


Socials In Public Places v1.3

Risk Assessment											
Risk Assessment for the activity of		Socials in Public places – This includes but is not limited to events in SUSU and local restaurants, pubs, bars, nightclubs and other related establishments.							Date	01/10/2024	
Assessor:		James O'Donohoe							Review date:	01/11/2025	
President:		Kabir Mahtani Selvaraj							Role:	Events Secretary	
									Singed off:		
Part A – Assessment and control of risk factors											
(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	<ul style="list-style-type: none"> Walkways to be kept clear and barriers or signs to be put up if that is not possible Any cables to be organised as best as possible Cable ties/to be used if necessary 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 serious trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs 	1	4	4	Not required	
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	<ul style="list-style-type: none"> Make stall operators aware of the potential risks, follow manual handling guidelines 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 Members will be asked to volunteer themselves to lift heavy items and not be selected by the organisers. Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable 	1	3	3	Not required	
Inadequate meeting space- overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	4	4	<ul style="list-style-type: none"> Rooms are to be booked, and requirements are to be discussed with host and agreed ahead of time Ensure space meets needs of members e.g. considering location & accessibility of space 	1	2	2	Not required	

						<ul style="list-style-type: none"> • Committee to consult members on needs and make reasonable adjustments where possible. • Physoc is an inclusive society that welcomes all 				
Socials- alcohol consumption	Participants may become at risk because of alcohol consumption Members of the public or members of the society may behave in an inflammatory manner	All parties involved	4	3	12	<ol style="list-style-type: none"> 1. Members are responsible for their individual safety though and are expected to act sensibly 2. For socials at bars/pubs etc bouncers will be present at most venues. 3. Bar Security staff will need to be alerted, and emergency services called as required. 4. Physoc will recommend that overly intoxicated individuals go home and alert bar staff/security. 5. Drinking will not excessively be encouraged by the event organisers and attendees are reminded that it's a personal choice. 6. Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event 	2	3	6	Emergency services will be called Incident to be reported to the VP or President Incident will be reported to SUSU
Moving between venues	Getting lost/ separated from the group, pedestrians injured by cars	All parties	4	3	12	<ol style="list-style-type: none"> 1. Members are responsible for their individual safety though and are expected to act sensibly 2. local venues known to UoS students chosen 3. Event organisers will be available to direct people between venues. 4. Where it is not possible for event organisers to guide members between venues, they will be encouraged to remain in groups and ensure none of their group are left behind 5. Avoid large groups of people totally blocking the pavement or spilling into the road. Stagger groups when moving between venues if needed, 6. Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. 7. Be considerate of other pedestrians & road users, keep disturbance & noise down. 	2	3	6	Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Where reasonably possible venues that are closer Highfield campus. Contact emergency services as required 111/999 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 .
Socials/Meetings- Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	All parties	2	5	10	<ul style="list-style-type: none"> • Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so. • Encourage members to inform 	2	4	8	Whenever possible have an event organiser with first aid training present

						the event organisers of any pre-existing medical conditions if relevant (i.e. food allergies)							
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.	All parties	2	5	10	<ul style="list-style-type: none"> • Contact emergency services as required 111/999 • Contact SUSU Reception/Venue staff for first aid support 	1	5	5	<ul style="list-style-type: none"> • Members are to familiarise themselves with 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 builds up is to be removed promptly and deposited in the designated areas. 	<ul style="list-style-type: none"> • Emergency contact number for Campus Security: <ul style="list-style-type: none"> • Tel: +44 (0)23 8059 3311 • (Ext:3311) 		

Part B – Action Plan									
Part No.	Actions to be taken, include costs if relevant		By whom		Target date	Reminder must be created as a notion project	Review date		Outcome at review date
1	Implementation of the risk assessment. This will include requesting the rest of the committee/event organisers to read and understand it.		James O'Donohoe		10/10/2024		Week commencing 28/10/2024		
Details of person responsible for actions to be carried out:									
Name:		James O'Donohoe	Signed Off:				Date:	01/10/2024	
President:		Kabir Mahtani-Selvaraj	Signed Off:				Date:	01/10/2024	

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[Assesment Matrix.pdf](#)