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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **BioSoc Winter Ball 2024,** **8pm, Papillon**  | **Date** | **18/11/2024** |
| **Unit/Faculty/Directorate** | **SUSU Biological Sciences Society** | **Assessor** | **Lucy Langdale & Leo Ballard**  |
| **Line Manager/Supervisor** | ***Jack Carter*** | **Signed off** | ***SUSU Activities Team*** |

| ***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** |
| 1. Alcohol consumption  | Excessive consumption, falling over, injury, alcohol poisoning, vomiting, hangover the next day. | The person drinking, people in the immediate area both students and members of the public. | **4** | **3** | **12** | * Making attendees aware of non-alcoholic options (still cannot prevent consumption).
* Physical controls – ask venue staff to monitor if attendees have drunk to much, ask committee members to discourage excessive consumption.
 | 2 | 3 | 6 | Advise use of taxis to prevent walking when inebriated.Keep an attendee guest list.  |
| 2. Food: allergic reaction  | Anaphylactic shock, hospitalisation. | The person consuming the food | **2** | **4** | **8** | Elimination of allergens is not possible as food is prepared by venue staff. Substitution is only possible to the extent that attendees may be able to pick buffets food that do not contain allergens that they are allergic to. * Physical controls – ensure the venue is clear about allergens, have allergen information displayed at the buffet, communicate with attendants which allergens might be present, give attendants the opportunity to tell BioSoc about allergies they might have before the event, ensure EpiPens are brought and carried by attendees identified as having allergies, have committee members on standby to make sure food is going down well.
 | 1 | 4 | 4 | Keep an attendee guest list with allergen information. |
| 3. Food: food poisoning from buffet food | Vomiting, diarrhoea, fever, other human bacterial infection physiological responses, potential long term infection. | The person consuming the food | **3** | **3** | **9** | * Ensure venue staff are confident that H&S regulations have been followed. Substitution – not possible due to invisible infection risks.
 | 1 | 4 | 4 | Monitor attendees and in event of illness make sure communication with venue is as such that ill people are taken care of. |
| 4. Food: accidental consumption of non-vegan/vegetarian food by vegan/ vegetarian. | Illness, psychological discomfort. | Person consuming food. | 2 | 2 | 4 | * Possible to the extent that animal-free food options will be available (relevant for substitution). Make committee aware of which options are vegan so they can respond to enquiring attendees.
 | 2 | 3 | 6 | Put information of which buffet food are suitable for vegans. |
| 5. Wet surfaces (due to spillages) | Slips and falls leading to injury. | Person falling over, those nearby. | 4 | 2 | 8 | * Communicate venue to clean spillages immediately.
* Cordon off areas which might be of risk.
 | 2 | 1 | 2 | Make attendees aware of hazardous areas. |
| 6. Overcrowding  | Severe injuries | Event organisers, event attendees, | 4 | 3 | 12 | * Not selling more tickets than the venue can hold.
 | 2 | 3 | 6 | * *If necessary, emergency services will be called*
* *Request first aid at venue*
* *Follow SUSU incident*
* *report policy*
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| 7. Electrical equipment  | Trips and fires. | Event organisers, event attendees, | 3 | 3 | 9 | * Committee to ensure all electrical equipment is safely stored away whilst not in use
* Committee to make sure all electrical equipment is functional.
 | 1 | 3 | 3 | * *If necessary, emergency services will be called*
* *Request first aid at venue*
* *Follow SUSU incident*
* *report policy*
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| 8. Fire Safety | Severe burns, damage to building. | Event organisers, event attendees, | 2 | 5 | 10 | * Committee to ensure fire exits are not blocked
* Committee to point out fire exits
 | 1 | 3 | 3 | * *If necessary, emergency services will be called*
* *Request first aid at venue*
* *Follow SUSU incident*
* *report policy*
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| 9. Falls/ slips | Consumption of too much alcohol may result in participants falling and subsequently injuring themselves. | Event organisers, event attendees, | 3 | 2 | 6 | * Venue is in good condition with no major trip hazards.
* Bar staff monitor the condition of the floors & mop up split 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 | * *If necessary, emergency services will be called*
* *Request first aid at venue*
* *Follow SUSU incident*
* *report policy*
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| 10. 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 | Event organisers, event attendees, | 3 | 3 | 9 | * 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 commitee These 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.*
 |  |  |  | * [*Follow SUSU incident report policy*](https://www.susu.org/groups/admin/howto/protectionaccident)
* *Call emergency services as required*
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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 | Brief venue staff and committee members on reducing and discouraging excessive alcohol consumption. | Luca Jeziorski, Jack carter | 10/12/2024 | 11/12/2024 | Staff and committee will know how to reduce and discourage excessive consumption. |
| 2. | Attendee forms with field asking about allergens. No cost. | Luca Jeziorski, Jack carter | 10/12/2024 | 11/12/2024 | Knowledge of attendees with allergies and venue made aware. Information cards showing food with potential allergens. |
| 3. | Ask venue about poisoning risk. No cost. | Luca Jeziorski, Jack carter | 10/12/2024 | 11/12/2024 | Awareness of how to look after ill attendees. |
| 4.  | Attendee forms with field about dietary requirements. No cost. | Luca Jeziorski, Jack carter | 10/12/2024 | 11/12/2024 | Food options for vegans and vegetarians. |
| 5. | Ask venue to brief on response to spillages. No cost. | Lucy Langdale, Leo Ballard, Jack carter | 10/12/2024 | 11/12/2024 | Understanding of how to communicate with venue to resolve spillages. |
| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Jack Carter (President) | Date: 18-11-24 | Print name: Lucy Langdale, Leo Ballard | Date 18-11-24 |

**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

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.

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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 |