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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **MNDA society Pub Golf**  | **Date** | **12/03/2019** |
| **Unit/Faculty/Directorate** | **External Engagement**  | **Assessor** | ***Siobhan Magee*** |
| **Line Manager/Supervisor** | ***Siobhan Magee***  | **Signed off** | ***Hayley Shepherd (Activities Coordinator, External Engagement)*** |

| ***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 accident/ Walking between places  | Participants may walk into the road when it isn't safe and be hit by oncoming vehicles.  | Participants Leaders Members of the public  | **4** | **3** | **12** | * People also briefed about the journeys before the event starts. This is so that they understand they are their own responsibility should they do anything out of place.
* There will be set information as to the venues.
* It is also a local event so people should know where to go.
* Leader (remaining sober) will accompany people between venues.
* Game will consist of working in pairs, this will make it easier for people to stay together and avoid congestions. This makes the responsibility on each other so that they can look after one another.
* Supervision, the event will be run by the society committee and authorized deputies. These are in attendance at each venue. Ideally they will not drink during the event and in any case not to excess
* Avoid large groups of people totally blocking the pavement or spilling in to the road.
* Anybody in the group who is drunken and not safe to travel should be sent home ideally with someone looking after them. If required use a taxi.
* Group leaders need to be relatively sober (legal to drive) when leading a group between venues.
* Be considerate of other pedestrians & road users, keep disturbance & noise down.
* Avoid behaviour likely to provoke a disturbance or fights.
 | **2** | **2** | **4** | The list of venues will be printed on the score card so people know where to go.  |
| 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 | Participants  | **2** | **5** | **10** | * Supervision, the event will be run by the society committee and authorized deputies. These are in attendance at each venue. Ideally they will not drink during the event and in any case not to excess
* Bouncers in Pubs will watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Leaders will watch for spiked drinks
* Venues have trained bar staff monitoring these things
* Participants encouraged to stay in the pairs they are playing in, this allows the responsibility to be on themselves as to their welfare and safety.
* The organizers have confirmed the premise is licensed. Action organizers.
* 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.**
 | **2** | **3** | **6** | * The consumption of alcohol will take place at licensed premises only.
* 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.
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| Participants getting lost or leaving without warning  | During the event participants may decide they want to leave or they may get lost on the way  | Participants  | **3** | **3** | **9** | * This is a local event so participants will know where to go. Sober leaders will make sure everyone gets between venues.
* Supervision, the event will be run by the organizers/soc committee and authorized deputies. These are in attendance at each venue. Ideally, they will not drink during the event and in any case not to excess.
 | **2** | **2** | **4** | * It will be made aware to all participants that if they wish to leave they must inform a sober person.
* If a person leaves without warning all efforts will be done to locate them. However, they will be made aware that should they choose to do this, then they are taking responsibility for their actions.
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| Violent or offensive behaviour  | Participants may become violent or offensive due to the consumption of too much alcohol. In the worst case it may lead to imprisonment. Members of the public may act violently towards participants.  | Participants Leaders Members of the public  | **2** | **5** | **10** | * Bouncers will be present at the majority of 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 excess
 | **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.
* Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event
* Sober leaders will take note of the situation to inform the participants next of kin.
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| Exposure to weather  | The event is taking place during march so participants may be exposed to cold/ wet weather.  | Participants Leaders  | **4** | **2** | **8** | All participants will be made aware of weather situations and told to wear appropriate clothing  | **2** | **2** | **4** | If weather is scheduled to be very serious (e.g. a snow storm), the event will be cancelled  |
| Falls/ slips  | Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.  | Participants  | **3** | **2** | **6** | * Supervision, the event will be run by the society committee and authorized deputies. These are in attendance at each venue. Ideally they will not drink during the event and in any case not to excess
* Leaders will deal with participants who fall over and help them up.
* All sober leaders briefed on what to do if someone is becoming a risk for the group.
* 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.
* •If required an ambulance will be in attendance within 10 minutes.
* •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  |
| Allergies  | Some may consume a drink that they are allergic to, could result in anaphylactic shock.  | Participant  | **3** | **5** | **15** | * Participant needs to watch their own drink at all times, make sure they are drinking the right thing.
* Participants advised to carry appropriate medication is necessary, if the participant goes into anaphylactic shock, epi pen must be administered. If the situation worsens then they will be escorted to hospital.
 | **1** | **5** | **5** | * One leader knows basic first aid training so they will be made aware of the situation.
* Report incidents to Bar Staff
* Call Emergency Services
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| 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.
* Theme Pub Golf- Unlikely to cause offence. Any participant wearing items deemed offensive
 | **1** | **2** | **2** | * Any injuries caused through props will be at the fault of the participant, no responsibility will be taken from the society.
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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** |
|  | Make a list of all attending to do roll call  | S Magee  | March 2019 |  |  |
|  | Create score card with names of venues  | N Hubbard and D Meredith  | March 2019 |  |  |
|  | Brief leaders of event safety procedures  | S Magee and B Hayman  | March 2019 |  |  |
|  | All major incidents will be logged with SUSU the next day.  | E Cubbon  | March 2019  |  |  |
|  | The organizers have confirmed the premise is licensed. | S Magee | March 2019 |  |  |
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| Responsible manager’s signature: | Responsible manager’s 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

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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 |