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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Gophers Medics Mixed Hockey**  **22/03/25**  **The Grand, South Western House, Southampton SO14 3AS** | | **Date** | **Date of completing the RA (xx/xx/xx)** |
| **Group name** | **Gophers Medics Mixed Hockey** | **Assessor** | **Ben Amram** | |
| **Committee Member** | **Amrita Arneja** | **Signed off** | **N/A, please upload to groupshub for digital sign-off by our SUSU Activities team** | |
| **Event Information** | **Please insert all details about the event here. This provides the team context when signing off your risk assessments. Examples of details to include:**   * Speeches from committee members * Bar provision * 3 course meal (inclusive of dietary requirements) to be provided by The Grand catering team. * Security & first aid provision provided by the venue * Tech provision to be provided by the venue to include lights, microphone and TV already installed at the venue * We will not be using and entertainment equipment or installations (e.g. tents, interactive stands, photo booths, etc). Decorations will be kept to a minimum | | | |

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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 | Physical injury | Event organisers and 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  Cable ties/to be used if necessary  Cable sheaths will be used where necessary to reduce trip hazard.  Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.  Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.  Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs | **1** | **4** | **4** | Seek medical attention from SUSU Reception/venue staff if in need  Contact facilities team via SUSU reception/venue staff  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) |
| Setting up of Equipment. E.g. Table and chairs | 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 guidelines  Ensure that at least 2 people carry tables, practice proper carrying technique.  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, skates  Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable  Tables will be moved by the grand facilities team. | 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) |
| Setting up of Equipment. E.g. Table and chairs | 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 safe manual handling procedure including bending at knees and maintaining weight close to body.  Ensure 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, skates  Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable  Tables will be organised in place by the grand facilities team. | 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) |
| Inadequate event space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | 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  Limit number of tickets available to less than the venue capacity.  Seating arrangement will ensure that there is enough space per table for members when seated and tables will be spaced out so that dancing does not become overcrowded. | 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. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Costumes/Fancy Dress | Props/costumes causing injury or offence | Participants  Members 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.  Event will be black tie. Clothing is unlikely to cause injury. Girls will be advised to bring a change of shoes in case high heels become uncomfortable. People will be advised to travel with caution and not dwar attention to themselves in public to avoid confrontation.  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 followed  Committee WIDE training |
| Alcohol consumption | Antisocial / aggressive behaviour, illness from overconsumption, alcohol poisoning | Event organisers, event attendees, | **3** | **4** | **12** | 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 discouraged  Bar Security staff 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/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **2** | **3** | **6** | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required 111/999  Committee WIDE training |
| Travel to and from venue | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | Members are responsible for their individual safety when travelling to and from the venue, and are expected to act sensibly  local venue known to UoS students chosen – the Grand. Many have attended this venue before with other societies and notably MedSoc Halfway ball has been held at this venue in the previous few years.  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.  Avoid large groups of people totally blocking the pavement or spilling into the road. Groups will be advised to travel in ubers to minimise group formation and travel by foot on the streets  Anybody in the group 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.  Be considerate of other pedestrians & road users, keep disturbance & noise down. | **2** | **2** | **4** | Where possible venue chosen for the event will be local/known to members and within a short travel distance for members  Contact emergency services as required 111/999  Incidents are to be reported 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 | **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  Contact emergency services as required 111/999  Contact SUSU Reception/Venue 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. | Members | **2** | **5** | **10** | ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed  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.  Route to fire exit is to be kept clear between tables.  