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| **Risk Assessment** |
| **Risk Assessment for the activity of Christmas Party** | **University of Southampton Law Society****2nd December, 7pm-10:30pm****Bacaro, Ocean Village****Catering provided by Bacaro** | **11/11/2024** | **(xx/xx/xx)** |
| **Group name** |  | **Assessor** |  |
| **2nd Committee Member** | Mihika Chopra | **Signed off** | **SUSU Activities Team** |
|  **Event Information** |  Annual Christmas gathering to celebrate the end of term, attended by society members and possibly faculty members. Activities may include music, dancing, food, and drink service. |

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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** | * Keep floors clear, organize cables, store boxes away safely, monitor for spills, and report hazards
 | **1** | **4** | **4** | * Seek medical attention from Bacaro Reception/venue staff if in need
* Contact emergency services if injury is serious and requires medical attention
* Report incident in line with SUSU policy
* Eliminate: Avoid placing items on the floor in high-traffic areas where possible.
* Substitute: Use low-profile cable covers instead of exposed cables.
* Engineering Controls: Install temporary barriers around wet floors or hazardous areas.
* Administrative Controls: Assign committee members to perform regular checks for spills and clutter during the event.
* PPE: Ensure that any staff involved in setting up wears closed-toe, slip-resistant shoes to reduce their risk of injury.
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| Alcohol Consumption | Antisocial behavior, illness, alcohol poisoning | Meeting organisers and attendees | 2 | 3 | 6 | * Licensed venue staff manage alcohol, discourage drinking games, notify security if needed
* 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)
 | 1 | 3 | 3 | * Seek assistance if in need of extra help from facilities staff/venue staff if needed
* Telephone and seek medical attention from emergency services if needed
* Report incident in line with SUSU policy
* **Eliminate**: Consider a limit on the amount of alcohol served
* **Substitute**: Encourage the consumption of non-alcoholic options and provide appealing alternatives, such as mocktails
* **Engineering Controls**: Bar staff are trained to manage patrons and recognize signs of excessive drinking; ensure they are on standby
* **Administrative Controls**: Clearly communicate alcohol guidelines and expectations for behavior; position security staff to monitor for any excessive drinking
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committee WIDE training
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| Overcrowding | Physical injury, distress | Meeting organisers and attendees | 2 | 3 | 6 | 1. Limit attendees to venue capacity, check pre-booking arrangements
2. Ensure only those with a ticket and evidence of receipt enter the venue
 | 1 | 3 | 3 | 1. Seek assistance if in need of extra help from facilities staff/venue staff if needed
2. **Eliminate**: Restrict the guest list to the venue’s capacity or use a larger venue if attendance is expected to exceed space limits.
3. **Substitute**: Consider timed entry if space is tight to prevent large groups gathering at one time.
4. **Engineering Controls**: Install barriers to control access to certain areas and avoid congestion.
5. **Administrative Controls**: Ensure ticketing or registration is strictly enforced at the door to manage numbers.
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| Fire Hazards | Burns, smoke inhalation, injury  | Event organisers and attendees | 1 | 3 | * 3

3 | * Inform attendees of fire exits, minimize waste buildup, ensure pathways are clear
 | 1 | 3 | 3 | * E**liminate**: Remove any unnecessary flammable decorations or materials in the venue.
* S**ubstitute**: Use non-flammable decorations or LED candles instead of open flames.
* E**ngineering Controls**: Ensure that fire exits are clearly marked and unobstructed; use signage to indicate assembly points.
* **Administrative Controls**: Inform all attendees of fire safety protocols at the start of the event; assign a fire warden from the committee to oversee evacuation procedures.
* **PPE**: Ensure fire extinguishers are accessible, though these should only be used by trained personnel if safe to do so.
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| Travel to and from venue | Vehicles collision -causing serious injury  | Event organisers, event attendees, Members of the public  | **4** | **3** | **12** | 1. Members are responsible for their individual safety when travelling to and from the venue, and are expected to act sensibly
2. local venue known to UoS students chosen
3. 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.
4. Avoid large groups of people totally blocking the pavement or spilling into the road.
5. 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.
6. Be considerate of other pedestrians & road users, keep disturbance & noise down.
 | **2** | **fire** | **4** | 1. Where possible venue chosen for the event will be local/known to members and within a short travel distance for members
2. Contact emergency services as required 111/999
3. Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
4. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)

