Risk Assessment

Risk Assessment for the activity of	Take Me Out 2024 [Collaborative event between multiple Asian societies hosting 100-150 people. It is a fun matchmaking event inspired by the dating show. Participants introduce themselves, and engage in a round of entertaining questions or performances to impress]		Date Time Location No. of people	08/02/2025 5-10 PM The Cube 150(approx)
Unit/Faculty/Directorate	Indian Society	Assessor	Varad Sonawane	
Line Manager/Supervisor	President	Signed off	*Anika Parekh*	

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**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			L i k e l i h o o d	**I m p a c t**	**S c o r e**		**L i k e l i h o o d**	**I m p a c t**	**S c o r e**	
Slips, trips, and falls	Injuries from falling, bruises, fractures	Event organisers Attendees	1	2	2	Floors are to be kept clear and dry. Visual checks are to be maintained throughout the event. Committee to report any trip hazards to facilities teams/venue staff.	1	1	1	Seek medical attention) from venue staff or emergency services (999) if in need. All incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer has been informed. Follow the SUSU incident report policy

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			Control measures (use the risk hierarchy)		Residual		Further controls (use the risk hierarchy)
			L i k e li h o o d	**I m p a c t**	**S c o r e**		**L i k e l i h o o d**	**I m p a c t**	**S c o r e**	
Fire Hazard	Electrical wires and other hazardous stimuli can cause a fire	Any person in the relevant area of the fire hazard	1	4	4	Committee members should be aware of fire doors and extinguishers	1	1	1	Clear signs for fire exit routes Call emergency services and University Security: Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311).
Equipment - Use of audio & electricity cables	Electrical shock	people setting up equipment	**3**	**4**	**12**	Equipment will be at a distance away from the water Cables will be taped down and moved away as a trip hazard. We will try to have minimal tech,	**2**	**1**	**2**	Cables are to be taped down, run through cable ramps, or tied to a structure where applicable, relevant & sufficient firefighting equipment are to be made available (& extension cables). Electrical certificates (DSU).

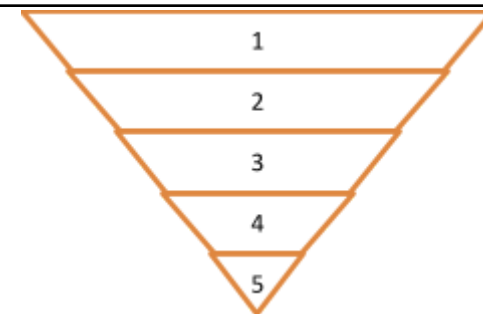| PART A										
(1) Risk identification			**(2) Risk assessment**				**(3) Risk management**			
Hazard	**Potential Consequences**	**Who might be harmed** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			L i k e li h o o d	**I m p a c t**	**S c o r e**		**L i k e l i h o o d**	**I m p a c t**	**S c o r e**	
Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	3	9	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	2	3	6	Incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow the SUSU incident report policy
Noise Level	Excessive noise may disrupt the event atmosphere, irritate attendees, and lead to complaints or venue issues if not effectively controlled.	Attendees	3	1	3	Enforcing noise control during events, ensuring a balance between noise and respect for others	1	1	1	Conduct regular sound checks during events to ensure noise levels are within acceptable limits.
Crowd Management	Overcrowding, potential stampede or people tripping over objects/each other, Potential injury	Members	2	2	4	Manage crowds by organizing events with clear guidelines, controlling group sizes, and ensuring smooth flow to create a safe and enjoyable environment for all.	1	2	2	Use RSVP systems to predict attendance and avoid overcrowding.

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**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			L i k e l i h o o d	**I m p a c t**	**S c o r e**		**L i k e l i h o o d**	**I m p a c t**	**S c o r e**	
Welfare of Participants	Neglecting welfare might lead to safety concerns, feelings of exclusion, or dissatisfaction, impacting attendees' experiences and the society's reputation	Members	1	1	1	Prioritizes the welfare of participants by ensuring a safe and supportive environment, providing necessary resources, and addressing any concerns promptly during events.	1	1	1	Ensure all activities accommodate diverse needs, including accessibility for attendees with disabilities.

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	We will ensure the passages and floor are kept clear and clean to avoid any trips and falls.	Committee	08/02/2025	08/02/2025	It will be noted that the passages are clean and committee members will direct the crowd of students. Visual checks are maintained throughout the event.
2.	We will provide fire exit information to everybody before the start of the event. Make sure everyone exits via the nearest fire exit.	Committee	08/02/2025	08/02/2025	It will be noted that fire safety awareness will be provided to all the attendees and fire exits will be kept clear.
3.	Book security for 4 hours for the event	SUSU	08/02/2025	08/02/2025	Book security via SUSU Bookings for 4 hours since attendees are above 100

Responsible manager's signature: Varad Sonawane		Responsible manager's signature: Anika Parekh
Print name: Varad Sonawane	Date: 12/12/2024	Print name: Anika Parekh Date: 12/12/2024

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

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illnesses e.g. small cuts or abrasions 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

Risk process

* Identify the impact and likelihood using the tables above.

* Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

* If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

* If the residual risk is green, additional controls are not necessary.

* 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.

* If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

* Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

* 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.