

Risk Assessment

Risk Assessment for the activity of	Socials Risk Assessment		Date	11/Nov/2024
Unit/Faculty/Directorate /Club or Society	Ballet Society	Assessor	Christie Boocock (President) Emily Penney (Vice President) Florrie Gilbert (Social Secretary)	
Line Manager/Supervisor/President	<i>President:</i> Christie Boocock	Signed off	<i>C. Boocock</i> <i>E. Penney</i> <i>F. Gilbert</i>	

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	

<p>Road traffic accident/ Walking between places while intoxicated</p>	<p>Vehicles collision - causing serious injury</p>	<p>Ballet Committee, Ballet society members & members of the public</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • People briefed about the journeys before events start. Ex. the list of venues will be shared via social media and in ticket information section. • We will make it clear that travel to and from each venue is attendees' own responsibility. • local venues known to UoS students are chosen. • Members of Ballet Committee always present to direct people between venues and be on the lookout for anyone who is very drunk and requires extra attention and encouragement to go home either accompanied by someone or in an uber. • Attendees will be encouraged to identify a 'buddy' for people to stay together. They will be encouraged (but not expected) to look out for one another throughout the night where possible. • Avoid large groups of people totally blocking the pavement or spilling into the road. 	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> • Venues chosen local and within a short distance from each other. • 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
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Food Poisoning	Consuming food that has not been sufficiently reheated or undercooked resulting in illness		1	2	2	<ul style="list-style-type: none"> Events specifically involving or advertising food will occur at reliable and regulated establishments or will only involve food made by someone with relevant training or pre-packaged foods. Any food consumed while on a night out will be the responsibility and choice of the society members however should any member fall ill while on a social, they will be taken home and advised on supportive treatment or escorted to the hospital if severe enough 	1	1	1	<ul style="list-style-type: none"> All instances of food poisoning will be reported to SUSU

<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>Ballet Committee & Ballet society members</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • Supervision, the event will be run by the society committee who attend each venue. Ideally, they will not drink to excess during the event. • Encourage attendees to be vigilant, avoid leaving drinks unattended and report any concerns or suspicion that a drink may have been spiked. Also keep the evidence • Participants encouraged to stay with a nominated 'buddy' where possible. • The organizers have confirmed the premise is licensed. • 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 will not be undertaken 	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is inebriated, it will be suggested to them to return home rather than continue on the social and taxis will be called if required • If they need to go to the hospital they will also be accompanied there. • All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
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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	Ballet Committee & Ballet society members	3	3	9	<ul style="list-style-type: none"> 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 who will 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. Attendees will be asked to ideally inform one of committee before leaving 	2	2	4	<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>	Ballet Committee & Ballet society members	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 	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. SUSU incident report policy will be followed and emergency services called if required

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Adverse Weather	<ul style="list-style-type: none"> • Injury • Illness • Slipping • Burns 	Ballet Committee & Ballet society members	4	3	12	<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

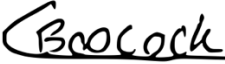

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Falls/ slips	Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.	Ballet Committee & Ballet society members	3	2	6	<ul style="list-style-type: none"> • Committee to check that chosen venues meet the 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. 	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

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Allergies	Allergic reactions to food and drink when out	Ballet Committee & Ballet society members	3	5	15	<ul style="list-style-type: none"> Attendees responsible for own welfare I 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	Ballet Committee, Ballet society members & Members of the public	2	2	4	<ul style="list-style-type: none"> 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 	1	2	2	

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	Christie Boocock					
	Route planned and shared in advance with attendees	Florrie Gilbert					
	Organizers to confirm each premise is licensed	Florrie Gilbert					
	All major incidents will be logged with SUSU the next day.	Christie Boocock					
	Weather check prior to event start	Christie & Florrie					
Responsible manager's signature:  Print name: CHRISTIE BOOCOOCK				11/11/24	Responsible manager's signature:  Print name: FLORRIE GILBERT		11/11/24

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