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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Risk assessment for 2025 Chines New Year Gala**  **Location: Central Hall, SO14 1NF**  **Event date and times : 08/02/2025 13:00-21:00** | | **Date** | **08/02/2025** |
| **Unit/Faculty/Directorate** | **Chinese Students and Scholars Association (CSSA)** | **Assessor** | **Bohan Yan** | |
| **President** | ***Bohan Yan*** | **Signed off** | ***Bohan Yan*** | |

| ***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 | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | * People also briefed about the journeys before the event starts. For example, the list of venues will be printed on the score card or shared via social media. Event organisers to make it clear that travel to and from each venue is attendees’ **own responsibility**. * Local venues known to UoS students chosen * Event organisers will be available to direct people between venues. * Attendees will be assigned to a group of 6, 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. * Be considerate of other pedestrians & road users, keep disturbance & noise down. | **2** | **2** | **4** | * Venues chosen local and within a short distance from each other. * 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) |
| 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** | * If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required |
| Adverse Weather | * Injury * Illness   Slipping | 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 invites | **4** | **1** | **4** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Fire | Smoke inhalation, burns, death | Guests | **2** | **5** | **10** | * Ensure that the pathways are kept clear of obstacles * Fire exits to be clearly marked by venue and signs have no obstructions. | **1** | **5** | **5** | * Inform SUSU and the venue * Call the fire brigade and the ambulance |
| Costumes/Fancy Dress | Props/costumes causing injury or offence | Participants  Members of the public | **2** | **2** | **4** | * Members of the society are responsible for their own possessions * 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 followed |
| Slips, trips and falls | * Injuries from falling, bruises, fractures | * Event organisers   Attendees | **2** | **3** | **6** | * Have a mat at the entrance and remind everyone to make sure show and coat are dry to avoid slips. * Staff around the seats and entrance should remind people to take care of the stairs and avoid falling down. | **1** | **2** | **2** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services and 911 if someone is in danger |
| Slips, trips and falls during the performance | * Performer may slip or fall from the stage | * Student Performer | **2** | **3** | **6** | * Let every performer to wear appropriate footwear in advance * Prepare footwear if performers don’t have | **1** | **2** | **2** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services and 911 if someone is in danger |
| **Noise Levels** | * Excessive noise levels (e.g., loud music or audio) may cause discomfort or hearing issues for the audience. | * Audience members, staff, and performers. | **3** | **3** | **9** | * Set a maximum volume limit of 85 decibels and monitor with sound level meters. * Schedule sound checks during setup to avoid sudden high-volume levels. * Provide earplugs for sensitive audience members. | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services and 911 if someone is in danger |
| **Crowd Management** | * Overcrowding may lead to discomfort, restricted movement, or safety hazards such as tripping or falls. | * Audience members, staff. | **4** | **4** | **16** | * Limit tickets to 1000 attendees, matching venue capacity. * Position 5 trained staff at entrances and exits to manage crowd flow. * Clearly mark and keep emergency exits unobstructed. * Perform regular headcounts during the event. | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services and 911 if someone is in danger |

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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 | Organisers to ensure they have shared and read Expect respect policy with members | Bohan Yan | | 05/12/2024 |  |  | |
| 2 | All major incidents will be logged with SUSU the next day. | Bohan Yan | | 15/12/2024 |  |  | |
| 3 | Weather check prior to event start | Bohan Yan | | 20/12/2024 |  |  | |
| 4 | Organizers will remind attendees to alert them if they have/develop influenza symptoms before/after the event. | Bohan Yan | | 08/01/2025 |  |  | |
| 5 | Organizers will remind attendees to take care of the rainy weather and dry the footwear before seat down | Shuyang Li | | 12/01/2025 |  |  | |
| 6 | Organizers should remind performers to wear appropriate footwear and prepare footwear if they don’t have | Shuheng Zhang | | 12/01/2025 |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Bohan Yan | | | Date:15/01/2025 | | Print name: Bohan Yan | | Date:15/01/2025 |

**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 |

Schedule for 2025 CSSA Spring Festival Gala

Event Date: February 8, 2025

Location: Central Hall, St. Mary Street, Southampton, Hampshire, SO14 1NF

Setup and Pre-event Preparation

08:00 - 12:30: Stage setup, equipment testing (lighting, sound, and video).

12:30 - 14:30: Final rehearsal for performances.

14:30 - 16:00: Venue decoration, performer preparations, and technical adjustments.

16:00 - 17:00: Audience entry and warm-up music.

Event Timeline

17:30 - 17:40: Lion Dance Performance (Opening).

17:40 - 17:45: Hosts’ Opening Remarks.

17:45 - 17:55: Guest Speeches (Guests to be confirmed by the end of the month).

Performances (First Section)

17:55 - 18:05: Performance 1: Poem Recitation + Tai Chi + “天地龙鳞” (10 min).

18:05 - 18:15: Performance 2: Dance - “Dejavu” (10 min).

18:15 - 18:20: Performance 3: Solo Singing - 由胜钵 (5 min).

18:20 - 18:30: Performance 4: Group Singing - “上春山” (10 min).

18:30 - 18:40: Performance 5: Dance - “三原色” (10 min).

18:40 - 18:50: Performance 6: Love Song Duet (10 min).

Intermission and Games

18:50 - 19:10: Interactive Games (20 min).

Performances (Second Section)

19:10 - 19:20: Performance 7: Instrumental Ensemble (10 min).

19:20 - 19:30: Performance 8: Dance - “国风舞蹈” (10 min).

19:30 - 19:35: Performance 9: Solo Singing - 陈焕聪 (5 min).

19:35 - 19:40: Performance 10: Solo Singing - 冯湘楠 - “Every Summer” (5 min).

19:40 - 19:50: Performance 11: Dance - “Forever” (10 min).

19:50 - 19:55: Performance 12: Group Singing - 高子山 - “千里万里” (5 min).

19:55 - 20:05: Performance 13: Dance Medley (10 min).

Closing Performance

20:05 - 20:15: Final Performance: “我爱你中国” (10 min).

20:15 - 20:20: Hosts’ Closing Remarks.

20:20 - 20:30: All performers on stage for the curtain call.

Post-event Activities

20:30 - 22:00: Audience departure, equipment pack-up, and venue cleaning.