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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **SURGE/Archers Road FC**  **Saturday May 3rd 2025 6pm – 9pm**  **The Bridge/ The Cube** | | **Date** | **3rd Feburary 2025** |
| **Group name** | **Surge and Archers Road FC** | **Assessor** | **Theo Brown, President of Surge** | |
| **Committee Member** | **Charles Levitt, President of Archers Road**  **Theo Brown, President of Surge** | **Signed off** |  | |
| **Event Information** | Premiering Surge’s Archers Road: All or Nothing Documentary.  Doors open at 6pm for drinks and welcome at the Bridge (Level 4, B42) and we will make our way down for the screening aiming to start the show for 7:30pm, this will start with speeches from relevant committee members (Most likely, Theo and Charles [President of Archers]) Then followed by the premiere of the show.  Between 8:10 – 8:30pm, pending on length of show and delays, we will have further drinks at the bridge, ending the night at 9pm.  Bar will be provided at the bridge courtesy of SUSU with the Bridges standard set up, the Cube will be set up in a movie theatre layout (SUSU to do) with one microphone for the speech and the computer set up ready to play the documentary on the projector. | | | |

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| ***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** |  |
| Slips, trips and falls | Physical injury | Event organisers and attendees | **2** | **4** | **8** | * All boxes and equipment to be stored away from main meeting area, e.g. stored under tables * Any cables to be organised as best as possible * Cable ties/to be used if necessary * Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. * Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. * Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs * Signs and supervision (Theo to supervise) will be in place near the stairs outside the cube to ensure minimal injuries, people incapable of walking down the stairs will either be taken down via the lift or kicked out (If inebriated) | **1** | **4** | **4** | * Seek medical attention from SUSU Reception/venue staff if in need * Contact facilities team via SUSU reception/venue staff * 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) |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | * Make stall operators aware of the potential risks, follow manual handling guidelines * Ensure that at least 2 people carry tables. * 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)   **NOTE: Set up is minimal, as the bridge can be left in the way it is for daytime service.**  **Cube set up will be left to entirely by SUSU** |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | 1. Make stall operators aware of the potential risks, follow manual handling guidelines 2. Ensure that at least 2 people carry tables. 3. Setting up tables will be done by organisers. 4. Work in teams when handling other large and bulky items. 5. Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates 6. Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | 1 | 3 | 3 | 1. Seek assistance if in need of extra help from facilities staff/venue staff if needed 2. Seek medical attention from SUSU Reception if in need 3. Contact emergency services if needed 4. 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) |
| Inadequate event space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 3 | 3 | * Committee to check on venue pre-booking, checks on space, lighting, access, tech available * Event is ticketed to a capacity that fits within both venues capacity * Ensure space meets needs of members e.g. considering location & accessibility of space * Committee to consult members on needs and make reasonable adjustments where possible | 1 | 3 | 3 | * Seek medical attention if problem arises * Liaise with SUSU reception/activities team on available spaces for meetings * Postpone meetings where space cannot be found * Look at remote meeting options for members * Committee WIDE training * 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) |
| Alcohol consumption | Antisocial / aggressive behaviour, illness from overconsumption, alcohol poisoning | Event organisers, event attendees, | **3** | **4** | **12** | 1. Members are responsible for their individual safety though and are expected to act sensibly 2. Initiation behaviour not to be tolerated and drinking games to be discouraged 3. Bar Security staff need to be alerted and emergency services called as required. 4. 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 5. Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **2** | **3** | **6** | 1. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) 2. Call emergency services as required 111/999 3. Committee WIDE training |
| Travel to and from venue | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | 1. Members are responsible for their individual safety when travelling to and from the venue, and are expected to act sensibly 2. SUSU venue chosen to ensure proper licensing and safety is in place 3. Attendees will be encouraged to leave together in groups. Members will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. 4. Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home, ideally with another member. If required a taxi will be called for them. 5. Be considerate of other pedestrians & road users, keep disturbance & noise down. | **2** | **fire** | **4** | 1. Where possible venue chosen for the event will be local/known to members and within a short travel distance for members 2. Contact emergency services as required 111/999 3. Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. 4. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | **2** | **5** | **10** | * Advise participants; to bring their personal medication * Members/Committee to carry out first aid if necessary and only if qualified and confident to do so * Contact emergency services as required 111/999 * Contact SUSU Reception/Venue staff for first aid support | **1** | **5** | **5** | * 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) |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go-  Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **2** | **5** | **10** | * ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed * Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. | **1** | **5** | **5** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. * Call emergency services and University Security (on campus) or venue staff (external venue) * Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311 * (Ext:3311) * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Handling & Storing Money- Own Society fundraising | 1. Theft 2. Individuals being mugged/robbed 3. Loss/misplacement leading to financial loss | Members, Participants | 3 | 4 | 12 | 1. SUSU box office will be used for all transaction on the societies’ side 2. No cash will be transferred throughout the event. | 0 | 0 | 0 | In the event of theft committee members will:   1. Highlight the incident to any community police officers in the area/report to 111 2. Report incident to SUSU duty manager and [c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Overcrowding | Physical injury | Event organisers and attendees | 1 | 3 | 3 | Do not exceed venue capacity.   * Tickets will be capped well below both venues’ capacity | 1 | 3 | 3 | Seek medical attention if problem arises  Report incidents via SUSU incident report procedure |
| Disturbance to public | Conflict, noise pollution, crowds | Event organisers and attendees, public | 2 | 2 | 4 | Everybody will be encouraged to stay together as a group  Shouting, chants, whistles etc. to be kept to a minimum around busy university buildings and residential areas | 1 | 2 | 2 |  |
| Financial risk | Group debt | Group members, SUSU | 4 | 3 | 12 | Surge has enough money to cover loses | 0 | 0 | 0 |  |
| 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 | * 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   * We can stop the Music at Jesters if we feel the need to properly intervene thanks to a Surge Member working the same day. |
| Adverse Weather | * Injury * Illness * Slipping * Burns | Event organisers, event attendees, | 4 | 3 | 12 | * Theo 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 |

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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 | 1. Risk assessment shared with all organisers and checked through before the event | Theo and Charles | 2nd of May | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Theo and Charles | 2nd May | |  |  | |
| 3 | Weather check prior to event start Name of responsible committee member | Theo | 2nd and 3rd of May | |  |  | |
| 4 | All major incidents will be logged with SUSU the next day. Name of responsible committee member | Theo | 4th of May | |  |  | |
| Responsible committee member signature: Theo Brown | | | | | Responsible committee member signature:  Charles Levitt | | |
| Print name: Theo Brown | | | | Date: 3rd of February | Print name: Charles Levitt | | Date: 3rd February |

**Assessment Guidance**

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| * Eliminate | | | | | Remove the hazard wherever possible which negates the need for further controls | | | | If this is not possible then explain why |  |
| * Substitute | | | | | Replace the hazard with one less hazardous | | | | If not possible then explain why |
| * Physical controls | | | | | Examples: enclosure, fume cupboard, glove box | | | | Likely to still require admin controls as well |
| * Admin controls | | | | | Examples: training, supervision, signage | | | |  |
| * 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** | | | | | |

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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. |

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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 |