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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Irish Dancing Society St Patrick’s Day Ceili**  **27/03/2025 at 7pm**  **The Bridge (pending booking approval)** | | **Date** | **29/01/25** |
| **Group name** | **Irish Dancing Society** | **Assessor** | **Meg Fitzwater** | |
| **Supervisor** | **Meg Fitzwater** | **Signed off** |  | |

| ***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** |
| Setting up equipment | Physical injury after heavy lifting  Injury eg muscle strains and sprains, bruises | People involved in setting up (committee members)  Attendees if equipment left out  Venue staff | **2** | **3** | **6** | * Storing all boxes etc away from venue * Ensure people are following manual handling guidelines (multiple committee members are trained in manual handling) * Working in teams when lifting/carrying * Only committee members involved in setting up event * Using tools to help where needed (eg trolleys) * First Aid training provided by SUSU undergone by captain and event organiser (Meg Fitzwater – 4th year medical student) | **1** | **2** | **2** | * Seek assistance if in need of extra help (eg getting more tools, facilities staff/venues staff) * Seek medical attention from SUSU reception if needed * Contact emergency services if needed * All incidents will be reported as soon as possible to duty manager/health and safety officer following SUSU incident report policy |
| Dance injuries | Twisted ankles  Hurt knees  Tripping over | Performers  People attending the event | **3** | **2** | **6** | * Ensure adequate warm up before event * Space to be cleared of obstacles and hazards * Space will be large enough for attendees to be spread out * Instruct people attending the event on what to wear (especially footwear) * Health and safety briefing before the event starts * First Aid training provided by SUSU undergone by captain and event organiser (Meg Fitzwater – 4th year medical student) * Space designated for people if they do not wish to participate/need to rest | **3** | **1** | **4** | * Seek medical help from SUSU reception if needed * Call emergency services if needed * Report all incidents to duty manager/health and safety officer and folloy SUSU incident report policy |
| Alcohol consumption | Over-consumption of alcohol resulting in ill health  Slipping on spilled drinks  Falling over  Risk of violence/arguments as a result of alcohol consumption | People attending the event  Committee  Venues staff | **3** | **3** | **9** | * Members and attendees are responsible for own safety regarding alcohol * Designated sober committee member(s) to ensure safety (welfare rep) * First Aid training provided by SUSU undergone by captain and event organiser (Meg Fitzwater) * Bar staff will not over-serve customers and can deny service to anyone causing problems * Society members will follow SUSU Expect Respect Policy and code of conduct * Safety bus will be utilised and advertised to event attendees to ensure people get home safely, if it is not available event organisers (committee) will ensure taxi provision if person is unfit to travel home | **4** | **1** | **4** | * Follow SUSU incident report policy * Call emergency services as required |
| Loud noise from music/speaker feedback/Irish heavy shoes | Hearing damage  Distress  Disruption to general public | Performers  Attendees  Event organisers  Venues staff  Members of the public | **2** | **2** | **4** | * Let people know at the start that there will be some loud noises * Encourage people to stand where comfortable * Event taking place on campus so unlikely to disturb general public * Microphones/speakers turned off when not in use * Volume kept low * Encourage people to use welfare services if needed | **1** | **1** | **1** | * Seek medical assistance from SUSU reception/call emergency services if required * All incidents reported to SUSU line manager/health and safety officer as soon as possible * SUSU incident report as required |
| Inadequate space for event | Overcrowding  Overheating  Distress  Exclusion  Physical injury | Event organisers  Attendees | **1** | **3** | **3** | * Ensure that room is big enough for required activity prior to event (ceili dancing) * Check room before booking * Limit ticket sales * Ensure accessibility requirements are met * Committee to make reasonable adjustments as necessary for members/attendees | **1** | **3** | **3** | * Seek medical attention if needed * Liaise with SUSU reception/activity team if changes need to be made to booking * Ensure that there are not too many tickets sold * All incidents to be reported as soon as possible |
| Fire safety | People not knowing where to go in case of fire – rushing, falls  Burns, smoke inhalation  Panic  Reduced space in buildings/walkways  Obstructed fire exits | Members  Attendees  Staff  Event organisers | **2** | **5** | **10** | * Ensure attendees and committee know where nearest fire exits are * Brief people before event starts on where nearest fire exists are | **1** | **5** | **5** | * Reporting all incidents as soon as possible to line manager/health and safety officer * Call emergency services or university security * SUSU incident report policy |
| Medical emergency | Sustaining injury  Acute illness  Pre-existing medical condition  Sickness  Distress | Committee  Event organisers  Bar staff  attendees | **2** | **5** | **10** | * Advise everyone to bring personal medication (especially things like asthma inhalers, epipens, etc) * First Aid training provided by SUSU undergone by captain and event organiser (Meg Fitzwater – 4th year medical student) * Contact emergency services if required * Contact SUSU reception/venue staff for first aid support | **1** | **5** | **5** | * SUSU incident report * Reporting all incidents to line manager/health and safety officer as soon as possible |
| Storing and managing money for charity | Theft  Individuals being mugged/robbed  Loss/misplacement leading to financial loss | Committee members  Attendees  Charity | **3** | **4** | **12** | * Event will be cashless, following Southampton RAG’s cashless procedures * Charity event form will be completed, and RAG approval will be given * Agree time for collection and return of card payment machines to activities team who will handle payments to the charity | **1** | **3** | **3** | * Committee members will report theft if it occurs to any community plice officers * Report to SUSU duty manager * Create SUSU incident report |

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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 | Committee to read and share SUSU expect respect policy | Relevant committee members | 01/03/2025 | |  |  | |
| 2 | Charity event form will be completed and approved by RAG  Time to borrow/return cash machines will be arranged | Relevant committee members | 01/03/2025 | |  |  | |
| 3 | Committee to be refreshed on manual handling | Relevant committee members | 01/03/2025 | |  |  | |
| 4 | Room booking and accessibility requirements to be discussed with SUSU activities | Meg Fitzwater, SUSU activities, relevant committee members | 01/03/2025 | |  |  | |
| 5 | Ensure there is a first-aid kit that can be used for the event | Meg Fitzwater | 01/03/2025 | |  |  | |
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| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: Megan Fitzwater | | | | Date: 29/01/25 | Print name: Odette Lomas | | Date 29/01/25 |

**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 |