


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	14/10/2024
		Review date:	01/11/2025
Assessor:	James O'Donohoe	Role:	Events Secretary
President:	Kabir Mahtani Selvaraj	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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		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. 	1	4	4	Not required

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						<ul style="list-style-type: none"> Report any serious trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs 				
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

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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 Committee to consult members on needs and make reasonable adjustments where possible. Physoc is an inclusive society that welcomes all 	1	3	3	
Socials- alcohol consumption	Participants may become at risk because of alcohol consumption Members of the public or members of the society may	All parties involved	4	3	12	<ul style="list-style-type: none"> Members are responsible for their individual safety though and are expected to act sensibly For socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted, and emergency services called as required. 	2	3	6	Emergency services will be called Incident to be reported to the VP or President

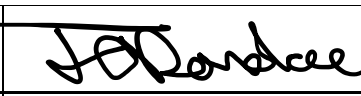
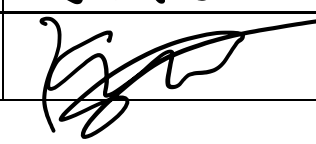
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	behaving and inflammatory manner					<ul style="list-style-type: none"> Physoc will recommend that overly intoxicated individuals go home and alert bar staff. Drinking will not actively be encouraged by the event organisers and attendees are reminded that it's a personal choice. Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event 				Incident will be reported to SUSU
Socials/Meetings-Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	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. Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support 				

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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"> 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. 	1	5	5	Call emergency services and University Security (on campus) or venue staff (external venue) <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)

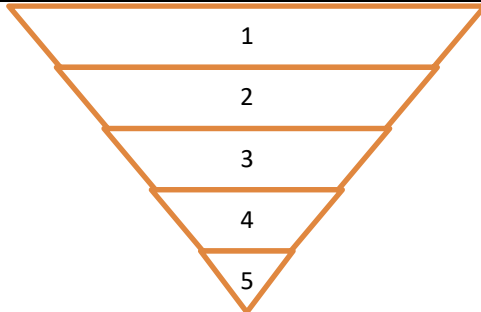
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Moving between venues	Getting lost/ separated from the group, pedestrians injured by cars	All parties	4	3	12	1. Members are responsible for their individual safety though and are expected to act sensibly 2. local venues known to UoS students chosen 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.	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

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						7. Be considerate of other pedestrians & road users, keep disturbance & noise down.				be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

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:	14/10/2024
President:	Kabir Mahtani-Selvaraj	Signed Off:		Date:	14/10/2024

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. 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				

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.

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.

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