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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **SUSU Media On Campus Quiz Night**  **DATE: 8th November 2024 20:00 – 23:00**  **LOCATION: Below Deck SUSU** | | **Date** | **21/10/2024** |
| **Unit/Faculty/Directorate/Club or Society** | SURGE < Organising society WESSEX SCENE  THE EDGE | **Assessor** | Chloe Kilday | |
| **Line Manager/Supervisor/President** | Theo Brown | **Signed off** | ***(Requires sign off by an Activities Coordinator)*** | |

| ***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** |
| Road traffic accident/ Walking before and after the event | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | * Event is taking place in one location * Below Deck is a SUSU venue * 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 members of the public when leaving SUSU * Avoid behaviour likely to provoke a disturbance or fights. | **2** | **2** | **4** | * All incidents are to be reported 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. Ideally, they will not drink to excess during the event * Bar staff and Host of Quiz at Below Deck should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff. * The organizers have confirmed the premise is licensed. **Action organizers (b). [CHECKED]** * The consumption of alcohol will take place at licensed premises (SUSU). 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. For anyone who is too inebriated, it will be suggested to them that they should return home rather than continue 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) * Attendees will be sat in groups for the quiz making it easier for them to look after each other |
| 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** | * Event is taking place in one location * 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** | * Committee Members will be supervising behaviour, and if there is an issue on campus security will be contacted. * 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 * 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** | The event is inside and in one location. | **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 * FOOD IS UNLIKELY TO BE PROVIDED | **1** | **5** | **5** | * Call Emergency Services/alert bar staff |
| Electrocution | Electric Shocks leading to injury | Attendees and Host of Quiz | **2** | **4** | **8** | * No liquids will be allowed near the stage. * Host and Technicians will be the only ones to plug/unplug/setup equipment * Only equipment that may be used by attendees will be the microphone | **1** | **4** | **4** | * Call emergency services if electrocution occurs |
| **Fire** | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators | 1 | 5 | 5 | Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.  Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.  Highlight to all the Volunteers/Event Staff the nearest emergency exit routes at the start of a session, and the importance of assisting others to leave calmly in case of an emergency.   * Consider accessibility requirements | 1 | 4 | 4 | In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.  Once in a safe position to do so, call the emergency services on 999.   * Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **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) |

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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 | Organizers to confirm each premise is licensed | Chloe Kilday | 18/10 | | 18/10 | Below Deck is a venue on Highfield Campus at the University of Southampton. | |
| 2 | Location shared in advance with attendee's as well as weather checked so it is possible to travel | Chloe Kilday | 18/10 | | 18/10 |  | |
| 3 | All major incidents will be logged with SUSU the next day. | Chloe Kilday | 18/10/24 | | 09/11/24 |  | |
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| Responsible manager’s signature:  **SURGE Head of Events:** Chloe Kilday | | | | | Responsible manager’s signature:  **SURGE President: Theo Brown** | | |
|  | | | | Date: 21/10/24 | Print name: Theo Brown | | Date 21/10 |

**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 |