| **Group name** | Asian Cultural Society | **Assessor** | Pooja Parvathikar | |
| **Committee Member** | Sarita Kaur Chitolie | **Signed off** |  | |
| **Event Information** | **Please insert all details about the event here. This provides the team context when signing off your risk assessments. Examples of details to include:**   * Live performances: Guests and participants will be able to sign up to perform their chosen skills. * Bar provision: To be provided by the venue. Licensed Premises. * Food/catering provision: Sanjha Catering * Security & first aid provision: To be provided by the venue staff and security. | | | |

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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** |  |
| Slips, trips and falls | Consumption of too much alcohol or any floor hazards, such as wires, could result in participants falling and subsequently injuring themselves. | Event organisers and attendees | **3** | **2** | **6** | * All boxes and equipment to be stored away from main walking area, e.g. stored under tables out of the way. * Any cables to be organised as best as possible. They should be clear of the dance floor and main area. * Cable ties will be used if necessary. * DJ’s equipment will be placed so as not to form a trip hazard. * Bar staff and event organisers to monitor the condition of the floors and mop up any spilled drinks or remove any obstacles. * Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs | **3** | **1** | **3** | * If necessary, emergency services will be called. * First aid will be available at the venue and will be called if necessary. * 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) * In case of emergency, the venue can contact Sarita Kaur Chitolie (President) or Muaz Gull (Vice President). |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over equipment. | Event organisers and attendees | 2 | 3 | 6 | * Make event organisers aware of the potential risks. * Have a plan made well beforehand on the layout to keep it as clear as possible for catering and other stalls. * Ensure that at least 2 people carry tables when setting up. * Setting up tables will be done by organisers only. * Work in teams when handling other large and bulky items. * Make sure only those who are able will carry and set up heavy equipment to avoid unnecessary injuries. | 1 | 3 | 3 | * Seek assistance if in need of extra help from facilities staff/venue staff if needed. * Seek medical attention from first aid or emergency services if required. * 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) * In case of emergency, the venue can contact Sarita Kaur Chitolie (President) or Muaz Gull (Vice-President). |
| Inadequate event space- overcrowding | Physical injury and/or distress | 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. * Number of tickets sold for this event will be capped at the venue capacity to avoid overcrowding. | 1 | 2 | 2 | * Seek medical attention if problem arises * Committee WIDE training on handling of incidents. * 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) * In case of emergency, the venue can contact Sarita Kaur Chitolie (President) or Muaz Gull (Vice President). |
| Alcohol consumption and spiked drinks | Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness, self-control and antisocial behaviour. | Event organisers, event attendees, | **2** | **5** | **10** | 1. Members are responsible for their individual safety though and are expected to act sensibly. 2. Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event 3. Bar Security staff need to be alerted and are advised not serve alcohol to those who seem to have consumed too much. 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) 6. **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) | **2** | **3** | **6** | 1. 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, other local taxis) 2. If they need to go to the hospital they will also be accompanied there. 3. 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. 4. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. 5. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) 6. Call emergency services as required 111/999 7. In case of emergency, the venue can contact Sarita Kaur Chitolie (President) or Muaz Gull (Vice President). |
| Violent or offensive behaviour | Participants may become violent or offensive due to the consumption of too much alcohol.  Members of the public may act violently towards participants. | Event organisers, event attendees, Members of the public | **2** | **5** | **10** | 1. Bar Security staff will need to be alerted, and emergency services called as required. 2. Avoid large groups of people totally blocking the pavement or spilling into the road. 3. 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. 4. Be considerate of other pedestrians & road users, keep disturbance & noise down. 5. 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. | **1** | **3** | **3** | 1. If the situation becomes very serious and results in the participant being arrested, it will be clear that they cannot be accompanied to the police station. 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) 5. In case of emergency, the venue can contact Sarita Kaur Chitolie (President) or Muaz Gull (Vice President). |
| Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions | All | **2** | **5** | **10** | * Advise participants; to bring their personal medication if needed. * 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)\ * Emergency services to be called if needed. |
| Site Emergencies  Fire  Security etc. | If a fire alarm is triggered, people may not know where to go-  falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits. | Event Organisers and attendees | **1** | **4** | **4** | * ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed * Inform students of emergency procedures * Location(s) of Fire Exits * Location(s) of Assembly Points Follow Committee Instruction, * Do not delay evacuation to collect personal belongings. * Fire exists and evacuation points are to be kept clear at all times throughout the events. Participants will have an easy exit to go out of. | **1** | **3** | **3** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. * Call emergency services (999) and University Security (on campus) or venue staff (external venue) * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| Allergies and Food Poisoning | Allergic reactions to food and drink.  Food poisoning from catering. | Event organisers, event attendees, | 3 | 5 | 15 | 1. Only food at establishments with appropriate food hygiene rating will be serving. 2. Food to only be provided/eaten when other activities are stopped to avoid choking. 3. 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. All will be advised to the catering company and event organisers will make sure they are being followed. | 1 | 5 | 5 | * Call for first aid/emergency services as required. * Report incidents via SUSU incident report procedure. * In case of emergency, the venue can contact Sarita Kaur Chitolie (President) or Muaz Gull (Vice President). |

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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. External catering health and safety reports to be checked and shared with the venue. | Sarita Kaur Chitolie – President  Muaz Gull – Vice President  Pooja Parvathikar - Secretary | 15/02/25 | |  |  | |
| 2 | Public Liabilty Forms and PAT forms to be acquired from all vendors and be sent to the venue. (e.g. DJ, photographers, caterers) | Sarita Kaur Chitolie – President  Muaz Gull – Vice President  Pooja Parvathikar - Secretary | 16/02/2025 | |  |  | |
| 3 | Share travel information to attendees to ensure planning to get to and from event. | Events Reps | 27/01/2025 | |  |  | |
| 4 | All major incidents to be logged with SUSU the next day. | Sarita Kaur Chitolie – President  Muaz Gull – Vice President  Pooja Parvathikar - Secretary | 22/02/2025 | |  |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: Pooja Parvathikar | | | | Date: 25/01/25 | Print name: Sarita Kaur Chitolie | | Date: 25/01/25 |

**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 |