| **Risk Assessment** |
| --- |
| **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***  |
| --- |
| **(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
 |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

| ***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 | 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 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 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 |