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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **INSERT:**  **Dashain festival event**  **29/11/24**  **Location: Everest Cuisine (1 Queensway, Southampton SO14 3AQ) 7pm** | | **Date** | **30/10/24** |
| **Unit/Faculty/Directorate/Club or Society** | Nepalese society | **Assessor** | Kriti Thapa | |
| **Line Manager/Supervisor/President** | *Prati Gurung* | **Signed off** | ***Prati Gurung*** | |

| ***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/ Walking between places while intoxicated | 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. * local venues chosen. * Event organisers will be available to direct people between venues. * Encourage a buddy system, 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 into the road. * Anybody 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. | **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. |
| Spiked drinks/ Alcohol poisoning | 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** | **4** | **8** | * Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event * 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 | **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. Taxis will be called if required * 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. |
| 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. * Supervision, the event will be run by the society committee These attend each venue. * Venues chosen local and within a short distance from each other. | **2** | **2** | **4** | * Call emergency services as required |
| Violent or offensive behaviour | 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 excess. * Society to follow and share with members Code of conduct | **1** | **3** | **3** | * 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. * Call emergency services as required |
| Adverse Weather | * 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 invites * In 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 |
| Falls/ slips | 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. * 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 venue |
| Allergies | 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 |
| Serving and preparation of food | Allergies, Food poisoning, Choking | Event organisers and attendees | **3** | **5** | **15** | * Only order/buy food at establishments with appropriate food hygiene rating * Food to only be provided/eaten when other activities are stopped * Follow good food hygiene practices. | **1** | **5** | **5** | * Call for first aid/emergency services a required * Report incidents via SUSU incident report procedure |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 4 | 4 | * Committee check on room 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 | 1 | 3 | 3 | * Seek medical attention if problem arises * Liaise with SUSU reception/activities team on available spaces for meetings * Postpone meetings where space cannot be found * Look at remote meeting options for members * 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. |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | **3** | **5** | **15** | * 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** | **5** | **10** | * Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. |

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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 | Organizers to ensure they have shared and read Expect respect policy with members | All committee members and attendees | 30/10/24 | | 14/11/24 |  | |
| 2 | Route planned and shared in advance with attendees | All committee members and attendees | 30/10/24 | | 14/11/24 |  | |
| 3 | Organizers to confirm each premise is licensed | Relevant committee members – president to ensure complete. | 30/10/24 | | 14/11/24 |  | |
| 4 | All major incidents will be logged with SUSU the next day. | Relevant committee members – president to ensure complete. | 30/10/24 | | 14/11/24 |  | |
| 5 | Weather check prior to event start | All committee members | 30/10/24 | | 14/11/24 |  | |
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| Responsible manager’s signature: Kriti Thapa | | | | | Responsible manager’s signature: Prati Gurung | | |
| Print name: Kriti Thapa | | | | Date:  30/10/24 | Print name: Prati Gurung | | Date: 30/10/24 |

**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 |