 **Eliminate**: Avoid holding the event far from campus or usual transport links to minimize travel risks. **Substitute**: Choose a venue close to public transport options, reducing the need for driving or long walks. **Engineering Controls**: Arrange for a shuttle or organized transportation if the event location is not within walking distance. **Administrative Controls**: Provide attendees with contact information for reliable taxi services; encourage designated drivers or pre-arranged car shares. **PPE**: N/A, but attendees could be advised to dress warmly if they must walk outdoors for longer distances |
| Financial Management and Loss  | 1. Theft
2. Individuals being mugged/robbed
3. Loss/misplacement leading to financial loss
 | Organisers  | 3 | 4 | 12 | 1. offer option to pre-buy tickets to avoid cash purchasesE.g. use of SUSU box office, hire/loan of contactless payment machines
2. Money to not be left unattended
3. Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
 | 2 | 3 | 6 | In the event of theft committee members will: 1. Highlight the incident to any community police officers in the area/report to 111
2. 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)
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| Handling & Storing Money- Charity fundraiser  | 1. Theft
2. Individuals being mugged/robbed
3. Loss/misplacement leading to financial loss
 | Members, Participants, Charity | 3 | 4 | 12 | 1. Ensure all those attending the event present paid tickets and receipts
2. Ensure funds have been correctly allocated as soon as possible
 | 2 | 3 | 6 | In the event of theft committee members will: 1. Highlight the incident to any community police officers in the area/report to 111
2. Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
3. **Eliminate**: Avoid cash handling by using digital ticketing and contactless payment options (which is already being done)
4. **Substitute**: Use online payment options to reduce the amount of cash on-site (using the groupshub ticketing)
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| Food related hazards | 1. Allergies
2. Food poisoning
3. Choking
 | All | 3 | 5 | 15 | 1. Ensure catered food meets hygiene standards, label allergens, avoid homemade items
 | 1 | 5 | 5 | * **Eliminate**: Avoid serving foods with high allergen risks or foods that are prone to contamination if hygiene cannot be guaranteed.
* **Substitute**: Serve food items that are less prone to contamination, like pre-packaged options.
* **Engineering Controls**: Ensure the food is stored at appropriate temperatures, especially if perishable.
* **Administrative Controls**: Clearly label food items with allergen information and ensure food handlers have completed food safety training.
* **PPE**: Ensure caterers are wearing gloves and aprons when distributing food to maintain hygiene standards.
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| Financial risk | Group debt | Group members, SUSU | 4 | 3 | 12 |  |  |  |  |  |

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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 | **Share the Risk Assessment** with all organizers and review controls to ensure understanding of responsibilities and hazard controls. | Law Society President | 2 weeks before event | Three days before evemt |  |
| 2 | **Coordinate with Venue Staff** to ensure fire exits are clearly marked, and that they review and support emergency procedures (fire safety, emergency exits, etc.). | President, (Mihika) | One week before event | Day of event |  |
| 3 | **Limit Attendance** to the venue capacity by managing ticketing and registration. Only registered attendees will be admitted, and attendance will be checked at the entrance. | Ticketing spearheaded by Claudia Faiers, Jasmine Janne and Saleema Flynn | Day of event | Day of event |  |
| 4 | **Conduct Pre-Event Briefing** for volunteers and committee members covering alcohol policy, fire safety, and crowd management. Assign roles. | Law Society President (myself, Mihika) | Day of event | Post-event for feedback |  |
| 5 | **Ensure Food Safety Compliance** by coordinating with caterers to verify food hygiene standards, allergen labeling, and storage requirements. Communicate dietary and allergy options to attendees in advance. | Catering Coordinator – Events Officers: Jasmine Janne and Saleema Flynn | One week before event | Day before event |  |
| 6 | **Communicate Alcohol Policy** to all attendees prior to the event, highlighting the expectation for responsible drinking and the zero-tolerance policy for drinking games. Display information about alcohol limits at the event. | Publicity Officer – Izzy Curtis | Three days before event | Day of event |  |
| Responsible committee member signature: Mihika Chopra  | Responsible committee member signature: Claudia Faiers |
| Print name: Mihika Chopra  | Date: 11/11/2024 | Print name: Claudia Faiers | Date: 11/11/2024 |

**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 |