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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | MNDA Charity Evening Event Risk Assessment | | **Date** | **14/02/2025** |
| **Are you a sports club or society?** | Yes – Womens Rugby Football Club (SUWRFC) | **Assessor** | *Bella Rapone-Graham* | |
| **President/Captain Name/2nd Committee Member** | Rosie Wotherspoon (SUWRFC Charity Sec) | **Signed off** | ***SUSU USE ONLY*** | |
| **Risk Assessment Information**  (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information) | Womens Rugby are holding a charity black tie event in the evening after the charity tournament. The Ball will be in The Cube from 19:00 – 23:00. All teams competing, their spectators and Southampton students are invited to purchase a ticket to the charity ball in The Cube in aid of MND Association. The Ball will include a DJ & dance floor, Open Bar with free drink on arrival and a raffle. The event is co –organised between Womens Rugby and SUSU. | | | |

| ***PART A*** | | | | | | | | | | |
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| **(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** |
| **General Considerations** | | | | | | | | | | |
| **Activities involving electrical equipment e.g. screens, laptops, computers,** | Risk of eye strain, injury, and electric shock | Attendees and event organisers | 2 | 4 | 8 | Ensure guidance and instructions for electrical equipment always followed.  -Ensure ergonomic arrangement of equipment with screens placed at eye-level and glare avoided.  -Arrange for regular breaks when using screens (ideally 20 minutes).  -Secure all wires with ties/tape  -Arrangement of electrical equipment to be out of way of attendees.  -Ensure distance between liquids and electrical equipment. | 1 | 4 | 4 | Seek medical attention as required.  - Request support and advice from SUSU |
| **Adverse weather** | Physical harm due to falls/slips. Given winter season it is reasonable to expect wet weather rather than hot weather, and the indoor nature of the venue means that the risk is more in participant travel to and from venue. | All participants and organisers/staff and spectators | 4 | 3 | 12 | Event organisers would check weather in period leading up to the event and on the day.  -warn attendants to wear weather appropriate clothing to travel in and spread recommendations via social media posts.  -Monitor for flooding in case of wet weather and raise awareness of slippery surfaces near venue. | 4 | 1 | 4 | In event of extreme weather with potential beyond controlled then the event would be postponed to an alternate date or cancelled.  - Seek medical assistance from susu reception, venue staff, security staff if needed.  - SUSU incident report policy followed. |
| **Setting up/moving or chairs/tables/other objects in the area**. | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | Make Event Volunteers aware of the potential risks, follow manual handling guidelines  Ensure that at least 2 people carry tables and large objects.  Setting up tables will be done by organisers.  Work in teams when handling other large and bulky items.  Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates  Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable. | 1 | 3 | 3 | Seek assistance if in need of extra help from facilities staff/venue staff if needed  Seek medical attention from SUSU Reception if in need  Contact emergency services if needed  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) |
| **Attendees drinking excessive alcohol, spiked drinks.** | Excessive consumption of alcohol may occur, Risk of drinks being spiked and attendees losing consciousness/awareness. | Event organisers and attendees | 2 | 5 | 10 | The venue (The Bridge) is a fully licenced premise. Alcohol will only be consumed at the venue of the event. Alcohol will not be served to people who appear intoxicated, and all conditions of the license are to be followed.  -Participants will not be pressured into drinking alcohol, all attendees will be respected, and society will follow the code of conduct and SUSU Expect Respect policy when conducting the event.  -Stop Topps and drink testing kits are available from the SUSU reception. Attendees encouraged to look out for suspicious behaviour and advised to bring it to the attention of staff. | 2 | 3 | 6 | Attendees responsible for individual safety and expected to behave responsibly. Anyone who appears to have drunk excessively and is too intoxicated will be recommended to go home. Support provided to ensure safe return home, such as calling for transportation (taxi, SUSU safety bus will be active outside the venue and during the times the event takes place). People will be encouraged to walk home together for safety.  -Participants will be advised not to leave drinks unattended and to report any suspicions of tampering with drinks. Drinks should be  retained for testing if possible.  -In the event a hospital trip is necessary, personnel will be accompanied.   -All incidents reported to duty manager/health manager ASAP.  -SUSU incident report policy to be followed |
| **Slips and trips** | Physical injury | Organisers and attendees | 2 | 4 | 8 | Ensuring that spillages and objects are cleaned away promptly.  Any potential hazards that cannot be removed or cleared are marked off with hazard signs to warn attendees and hazards reported to venue staff.  -Preventing obstruction of walkways by clearing away equipment.  -Visual checks by event organisers to monitor areas and maintaining them by dealing with hazards quickly and effectively.  -Area checked prior to start of event for potential trip hazards. | 1 | 4 | 4 | -adhere to SUSU incident report policy.  -Seek medical attention from susu reception/venue staff/security personnel.  -Make contact with emergency services if necessary  -Communicate with facilities team via susu reception/venue staff.  -All incidents will be reported on ASAP, and duty manager/health manager will be informed. |