Trip hazards will be eliminated from routes to fire exits to permit speedy exit if necessary. | **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 and University Security (on campus) or venue staff (external venue) * Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311 * (Ext:3311) * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Handling & Storing Money- Own Society fundraising | 1. Theft 2. Individuals being mugged/robbed 3. Loss/misplacement leading to financial loss | Members, Participants | 3 | 4 | 12 | Tickets will be sold on SUSU box office prior to the event occurring. Tickets will not be available on the day. Cash payment will not be possible at any stage.  Cash will not be required for this event. In the event of confrontation, members will be encouraged to hand over the items in demand to protect themselves.  No money will be collected on the day of the event  In the event of confrontation over personal belongings/ money held by individuals, members will be advised to hand over items/ money to protect themselves. | 2 | 3 | 6 | In the event of theft committee members will:  Highlight the incident to any community police officers in the area/report to 111  Report incident to SUSU duty manager and [c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Handling & Storing Money- Charity fundraiser | Theft  Individuals being mugged/robbed  Loss/misplacement leading to financial loss | Members, Participants, Charity | 1 | 4 | 4 | Tickets will be sold on SUSU box office prior to the event occurring. Tickets will not be available on the day. Cash payment will not be possible at any stage.  Cash will not be required for this event. In the event of confrontation, members will be encouraged to hand over the items in demand to protect themselves.  In the event of confrontation over personal belongings/ money held by individuals, members will be advised to hand over items/ money to protect themselves. | 1 | 3 | 3 | In the event of theft committee members will:  Highlight the incident to any community police officers in the area/report to 111  Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Events involving Food | Allergies  Food poisoning  Choking | All | 3 | 5 | 15 | Individual event risk assessment to be carried out for events involving members making/serving food.  Homemade items will not be consumed at this event.  Only food available will be pre-agreed with the team at the Grand and will be provide by their in house catering team.  Food will be served at a dedicated dinner time and all other activities will cease during dinner time.  Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products  Catering will be provided by The Grand. Participants will be given menu options with allergens so that they can avoid food options that they are allergic too. | 1 | 4 | 4 | SUSU food hygiene level 2 course available for completion- requests made to activities team    Call for first aid/emergency services a required    Report incidents via SUSU incident report procedure |
| Overcrowding | Physical injury | Event organisers and attendees | 1 | 3 | 3 | Do not exceed venue capacity.  Limit number of tickets available to less than the venue capacity.  Ongoing dynamic risk assessment to determine whether there is sufficient space for our group. | 1 | 3 | 3 | Seek medical attention if problem arises  Report incidents via SUSU incident report procedure |
| Disturbance to public | Conflict, noise pollution, crowds | Event organisers and attendees, general 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 busy university buildings and residential areas.  Everybody will be encouraged to move quickly and using public transport/ ubers to minimise disturbance to public. | 1 | 2 | 2 |  |
| Financial risk | Group debt | Group members, SUSU | 4 | 3 | 12 | Event will be budgeted based on expected numbers obtained through interest form and a facebook event.  Ticket cost will cover the cost of the event where possible. If extra funding is required this will come from club funds of which there are already sufficient to pay for the whole event. |  |  |  |  |
| (Additional hazards if applicable) | (possible consequences) | (who may be affected) |  |  |  | (Control Measures) |  |  |  | (Additional measures) |

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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 | Risk assessment shared with all organisers and checked through before the event  Follow [SUSU Food Provision Guidance](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Food-Provision.aspx?web=1) for events involving home-cooked/prepared food or external catering. | Ben Amram | 14/2/25 | | 17/2/25 | Risk assessment shared with organisers, will be reviewed before event and when setting up to ensure proper enforcement. | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Ben Amram | 14/2/25 | | 18/2/25 | Read and acknowledged. | |
| 3 | Share plan for the evening | Ben Amram | 14/2/25 | | 18/2/25 | Plan will be shared with people who purchase tickets a few days before the event so that it is fresh in their minds. This will include timings for arrival, food being served and dancing after dinner. | |
| 4 | Plan travel to and from venue | Ben Amram | 18/2/25 | | 18/2/25 | Travel options will be recommended based on starting location. Those on bus routes will be advised to travel via bus. Those who are not will be advised to use a reputable taxi company such as Uber. | |
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| Responsible committee member signature:  At least 2 committee members need to sign Part B | | | | | Responsible committee member signature:    At least 2 committee members need to sign Part B | | |
| Print name: Ben Amram | | | | Date: 18/02/2025 | Print name: Amrita Arneja | | Date: 18/02/2025 |

**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 |