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| **Risk Assessment** |
| **Risk Assessment for the activity of** | Aerial Sports (Aerial hoop, pole, aerial silks) Generic Risk Assessment  | **Date** | 20/08/2024 |
| **Are you a sports club or society?** | Society | **Assessor** | Rosie Breen |
| **President/Captain Name/2nd Committee Member** | *Jessica Ewing* | **Signed off** | ***SUSU USE ONLY*** |
| **Risk Assessment Information**(What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information) | Aerial sports (aerial hoop, pole, and aerial silks) entails performing strength-based moves from an elevated height. Equipment required for performing aerial sports is either rigged from a portable A-frame, a secured base or from fixed rigging points attached to a ceiling. The society runs multiple sessions a week which includes lessons lead by professional instructors and a practice session which is overseen by experienced members of the society. The society also participates in events such as bunfight and showcases whereby society equipment is used and set up by committee members. Members of the society perform moves on the equipment including spins and inverts. During training sessions and showcases, members of the society are only permitted to perform moves that have been taught to them by a professional instructor. The society will run taster sessions at the beginning of the academic year to offer an opportunity to try out the sport and recruit more members. During these sessions, only very basic aerial moves will be taught by a professional instructor.For all sessions provided by the society, a full warm and cool down will be carried out to minimise the likelihood of injuries.  |

| ***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** |
| **General Considerations (including group meetings)** |
| **Promotional stand / aerial equipment falling due to overcrowding at an event (e.g. bunfight) (1)** | Risk of injury to nearby people or people responsible for rigging the equipment or running the stall.  | User, people near the equipment.  | 1 | 4 | 4 | To prevent overcrowding at the stall and potential harm from objects, we will ensure that people remain a safe distance from the stall and equipment.  | 1 | 2 | 2 |  |
| **Fire (2)** | 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 participants the nearest emergency exit routes at the start of a session, and the importance of leaving 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. |
| **Manual handling (3)** | Moving and handling accidents that could result in physical injury, such as back pain.  | User, people nearby the equipment.  | 3 | 2 | 6 | Committee will oversee the setting up and packing up of the poles, hoops, and rigs with the assistance of experienced society members following the guidance set out in the equipment manuals. Only members who feel that they are competent, experienced and capable of carrying equipment will be encouraged to do so. Shoes must be worn whilst setting up or taking down equipment.  | 2 | 1 | 2 |  |
| **Overcrowding (4)** | Physical injury  | Event organisers and attendees | 1 | 3 | 3 | Do not push/shoveIf large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.Book during quieter times when less activities taking place on Redbrick/book all available space Inform other bookings on the Redbrick/in the area of the event | 1 | 3 | 3 | Seek medical attention if problem arisesWith support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the daySecurity team may inform police of the event if required (e.g. marches) |
| **Accessibility**:Entrances and Exits to the chosen area. (5) | Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.  | Participants, committee | 1 | 5 | 5 | All areas chosen for activity will have their suitability checked. If a closed activity for members, members will be consulted to ensure there are no accessibility requirements. If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.  | 1 | 5 | 5 | In case of an emergency, call the emergency services on 999. If those with accessibility problems have not been able to exit, make the building manager and emergency services aware. 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. |
| **Reputational Risk:** For the club or society, as well as to SUSU and the University (6) | Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students’ Union or Southampton University itself. This could be controversial posts, conduct during a session, conduct during social, or anything else that brings the clubs/societies, SUSU or the University’s name intro disrepute.  | The club, SUSU or the University’s reputation | 2 | 1 | 2 | Ensuring all parts of this risk assessment are adhered to. Ensuring that any incidents involving public or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.  | 1 | 1 | 1 |  |
| **Financial Risk:**For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty. (7) | Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties. | The club or societyMembers subject to lawsuitsSUSU if required to assist. | 1 | 1 | 1 | Clubs and societies required to complete financial forecasting and budget for the year. All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs. SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.  | 1 | 1 | 1 |  |
| **Legal Compliance:**Club or society activity going against set law. This includes breaches of the freedom of speech act (8) | Fines imposed upon the student group as well as SUSU. Jail sentences. Reputational risk to the student group, SUSU and the wider University  | The club or society, committee and members, SUSU or the Wider University.  | 1 | 1 | 1 | All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place. All who wish to bring in an external speaker must follow due process, [available here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Inviting-External-Speakers.aspx)This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.  | 1 | 1 | 1 |  |
| **Medical Issues:** Pre-existing and process for any that appear during club or society activity (9) | Illness, death  | Members, committee  | 3 | 5 | 9 | All clubs and societies should have a process for if a medical issue occurs. All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly. If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 593311Advise participants; to bring their personal medicationMembers/Committee to carry out first aid if necessary and only if qualified and confident to do so | 1 | 1 | 1 | In an emergency, contact 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. |
| **Activity Considerations** |