| **Overcrowding and inaccessible event space** | Distress, participant exclusivity, physical injury. | All present at event | 1 | 3 | 3 | Monitor attendance to adhere to the venue capacity (250 people max); stop ticket sales before maximum number is reached.  -Ensure when setting up venue that accessibility needs are prioritised in arrangement of furniture and equipment to enable inclusive participation. Monitor space throughout the event to remove any obstacles blocking path. Ensure sufficient seating and space for all in attendance.  -Encourage queueing of attendees with prior online ticket sales to reduce potential crowding at entrance. Prevent crowd formation through queuing and do not push/shove.  -Committee members to be consulted with regards to members needs and adjustments made where possible.  -Inform other bookings in area of event (SUSU building/redbrick). | 1 | 3 | 3 | Seek medical attention in event of injury.  -Seek support from security staff.  -Report all incidents ASAP and follow SUSU incidents report policy |
| **Disturbance to public, students, staff** | Noise distress and conflict | Organisers, attendees and general public | 2 | 2 | 4 | Keep activity localised to venue to prevent disturbance to other areas of campus and residential areas. Encourage attendees to stay in venue and stay together as a group.  - Noise will be kept to a reasonable level. Shouting, chants, and whistles discouraged, kept to a minimum around university buildings and residential areas.  -UoS security teams informed of the event. | 1 | 2 | 2 | With support from a SUSU Activities coordinator Inform UoS on and off campus security if felt it is appropriate.  - Inform UoS/SUSU communications team of the event- can brief others via SUSSSED. |
| **Allergic reaction** | Reaction to food/drink obtained and consumed at venue The Bridge.  Reaction to prize-based food item | Organisers, attendees | 3 | 5 | 15 | Attendees responsible for personal welfare. First aid available from staff and reception and contacted if necessary.  -Any prizes that are food product related will be sealed and contain the full list of ingredients with allergens listed in bold. No home cooked food provided; all cooked food provided by the venue hosting event. | 1 | 3 | 3 | In event of signs of anaphylaxis, emergency services contacted, and venue staff/SUSU reception/security staff called for assistance.  - SUSU incident report policy is to be followed, with all incidents reported ASAP. Duty manager/health and safety officer to be informed of any incidents. |
| **Violent offensive behaviour** | With excessive alcohol consumption there is potential for participants to become violet or offensive.  Potential when travelling to and from the venue for members of the public to act violently towards attendees. Reputational risk to club and SUSU | The club or society, committee and members, SUSU or the Wider University. | 2 | 5 | 10 | Venue hosting event is student venue and thus ‘student-friendly’  - Alcohol consumption will occur only at licensed premises, adhering to the conditions of the license and not serving alcohol to intoxicated customers.  -Society will follow and share the student code of conduct and SUSU Expect Respect Policy with members.  -Bar staff and campus security will be made aware of any violent and aggressive behaviour taking place. | 1 | 3 | 5 | If severity of situation increases and an attendee is arrested it will be made explicitly clear that they cannot be accompanied to the police station.  -If the situation necessitated a hospital visit, then affected person would be accompanied to ensure safety and wellbeing. |
| **Handling/storing money** | Potential theft of card reader  Individuals being stolen from  Loss/misplacement leading to financial loss | Committee, club | 3 | 3 | 9 | Southampton RAG procedures followed:  -Charity event form completed and RAG approval to be obtained prior to event  -All risk assessments to be approved by the activities team before event commences.  -Cashless transactions only with card-readers borrowed, enabling card and contactless payments and minimising risk of theft to money raised. Time arranged for card-readers to be collected and returned to SUSU activities/RAG office. | 2 | 3 | 6 | If theft occurs committee members will:  -Report the incident to community police officers in area/report to 111.  -Report to SUSU duty manager and complete SUSU incident report |
| **Insufficient fire safety awareness** | In event of fire alarm being activated, participants may not know where to exit, preventing timely evacuation and increases potential for harmful effects of fire such as smoke inhalation and burns. May induce panic from participants with potential for crushing and falls. Build-up of flammable and/or obstructive material. | Attendees, members of the public in proximity | 2 | 5 | 10 | Ensure that internal and external walkways are free of obstruction to fire exits and prevent excess build-up of material, removing it and depositing it into designated areas.  -Ensure that all in attendance of event are made aware of nearest fire exit and outside meeting place. | 1 | 5 | 5 | All incidents reported via SUSU incident reporting policy. Duty health manager and health and safety officer informed of any incidents ASAP.  -Emergency services and campus security contacted if necessary |

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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 | Committee read and share SUSU Policy | SUWRFC Charity Committee | 01/01/2025 | |  |  | |
| 2 | University of Southampton security teams informed of event | Bella Rapone-Graham/Rosie Wotherspoon | 01/01/2025 | |  |  | |
| 3 | All incidents occur reported to SUSU the next day | SUWRFC Charity Committee | 01/01/2025 | |  |  | |
| 4 | Weather checked prior to event start | Bella Rapone-Graham/Rosie Wotherspoon | 01/01/2025 | |  |  | |
| Responsible committee member signature: BRapone-Graham | | | | | Responsible committee member signature: RWotherspoon | | |
| Print name: Bella Rapone-Graham | | | | Date 18/11/2024 | Print name: Rosie Wotherspoon | | Date 18/11/2024 |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **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. |

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.

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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 |