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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Weekly Skate Meets at Gosport/Baisingstoke** | **Date** | *Please fill* |
| **Are you a sports club or society?** | ***Club*** | **Assessor** | *Caitlin Murray* |
| **President/Captain Name/2nd Committee Member** | *President*  | **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) | ***Weekly skating sessions at Gosport/Basingstoke with 30mins of coaching built into the hour and a half session.***  |

| ***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)** |  |
| **Slips, trips and falls on and off the ice**  | Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces. | All participants and organisers/staff and spectators  | 2 | 3 | 6 | Check ground conditions for holes, lumps, and other obstacles.  | 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.The use of protective equipment to be encouraged to lessen the impact of falls e.g. hip pads, knee pads, elbow pads etc. If a skater sees that an individual has fallen, they should either try to stop and help them up/check if they are okay, or skate around them to avoid collision. The fallen individual can help prevent further accidents by shouting “watch out”, or something similar, to get people’s attention if they are not aware of the accident |  |
| **Fire** | 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.Discuss fire exit plan with planet ice.  |  |
| **Setting up/moving or chairs/tables/other objects in the area**. | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | Make stall operators aware of the potential risks, follow manual handling guidelinesEnsure that at least 2 people carry tables.Setting up tables will be done by organisers.Work in teams when handling other large and bulky items.Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skatesMake sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable. | 1 | 3 | 3 | Seek assistance if in need of extra help from facilities staff/venue staff if neededSeek medical attention from SUSU Reception if in needContact 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](https://www.susu.org/groups/admin/howto/protectionaccident) |  |
| **Overcrowding** | 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)**Planning to discuss with SUSU ways to ensure our society is more inclusive and empower students with physical disabilities to attend on-ice sessions through suitable/reasonable adjustments** |  |

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| Litter on the ice. | Trip on the litter and have an injury on the ice. | Members of the society, members of the public if we go on a day where they are there. | 2 | 1 | 2 | * Make sure all lose items are put away in an area where they cannot fall onto the ice. Collect any objects that are on the ice and put them in a safe area where they can be collected at the end of the session.
 | 2 | 1 | 2 |  |
| Faulty skating boots/equipment. | Injury, potential to fall. | Venue staff, members of the society. | 2 | 2 | 4 | 1. Figure skating boots will be checked. If the boots are supplied by the venue, they should already be checked for any faults. If the boots are owned by a society member, they should be checked by the individual before the session.
 | 2 | 2 | 4 | 1. SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed
2. Committee WIDE training
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| **Accessibility**:Entrances and Exits to the chosen area.  | 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 | 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 game, 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.  | 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 | Apply for grant come November round. Love to money box.  |  |
| **Legal Compliance:**Club or society activity going against set law. This includes breaches of the freedom of speech act | 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  | 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. | 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.  |  |
| **Removal of Jewellery, plus any other objects in pockets etc**  | 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** | 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.Members to use ice freely within 1hr30 session with no obligation to stay on the ice for a set time.  |  |
| **Participant Attire:** Is the clothing they are wearing, including shoes, relevant to the sport or activity | 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) and appropriate footwear. Is specific safety equipment required i.e., helmet, pads, gum shield etc?  | 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.

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| •      Ensure everyone arrives with the proper clothing. Emails will advise on what clothing should be worn so all members know. This should include gloves, long sleeve tops, long trousers (sports leggings), a hoodie or jacket to stay warm. Individuals can bring extra equipment, such as hip or knee padding. |

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| **Ill fitting boot** | Injury or soreness from prolonged wear. | Everyone in the society. | 3 | 1 | 3 | Wear thick socks, or two pairs of thinner socks to prevent blisters and keep feet comfortable. Take short regular breaks if feet start to feel sore. | 3 | 1 | 3 |  |  |
| Coaching (training). | Falling from practicing a particular move, resulting in injury. | Everyone in the society. | 2 | 2 | 4 | Make sure members don’t attempt to do a move above their skill level. Use a trusted Coach who will aid students in learning new skills, without pushing them past their limits. | 2 | 2 | 4 |  |
| **Injury from insufficient warmups**  | Pulled or strained muscles | Players/Participants | 3 | 3 | 9 | Players/participants told the benefits of an effective warm up and encouraged to complete. Warmups led by an appropriately qualified or experienced individual. Appropriate recovery methods 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.

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| •      Before the session, a warmup will be conducted to lessen the risk of people getting injured while on the ice. (Warmup will include: a light jog, stretches). |

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| **Qualification of coaches/instructors** | 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. | Players/Participants | 3 | 3 | 9 | Clubs will source coaches/instructors that have the relevant qualifications to deliver their sport to that target audience (for example, football coaches will need a UEFA C/FA level 2 to be able to coach a team). Clubs are to research this and liaise with the students union.  | 1 | 3 | 3 | Use trusted planet ice coach  |  |
| **Travel:**Wide Lane, Highfield, Watersports or to away games | 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) |  |
| **Ability of players**  | Players could be placed at the wrong level or in the wrong teams, resulting in potential risk of injury to themselves or others. | Players/Participants, Coaches/Instructors | 3 | 5 | 15 | Some clubs will run trials to ensure players are located in the right teams with others of a similar level. Coaches to decide whether it is safe for a player/participant to be part of that team or training. Coaches and committee to ensure that their team is playing against other teams of a similar level, training and in a safe environment.  | 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.Coach to be experienced and based at Planet Ice. Should help members grow their skills but not push them too far to risk causing injury.  |  |
| **Southampton Sport Facilities Considerations** |  |
| **Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked**(Applicable to indoor activities)**Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked**  | Causing Slip, trip or Falls.Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment.Person or persons falling over or into objects and/or each other, due to fire exit blocked | Participants involved in the activity, referees, spectators and customers of the facility | 2 | 3 | 6 | Everyone to ensure they do visual checks of the facility / pitch/ court before the session starts and report anything to the Southampton Sport Staff.If playing surface is deemed unsafe then the session is not to go ahead.If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club.*Excessive Heat*Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff.*Fire exit blocked*Everyone to ensure they do not put anything in front of fire exits.Everyone to ensure they remove anything put in front of fire exits.Clear walkways are maintained in all areas accessing the fire exits. | 2 | 2 | 4 | QR codes to report any defects to the Southampton Sport Staff.Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system. |  |
| **Violent or aggressive behaviour or actions towards staff or other customers** | Inflicting physical injury, vandalising property, financial loss or reputation | Staff, customers, members | 3 | 3 | 9 | Abiding by facility rules, everyone should treat people with respect. In serious circumstances seek assistance. | 2 | 2 | 4 | Make Southampton Sport Staff aware, call security.Injuries to be reported to the Southampton Sport Staff ad via the SUSU reporting system. Contact Report and Support [Report + Support - University of Southampton](https://reportandsupport.southampton.ac.uk/) |  |
| **Socials**  |  |
| **Costumes/Fancy Dress** | 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**  | 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**  | 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,** | 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**  | 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**  | 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.** | 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 Employ a buddy system  |  |
| **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 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 |  |
| **Slips, trips and falls as a result of alcohol**  | 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** | 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** |
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| Responsible committee member signature:  | Responsible committee member signature:  |
| Print name: | Date: | Print name: | Date |

**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 |