| **Equipment:**any equipment the sport requires/uses needs to be risk assessed. (10) | Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used? | All participants and bystanders. | 2 | 2 | 4 | Check all equipment prior to use. Is it safe to use? Does it have any sharp edges? Is it damaged in any way? Check any stands – are they safe? Are they likely to fall? Are they damaged or do they have any sharp edges? Do those leading the session have the appropriate training to demonstrate and use the equipment correctly? Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated.  | 1 | 1 | 2 | Seek medical attention if problem arisesAny incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.  |
| **Falling off the equipment (11)** | Soft tissue injury e.g., sprain, bruising. Potential for broken bones.  |  User | 3 | 4 | 12 | Aerial hoops are wrapped in grip tape and hand grip will be available for participants using poles / silks. People using the equipment will be instructed regarding how to safely demonstrate moves and therefore prevent the risk of falling. The height of poles and hoops will be limited to reduce the danger of falling. A crash mat will also be used to avoid serious injury in the case of a fall.  | 2 | 3 | 6 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Call 999 in an emergency.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. |
| **Rig/Pole base coming apart (12)** | Equipment falling on user | User | 2 | 3 | 6 | Committee and instructors will make sure that all parts of the poles and rig are secured before they are used, testing that the rig is secure and rigid from the ground. We will ensure that carabiners have been screwed shut and we will check the pole-tightening bolts for signs of loosening prior to use. | 1 | 2 | 2 |  |
| **People coming into contact with each other when on the equipment, such as kicking another participant whilst doing a spin. (13)** | Injury to either person, bruising. | User, person nearby the equipment.  | 3 | 2 | 6 | Aerial sports committee and instructors will make sure that all those attending training sessions, taster sessions or bunfight are aware that they should not stand near the equipment whilst someone is on it. They will be told to move back should they get too close to the equipment itself. Equipment will be positioned at a suitable distance from other equipment. A clear line will be marked with tape or other means to prevent people from getting too close during performances i.e. bunfight.  | 2 | 1 | 2 |  |
| **Damage to muscles, tendons or ligaments (14)** | Strain/injury to muscles, tendons or ligaments.  | User | 3 | 4 | 12 | A full warm up and cool down is performed before and after each session. The correct techniques required to perform each move safely are taught by qualified instructors. If a participant has a previous injury, they will be encouraged to reduce strain on that muscle/body part. Participants are reminded that they can always withdraw from the activity if they feel unable to safely conduct a particular move.  | 2 | 3 | 6 | Seek medical attention from SUSU reception.Contact emergency services if needed.Seek medical attention if required.  |
| **Skin damage and mild bruising from equipment (15)** | Injury to skin/bruising due to contact with the equipment. | User | 5 | 1 | 5 | Proper instructions on correct techniques are given. Our liability agreement outlines appropriate clothing for each activity.  | 4 | 1 | 4 |  |
| **Removal of Jewellery, plus any other objects in pockets etc (16)** | Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises.  | All participants and organisers/staff.  | 2 | 2 | 4 | Participants asked to remove jewellery and objects from pockets prior to joining in. Those leading the session must ensure this has been done.  | 1 | 2 | 2 | If any injury occurs, seek medical attention. If severe, call 999 in an emergency. 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. |
| **Over-exertion or exhaustion. Strenuous exercise and the effect on the body (17)** | Muscle injury – strains and pulls.  | All participants and organisers/staff  | 3 | 3 | 9 | Those leading the session should ensure a proper and thorough warm up is carried out prior to the session that focuses on the areas that are likely to be used the most i.e., arms.  | 2 | 3 | 6 | If any injury occurs, seek medical attention. If severe, call 999 in an emergency (although unlikely for muscular) 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. |
| **Participant Attire:** Is the clothing they are wearing relevant to the sport or activity (18) | Injury can occur if people are not wearing attire appropriate to the sport or activity.  | All participants and organisers/staff and spectators  | 2 | 3 | 6 | Ensure all participants are wearing suitable clothing (nothing in pockets) such as active wear and that participants are bare foot whilst on the equipment. Long sleeves and trousers are advised to avoid skin damage from contact with the equipment.  | 1 | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Call 999 in an emergency.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. |
| **Heat exhaustion / dehydration (19)** | Risk of fainting/falls risk. Risk of headache.  | Person engaging in the activity.  | 3 | 2 | 6 | Ensure regular drinks breaks are taken, and that each participant is advised to bring a drinks bottle. If it is cold, ensure participants have suitable attire to enable them to keep warm.  | 1 | 3 | 3 | If anyone is affected by the heat or cold, seek immediate medical attention. If severe, call 999 in an emergency. 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. |
| **Hazardous ground Surfaces (20)** | Slippery surfaces or hazards that can cause slips trips and falls  | All participants and organisers/staff and spectators  | 2 | 3 | 6 | Check areas for hazards prior to session starting. Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear. | 1 | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Call 999 in an emergency.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. |
| **Injury from insufficient warmups (21)** | Pulled or strained muscles | Participants | 3 | 3 | 9 | Participants will be told the benefits of an effective warm up and will be encouraged to engage. Warmups are led by an appropriately qualified instructor. Appropriate recovery methods are also discussed to ensure muscles are more pliable to warm up.  | 1 | 3 | 9 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Call 999 in an emergency.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. |
| **Qualification of coaches/instructors (22)** | Participants could be hurt or hurt each other if the coach does not possess relevant qualifications to be able to deliver the sport or activity safely. | Participants | 3 | 3 | 9 | The society ensures that instructors have the relevant qualifications to deliver aerial sports to participants.  | 1 | 3 | 3 |  |
