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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Karaoke Night** A group social collaborating with Nepali Society taking place in a pre-booked space situated in city centre, involving activities like singing as the main subjects of the event at Revolution Southampton (society partner)  Event date- 19:00, 05/02/25 | | **Date** | **29/01/2025** |
| **Unit/Faculty/Directorate** | **ABACUS** | **Assessor** | **Kriti Thapa** | |
| ***President*** | ***Christine Huang*** | **Signed off** | ***Christine Huang*** | |

| ***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. | Collision of vehicles leading to severe injury | Event organisers, event attendees, Members of the public | **4** | **3** | **6** | A post on social media will be put out prior to the event to inform attendees to check journeys.  The organisers communicating that the travel to and from being their responsibility.  Venues with a reputation should take priority when chosen.  Organisers are made aware of route and can guide attendees.   * Attendees assigned a small walking group; to stay together. They will be encouraged to look out for one another and check in throughout the night where possible. * **Noise kept minimum to not disturb area en route to and from event** | **2** | **1** | **2** | * 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. * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| 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  Getting lost en route to and from event  Leaving during the event | Event organisers and attendees, | **3** | **3** | **9** | * If someone left without warning, appropriate measures are to be taken to locate such persons * Ensure attendee safety is their responsibility | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required |
| Adverse Weather | * Injury * Illness * Slipping * Burns * Minor injury | Event organisers and attendees, | **3** | **3** | **6** | * Head organiser to check weather on the day and act in accordance * SUSU/UoS Facilities team checks of buildings and spaces prior to the event * 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 | **2** | **1** | **4** | * In the event of adverse weather deemed not suitable from the event, the event should hence be cancelled or postponed |
| Covid-19 | Symptoms of Covid-19 and quarantine | Attendees | **3** | **5** | **15** | * Attendees will be told not to attend if they display Covid-19 symptoms. | **1** | **3** | **3** | No further controls. |
| Allergies | Allergic reactions to food and drink when out. | Event organisers, event attendees. | **3** | **5** | **15** | * Attendees will be asked prior to event to notify the organisers of any allergies. * Any food used in the icebreaker games will be chosen once allergy concerns of attendees are reviewed**.** | **1** | **5** | **5** | Attendees will be asked again in person if there are any further concerns.  Call emergency services if needed. |
| Group activities | Minor injuries from potentially bumping into people/ tripping over something in a dark environment | Event organisers, event attendees. | **4** | **3** | **8** | * Organisers will ensure activity does not get too rowdy to avoid any accidental injuries. * Adequate space will be provided for games involving groups >6 people. | **3** | **1** | **3** | No further controls. |
| Inadequate meeting from/space- congestion/ overcrowded | Distress, accidents, collisions, chances of physical injuries increase | Event organisers and attendees | **1** | **3** | **3** | * Carrying out room evaluations prior to meeting, taking into account factors, consisting of: * Tech availability * Accessibility in side * Ensuring the booked rooms meets the requirements for for instance location * \* consulting members and preparing the room in accordance | **1** | **3** | **3** | * Making sure appropriate medical attention is sought after if an issue arises * Making sure to communicate with the appropriate staff at SUSU regarding available and appropriate rooms * If no such space is available then the event should be postponed accordingly |
| Setting up of Equipment. E.g. Table and chairs  Event preparation including: setting up needed equipment and apparatus like tables and chairs | Smalls abrasions/ cosmetic damages like small cuts or bruises acquired by the club members as well as potential broken bones from tripping over tables/equipment or things falling on them | Meeting organisers and attendees | 2 | 3 | 6 | * Ensure people in charge of stands/ stalls are aware of the various risks involved and involve any existing guidelines involved with preparations. * Making sure any heavy/ large equipments like tables are carried by at least 2 people * Preparations for event should be left to organisers * Any support items needed in set up ensure that SUSU is contacted or facility organisers these items include any tools needed or dollies or skates * Ensure any team members with pre dispositions/ conditions aren’t doing any stressful or unnecessary lifting | 1 | 3 | 3 | * Seek assistance if in need of extra help from facilities staff/venue staff if needed * Seek medical attention from SUSU Reception 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](https://www.susu.org/groups/admin/howto/protectionaccident) |

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| Activities involving electrical equipment e.g. laptops/ computers | Risks consist of:  -Straining eyes  -Injuries can occur  - electric shocks | Event organisers and attendees | 2 | 4 | 8 | Appropriate breaks are taken at regular intervals eg. Every 30mins  The set up of screens (if required) is at an appropriate height so as to not cause any strains, and set up to avoid any glares  No liquid should be placed in the vicinity of electrical equipment to avoid short circuiting  All leads and cables are properly secured and organised to avoid and restricted movement | 1 | 4 | 4 | * Request support and advice from SUSU IT/Tech teams e.g. via activities team * For external venues pre-check equipment and last PAT testing dates * Seek medical attention as required |
| Socials involving Alcohol Consumption | Participants may become at risk as a result of alcohol consumption  Conflicts between members and the public may arise as a result of consumption  Members are at risk of causing accidents in the event of alcohol consumption . Participants may become at risk as a result of alcohol consumption  Conflicts between members and the public may arise as a result of consumption  Members are at risk of causing accidents in the event of alcohol consumption . | Event organisers and attendees/ participants | 2 | 5 | 10 | * Members are to act appropriately and take responsibility for their personal safety * Initiation behaviour wont be tolerated and any drinking games shall be dispirited * Bouncers present at bars/pubs/clubs for social events . * Security staff at bars/clubs to be notified and liaise contact emergency services when needed * Ideally for alcohol consumption occurring on a licensed location, conditions/ rules on Liscence must be followed. * alcohol cannot be given to those who are drunk * ‘student friendly’ bars/clubs selected and to be informed of events occurring * Society to follow and share with members Code of conduct/SUSUMembers are to act appropriately and take responsibility for their personal safety * Initiation behaviour wont be tolerated and any drinking games shall be dispirited * Bouncers present at bars/pubs/clubs for social events . * Security staff at bars/clubs to be notified and liaise contact emergency services when needed * Ideally for alcohol consumption occurring on a licensed location, conditions/ rules on Liscence must be followed. * alcohol cannot be given to those who are drunk * ‘student friendly’ bars/clubs selected and to be informed of events occurring   Society to follow and share with members Code of conduct/SUSU | 1 | 3 | 5 | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required 111/999 * Committee WIDE training |
| Social-Medical emergency | * Members acquire injuries or become unwell * May have a pre-existing condition | Members | 3 | 5 | 15 | * Participants in events advised to bring their personal medical equipment * Qualified members /Committee to carry out first aid when appropriate and if confident in doing so * Contact emergency services as required 111/999 * Contact SUSU Reception/Venue staff for first aid supportParticipants in events advised to bring their personal medical equipment * Qualified members /Committee to carry out first aid when appropriate and if confident in doing so * Contact emergency services as required 111/999   Contact 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) |

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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** | |
|  | All major incidents will be logged with SUSU the next day. | Organizers | 04/02/2025 | | 06/02/25 |  | |
|  | Weather will be checked prior to event, if adverse then mitigation will be implemented. | Organizers | 04/02/2025 | | 06/02/25 |  | |
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| Responsible manager’s signature: Christine Huang | | | | | Responsible manager’s signature: Kriti Thapa | | |
| Print name: Christine Huang | | | | Date:29/01/2025 | Print name: Kriti Thapa | | Date 29/01/2025 |

**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 |