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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Kpop Society Winter Ball**  | **Date** | 11/12/2021 |
| **Unit/Faculty/Directorate** |  | **Assessor** | Raina Sengupta |
| **Line Manager/Supervisor** | Kyra Ero  | **Signed off** | Kyra Ero  |

| ***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** |
| Inappropriate behaviour | Bullying and harassment of participants | All participants | 2 | 3 | 6 | SUSU believes everyone should be able to enjoy their time at university and all the experiences that go along with that. SUSU has a zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct, and any vicitimisation through any activity, including online* Participants to be reminded to be respectful of others
* Activity host to have read SUSU’s Expect Respect Policy

<https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf>  | 1 | 3 | 3 | * Activity host to remove participants from the online activity if they are behaving inappropriately

Activity host to report inappropriate behaviour to SUSU’s Activities team (activities@susu.org) |
| Physical activity  | Participants who do not have the appropriate skill level may accidentally injure themselves during the activity | Participant | 2 | 3 | 6 | * Ensure all participants are aware of the required skill level in advance of the session
* Remind participants of the required skill level at the start of the session
 | 1 | 3 | 3 | * Advise a participant to sit out the session if that person’s lack of skill makes the activity unsafe for them

Notify the Activities Team at SUSU of any injuries resulting from any club/society activity |
| Physical activity | Participants who do not have the appropriate skill level may accidentally injure themselves during the activity | Participant | 2 | 3 | 6 | * Ensure all participants are aware of the space requirements and the required equipment in advance of the session
* Remind participants of the required space and equipment at the start of the session
 | 1 | 3 | 3 | * Advise participants to sit out the session if their space and/or equipment makes the activity unsafe for them

Notify the Activities Team at SUSU of any injuries resulting from any club/society activity |
| Food Allergies and/or Intolerances  | Participant may have an adverse reaction to a snack or food offered  | Participant  | 3 | 4 | 12 | Ask participants to fill out a form informing us of their dietary requirements.We will label the foods that may contain potential allergens, gluten and dairy and let the participants know during the event.  | 3 | 4 | 12 | * Alert a member of staff
* Call an ambulance if necessary
* Use participant’s epipen if necessary
 |
| Alcohol consumption | Participants may consume too much alcohol and put themselves in harm’s way  | All participants | 3 | 4 | 12 | Let participants know that there is a reasonable limit for how much alcohol they can have. Also monitor how frequently participants visit the bar | 3 | 4 | 12 | * Alert a member of staff
* Call an ambulance if necessary
 |
| COVID-19 | Participant could spread and catch the virus |  | 2 | 5 | 10 | Ask each participant to show a text confirmation on a negative COVID test, or present vaccination card with both vaccines. Also ensure participants are wearing masks. | 2 | 5 | 10 | * Alert a member of staff
* Call 111/an ambulance if necessary
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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 | Remove participant so others are not affected by their inappropriate behaviour  | Any committee members  | 11/12/21 | 11/12/21 |  |
| 2 & 3 | Make sure chairs and tables are out of the way and there is plenty of space for dancing  | All committee members  | 11/12/21 | 11/12/21 |  |
| 4 | Label the foods, get to know people’s dietary requirements in advance. If anyone has a severe reaction we will use their EpiPen, alert a member of staff or call an ambulance.  | All committee members | 11/12/21 | 11/12/21 |  |
| 5 | Make sure participants are aware of the reasonable limit for how much alcohol they can have. Also monitor how frequently participants visit the bar | All committee members | 11/12/21 | 11/12/21 |  |
| 6 | Ask each participant to show a text confirmation on a negative COVID test, or present vaccination card with both vaccines. Also ensure participants are wearing masks. | All committee members | 11/12/21 | 11/12/21 |  |
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| Responsible manager’s signature:  | Responsible manager’s signature: |
| Print name:Kyra Ero  | Date: 10/12/21 | Print name: Kyra Ero  | Date: 10/12/21 |

**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 |