| **Travel:**To venues for classes, any external competitions/events.(23) | Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.  | Members, those driving, members of the public | 4 | 5 | 20 | Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test. Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.  | 2 | 2 | 4 | Contact emergency services as required 111/999Incidents 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) |
| **Lighting (24)** | Participants unable to see each other or the equipment clearly, resulting in a higher risk of injury.  | Participants and instructors | 5 | 4 | 20 | Training will only take place where there is sufficient light. Instructors and committee are deemed to be responsible for determining what is a safe light level.If lights are not working, this will be reported to Southampton Sport and the session stopped. SUSU Sports Coordinators will not schedule training or games in unlit areas past the predicted sunset.  | 1 | 4 | 4 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Call 999 in an emergency.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. |
| **Ability of participants (25)** | Risk of participants signing up for classes that are beyond their competence or demonstrating moves inappropriately, resulting in potential risk of injury to themselves or others. | Participants, people near the equipment | 2 | 4 | 8 | Classes will be advertised with clear, specific levels (beginner, intermediate, etc) and instructors will determine whether it is safe for a participant to carry out certain moves. Participants will not be permitted to perform moves during training sessions that they are not confident in executing / have not been taught to them by a qualified instructor. | 1 | 5 | 5 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Call 999 in an emergency.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. |
| **Socials**  |
| **Costumes/Fancy Dress (26)** | Props/costumes causing injury or offence | ParticipantsMembers of the public | 2 | 2 | 4 | Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 2 | 2 | SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followedCommittee WIDE training  |
| **Alcohol consumption (27)** | Participants may become at risk as a result of alcohol consumptionMembers of the public may act violently towards participants.  | Event organisers, event attendees,  | 2 | 5 | 10 | Members are responsible for their individual safety though and are expected to act sensibly Initiation behaviour not to be tolerated and drinking games to be discouragedFor 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. Where possible 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 excessCommittee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the eventSociety to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 3 | 5 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)Call emergency services as required 111/999Committee WIDE training |
| **Travel (28)** | Vehicle’s collision -causing serious injury  | Event organisers, event attendees, Members of the public  | 4 | 3 | 12 | Members are responsible for their individual safety though and are expected to act sensibly Local venues known to University of Southampton (UoS) students chosen Event organisers will be available to direct people between venues.Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. 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 in to the road. 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. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis). Be considerate of other pedestrians & road users, keep disturbance & noise down.  | 2 | 2 | 4 | Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999Incidents 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) |
| **Travel by car, train, bus, plane when leaving the local area. (29)** | Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.  | Members, those driving, members of the public | 4 | 3 | 12 | Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test. Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.  | 2 | 2 | 4 | Contact emergency services as required 111/999Incidents 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) |
| **Medical emergency (30)** | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | 3 | 5 | 15 | Advise participants; to bring their personal medicationMembers/Committee to carry out first aid if necessary and only if qualified and confident to do soContact emergency services as required 111/999Contact SUSU Reception/Venue staff for first aid support | 2 | 5 | 15 | 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) |
| **Spiked Drinks/Alcohol Poisoning (31)** | 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 society 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 with a nominated ‘buddy’ where possible. The organizers have confirmed the premise is licensed. **Action organizers (b).*** 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 (look at SUSU safety Bus, Radio Taxis options)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) |
| **Members getting lost or separated. Members leaving an event/activity alone or without notifying others. (32)** | 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. | 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 (33)** | 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 excessCommittee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the eventSociety to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 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 (34)** | 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 invitesIn 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 |
| **Slips, trips and falls as a result of alcohol (35)** | 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 venueFollow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Allergies - food and drink (36)** | 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  |

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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** |
| 30 | Committee members to carry out first aid if qualified to do so. Contact SUSU reception for first aid support.Report incidents as soon as possible, ensuring that the duty manager/health and safety officer have been informed. Contact emergency services as required 111/999.  | Relevant committee members |  |  |  |
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| Responsible committee member signature: Rosie Breen  | Responsible committee member signature:  |
| Print name: Rosie Breen | Date: 20/08/2024 | Print name: Jessica Ewing | Date:22/08/2024 |

**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 |