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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Kpop Society Winter Ball Formal** | **Date** | 25/11/2022 |
| **Address of Event & Time** | 5 Maritime Walk, Southampton, SO14 3QT at 18:45-23:00 | **Date of event**  | 04/12/2022 |
| **Number of Attendees** | 147 | **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 victimisation 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 venue 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 performing  | Participant | 2 | 3 | 6 | * Remind participants to wear suitable clothing and footwear to avoid anything getting caught or anyone falling.
* Committee members keep an eye on participants and stop performance if anyone appears injured.
 | 1 | 3 | 3 | * Advise a participant to sit out of the event if they feel it is unsafe for them
* Have appropriate medical kit on standby

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 the meals or drinks served. | Participant | 3 | 4 | 12 | * Committee members confirmed all food allergies prior to the events and informed venue of these allergies.
* Have provided substitute meals for those with allergies.
 | 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 | 3 | 6 | * 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
 | 1 | 3 | 3 | * Alert a member of staff
* Remove harasser from venue
* Call police
 |
| Drunk disorderly behaviour | Participant may become uncomfortable when experiencing disorderly behaviour when surrounded by drunk participants | Participant | 3 | 2 | 6 | * Ensure that the committee members know where security and staff are located so disorderly people can be removed
 | 1 | 2 | 2 | * Call police
 |
| Fire Alarm  | Participants may not know what the alarm means and/or where to go for safety as the evacuation point.  | Participants  | **1** | **3** | **3** | * Ensure participants are made aware when entering the venue, where the nearest available fire exits are and where the evacuation point is for the venue.
 | **1** | **1** | **3** | * Alert a member of staff if anyone appears to be missing
* Call emergency services
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| Slipping, tripping or falling.  | Participants may be harmed by falling or tripping over any objects and or spills on the floor.  | Participants  | **3** | **3** | **9** | * Remind participants to be cautious of any spills on the floor and to make a committee member of member of staff aware of the spill so we can tidy it immediately
 | **1** | **3** | **3** | * Remind participants to make us aware of any spills or hazardous objects in the way.
* Call an ambulance
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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 | Remind participants to be wary and be safe of their surroundings | Any committee members  | 30/11/22 | 02/12/22 |  |
| 2 | Committee members to tell everyone to be aware that they are receiving the correct allergen-free meal.  | All committee members  | 30/11/22 | 02/12/22 |  |
| 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 | 30/11/22 | 02/12/22 |  |
| 4 | Ensure that the committee members know where security and staff are located so disorderly people can be removed | All committee members  | 30/11/22 | 02/12/22 |  |
| 5 | Ensure committee members know where all medical kits are within the venue.  | All committee members | 30/11/22 | 02/12/22 |  |
| 6 | Committee members to advise all participants at the event where the nearest fire exists are.  | All committee members  | 30/11/22 | 02/12/22 |  |
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| Responsible manager’s signature:  | Responsible manager’s signature: |
| Print name: Jasmine Giri-Wild  | Date: 25/11/22 | Print name: Sahiba Rahman  | Date: 25/11/22 |

**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 | 12345 |
| 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.  |

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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 |

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.