|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **SUSU Media Mitre and Jesters Get Together**  **11th October, START: The Mitre 8pm – 11 TRANSFER TO Jesters 11 – 2am (Next Day)** | | **Date** | **30/09/2024** |
| **Unit/Faculty/Directorate/Club or Society** | SURGE WESSEX SCENE  THE EDGE | **Assessor** | WESSEX SCENE – Karla Bejan  THE EDGE – Rosie Spurrier  SURGE – Chloe Kilday | |
| **Line Manager/Supervisor/President** | SURGE – Theo Brown | **Signed off** | ***(Requires sign off by an Activities Coordinator)*** | |

| ***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** |
| Road traffic accident/ Walking between places while intoxicated | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | * Itinerary posted on each societies Social Media and Group Chat beforehand. * Venues we have been to already have been approved * Event organisers will be available to direct people between venues. * Attendees will be encouraged to stay in small groups this will make it easier for people to stay together and to look out for each other. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. * Avoid large groups of people totally blocking the pavement or spilling into the road. * Anybody in the group who is very drunk or appears unwell and therefore not safe will have a taxi called for them rather than walking home, preferably with someone with them * Be considerate of other pedestrians & road users, keep disturbance & noise down. * Avoid behaviour likely to provoke a disturbance or fights. | **2** | **2** | **4** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) * We will notify all venues prior to our arrival if possible |
| Spiked drinks/ Alcohol poisoning | Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self- control | Event organisers, event attendees, | **2** | **5** | **10** | * Supervision, the event will be run by the societies committee These attend each venue. Ideally, they will not drink to excess during the event * 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 together * The organizers have confirmed the premise is licensed. **Action organizers (b). [CHECKED]** * 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.- Society to follow Code of conduct/**[**Expect Respect policy**](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **2** | **3** | **6** | * 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 * If they need to go to the hospital they will also be accompanied there. * 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 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) |
| 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 committee 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. * Text messages must be sent assuring participants get home safely | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required |
| 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, | **2** | **5** | **10** | * 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](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf), Disciplinary actions maybe taken the next day | **1** | **3** | **5** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident)   Call emergency services as required |
| Adverse Weather | * Injury * Illness * Slipping * Burns | Event organisers, event attendees, | **4** | **3** | **12** | * 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** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Falls/ slips | Consumption of too much alcohol may result in participants falling and subsequently injuring themselves. | Event organisers, event attendees, | **3** | **2** | **6** | * Committee to check that chosen venues meet the following requirements: * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Allergies | Allergic reactions to food and drink when out | Event organisers, event attendees, | **3** | **5** | **15** | * Attendees responsible for own welfare I such instances- follow guidelines of venues * First aid requested from bar staff as required | **1** | **5** | **5** | * Call Emergency Services/alert bar staff |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | Organizers to confirm each premise is licensed | Theo Brown | 30/9/24 | | 2/10/24 | Yes, they are both licensed | |
| 2 | Route planned and shared in advance with attendees | Theo Brown | 10/10/24 | | 11/10/24 |  | |
| 3 | Organizers to ensure they have shared and read Expect respect policy with members | Theo Brown | 11/10/24 | | 11/10/24 |  | |
| 4 | Weather Checked Day of Departure | Theo Brown | 11/10/24 | | 11/10/24 |  | |
| 5 | Messages sent back to participants ensuring safe arrival back home | Theo Brown  Karla Bejan  Rosie Spurrier | 11th and 12/10/24 | | 12/10/24 |  | |
| 6 | All major incidents will be logged with SUSU the next day. | Theo Brown | 12/10/24 | | 12/10/24 |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature:  **WESSEX SCENE:** Karla Bejan  **THE EDGE:** Rosie Spurrier  **SURGE social sec:** Chloe Kilday | | | | | Responsible manager’s signature:  **SURGE:** Theo Brown | | |
|  | | | | Date: 30/9/24 | Print name: | | Date |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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 |