| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | **Kpop Society Halloween Hangover Club Night** | | **Date** | 1/11/2022 |
| **Unit/Faculty/Directorate** |  | **Assessor** | Mariya Ali | |
| **Line Manager/Supervisor** | Jasmine Giri-Wild | **Signed off** | Jasmine Giri-Wild | |

| ***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 may get hurt when dancing or due to big crowds | Participant | 2 | 3 | 6 | * Remind participants to be wary and be safe * Committee members keep an eye on participants and ask around during the event if everyone is comfortable | 1 | 3 | 3 | * Advise a participant to sit out of the event if they feel it is 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 drink offered | Participant | 3 | 4 | 12 | * Remind participants to be wary and be safe * Committee members to tell everyone to be aware of their drinks and ensure to cover their drinks to avoid spiking | 1 | 4 | 4 | * Alert a member of staff * Call an ambulance if necessary   Notify the Activities Team at SUSU of any injuries resulting from any club/society activity |
| Harassment | Participant may be sexually/verbally/physically harassed | Participant | 2 | 4 | 8 | * Remind participants to never travel alone and come to the event with someone * Committee members must keep an eye out for any suspicious people/behaviour | 2 | 4 | 8 | * Alert a member of staff * Call police |
| Drunk disorderly behaviour | Participant may become uncomfortable when experiencing disorderly behaviour when surrounded by drunk participants | Participant | 4 | 2 | 8 | * Ensure that the committee members know where security and staff are located so disorderly people can be removed | 4 | 2 | 8 | * Call police |
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| ***PART B – Action Plan*** | | | | | | | |
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| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
| 1 | Remind participants to be wary and be safe of their surroundings | Any committee members | 1/11/22 | | 1/11/22 |  | |
| 2 | Committee members to tell everyone to be aware of their drinks and ensure to cover their drinks to avoid spiking | All committee members | 1/11/22 | | 1/11/22 |  | |
| 3 | Remind participants to never travel alone and come to the event with someone. Committee members must keep an eye out for any suspicious people/behaviour | All committee members | 1/11/22 | | 1/11/22 |  | |
| 4 | Ensure that the committee members know where security and staff are located so disorderly people can be removed | All committee members | 1/11/22 | | 1/11/22 |  | |
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|  |  |  |  | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Jasmine Giri-Wild | | | | Date: 1/11/22 | Print name: Sahiba Rahman | | Date: 1/11/22 |

**Assessment Guidance**

| 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 |

| **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** | | | | |

| 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. |



| 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 |