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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Name of Club/Society:** Philosophy Society  **Date and Time of Event:** 10th December 2024 at 21:00-01:00  **Event Location:** Buddha Lounge, 3a Winchester St, Southampton SO15 2EL  **Details of catering arrangements:** No catering arrangements | | **Date** | **(24/11/24)** |
| **Group name** | **Philosophy Society** | **Assessor** | **Holly Woodgate** | |
| **2nd Committee Member** | **Sofia Mason** | **Signed off** | **SUSU Activities Team** | |
| **Event Information** | University of Southampton Philosophy Society Winter Ball hosted at Buddha Lounge. Half of the venue is booked, giving a capacity of 200 people. No meal included. | | | |

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| ***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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** | |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| Slips, trips and falls | Consumption of alcohol and choice of footwear can make event attendees and organisers more prone to trips and falls. | Event organisers and event attendees. | **2** | **4** | **8** | * All boxes and equipment to be stored away from main meeting area, e.g. stored under tables. * Any cables to be organised as best as possible, e.g. cable ties used if necessary. * Floors to be kept clear and dry, and visual checks to be maintained throughout by event organisers. * Extra vigilance will be paid to make sure that any spilled liquids/ objects are cleaned up quickly and efficiently in the area. * Report any trip hazards to the venue staff as soon as possible. If hazards cannot, they are to be mark off with hazard signs. | **1** | **4** | **4** | * Seek medical attention from venue staff if in need. * Contact emergency services if needed. * 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. |
| Setting up of Equipment. E.g. Table, chairs or decorations. | Bruising or broken bones from tripping over table and chairs. | Event organisers, event attendees and venue staff. | 2 | 3 | 6 | 1. Make event organisers aware of the potential risks and follow manual handling guidelines. 2. If tables need to be moved, ensure that at least 2 people carry tables. 3. Setting up tables will be done by event organisers if required. 4. If large or bulky items need to be handled, this will be done in teams. 5. If heavy objects need to be moved in the venue, relevant tools will be requested – e.g. hand truck, dolly, skates. 6. Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable. | 1 | 3 | 3 | 1. Seek assistance if needed from venue staff. 2. Seek medical attention from venue staff if in need. 3. Contact emergency services if needed. 4. 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) |
| Inadequate event space- overcrowding/ not inclusive to all members | Physical injury – crushing against fixed structures from pushing and shoving.  Risk of attendees panicking because of tight spaces/confinement.  Attendees could feel excluded if their needs have not been accounted for. | Event organisers, event attendee and venue staff. | 1 | 3 | 3 | * Committee to check on venue pre-booking, checks on space, lighting, access, tech available. * 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. * Venue capacity will not be exceeded – amount of tickets available reaches the venue’s capacity. | 1 | 3 | 3 | * Seek medical attention from venue staff if in need. * Contact emergency services if needed. * Committee WIDE training. * 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. |
| Alcohol consumption | Antisocial / aggressive behaviour.  Illness from overconsumption/alcohol poisoning.   * Higher risk of physical injury * Risk of disturbing members of the public | Event organisers, event attendee, venue staff, and members of the public. | **3** | **4** | **12** | * Attendees are responsible for their individual safety though and are expected to act sensibly.  1. The society’s trained welfare officers will be attending and will be carrying spiking tests. 2. Security/ bouncers will be present and will be checking bags and IDs. 3. Initiation behaviour not to be tolerated and drinking games to be discouraged. 4. Bar Security staff need to be alerted, and emergency services called as required. 5. The consumption of alcohol will take place at Buddha Lounge which is a licensed premise. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess. 6. Society to follow and share with members Code of conduct/SUSU [Expect Respect policy.](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **2** | **3** | **6** | 1. Follow [SUSU incident report policy.](https://www.susu.org/groups/admin/howto/protectionaccident) 2. Call emergency services as required 111/999. 3. Committee WIDE training. |
| Travel to and from venue | Vehicles collision -causing serious injury | Event organisers, event attendees, and members of the public. | **4** | **3** | **12** | 1. Members are responsible for their individual safety when travelling to and from the venue, and are expected to act sensibly. 2. The venue is Buddha Lounge, which is local and known by University of Southampton students and easily accessible by Unilink/ Bluestar buses. 3. Attendees will be encouraged to travel in groups. Members will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. 4. Avoid large groups of people totally blocking the pavement or spilling into the road. 5. Any attendees who are who is very drunk or appears unwell and therefore not safe should be encouraged to go home, ideally with another member. If required a taxi will be called for them by welfare officers. 6. Attendees will be expected to be considerate of other pedestrians & road users, keep disturbance & noise down. | **2** | **fire** | **4** | 1. Where possible venue chosen for the event will be local/known to members and within a short travel distance for members 2. Contact emergency services as required 111/999 3. Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. 4. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Medical emergency | Members may sustain injury /become unwell.  pre-existing medical conditions  Sickness.  Distress. | Event organisers and event attendees. | **2** | **5** | **10** | * 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. At least one committee member will be attending who is first aid trained under SUSU. * Contact emergency services as required 111/999. * Contact venue enue staff for first aid support. | **1** | **5** | **5** | * 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) |
| 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. | Event attendees | **2** | **5** | **10** | * Ensure that attendees know where the nearest fire exits are and the meeting place is outside, should it be needed. * Ensure that event organisers are aware of and locate nearest fire exits/meeting places to guide attendees in the event of a fire. * Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. | **1** | **5** | **5** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. * Call emergency services or venue staff (external venue) * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Disturbance to public | Conflict, noise pollution, crowds | Event organisers, event attendees, members of the public. | 2 | 2 | 4 | Everybody will be encouraged to stay together as a group.  Shouting, chants, whistles etc. to be kept to a minimum around residential areas | 1 | 2 | 2 | SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed. |
| Potential spiking risk | An individual may have their drink spiked or be injected by another individual.  Individual needing medical attention. | Event attendees | 3 | 4 | 12 | Buddha Lounge have a spiking policy where they remove any unattended drinks, check bags and IDs.  Welcome drinks will not be left unattended, will be poured out when requested individually.  Welfare officers have spiking tests and drink covers available. | 2 | 4 | 8 | Security and bar staff at the venue will be around to help as well as committee and welfare members.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required 111/999.  SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed. |

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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 | 1. Risk assessment shared with all organisers and checked through before the event | Relevant committee members –President to ensure complete. | 10/12/24 | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – President to ensure complete. | 10/12/24 | |  |  | |
| 3 | Fire exits kept clear by committee members and venue staff | Committee members | 10/12/24 | |  |  | |
| 4 | First aid kit kept in welfare bag which will be handled by welfare officers throughout the night | Committee members | 10/12/24 | |  |  | |
| 5 | All incidents to be reported using incident report policy the following day | Committee members | When needed | |  |  | |
|  | Attendees to have important information about allergens and etiquette communicated via email, social media and year group chats prior to the event | Committee members | Prior to the event | |  |  | |
|  | Any other activities will require individual risk assessments to be completed when needed, or are already covered by the society’s general risk assessment. | Committee members | When needed | |  |  | |
| Responsible committee member signature: *Holly Woodgate* | | | | | Responsible committee member signature: *Sofia Mason* | | |
| Print name: Holly Woodgate | | | | Date: 24/11/24 | Print name: Sofia Mason | | Date: 24/11/24 |

**Assessment Guidance**

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

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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. |

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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 |