

Risk Assessment			
Risk Assessment for the activity of	Stag's Karaoke and Jesters WTF is Indie Night - 16th October, 7pm-2am - Estimated 20-30 participants		Date 09/01/2025
Unit/Faculty/Directorate /Club or Society	Live Music Society	Assessor	Alex Heffernan
Line Manager/Supervisor/President	<i>Mansa Chandar</i>	Signed off	N/A, please upload to groupshub for digital sign-off by SUSU Activities team

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	

Road traffic accident/ Walking between places while intoxicated	Vehicles collision – causing serious injury	Event organisers, event attendees, Members of the public	3	4	12	<ul style="list-style-type: none"> • People also briefed about the journeys before the event starts. For example, the list of venues will be printed on the score card or shared via social media. Event organisers to make it clear that travel to and from each venue is attendees' own responsibility. • Well-established routes between venues used • Event organisers and the committee will be available to direct people between venues. • Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. • Social secs will remind event attendees not to clump into large groups of people that block the road • Anybody in the group who is very drunk or appears unwell and therefore not 	2	2	4	<ul style="list-style-type: none"> • Venues chosen local and within a short distance from each other. • All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. • Follow SUSU incident report policy
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Version 2.0, 2021

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
						safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them. This is the responsibility of the social secs and welfare officers. <ul style="list-style-type: none">Be considerate of other pedestrians & road users, keep disturbance & noise down.				

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	Event organisers, event attendees	2	5	10	<ul style="list-style-type: none"> Supervision. The event will be run by the society committee. These attend each venue. Ideally, they will not drink to excess during the event, especially the welfare officers. Bouncers/trained staff in both Stag's and Jesters should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff. Participants are encouraged to stay with a nominated 'buddy' where possible to promote safety and discourage spiking. The organizers have confirmed the premise is licensed. Action organizers (b). 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. 	2	3	6	<ul style="list-style-type: none"> Members are responsible for their individual safety 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. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
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Violent or offensive behaviour	<p>Participants may become violent or offensive due to the consumption of too much alcohol.</p> <p>Members of the public may act violently or intimidatingly towards participants.</p>	Event organisers, event attendees, members of the public	2	5	10	<ul style="list-style-type: none"> Bouncers will be present at Stag's and Jesters. 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 The committee have selected these venues as they are student-friendly. Society to follow and share with members Code of conduct/SUSU Expect Respect policy 	1	3	3	<ul style="list-style-type: none"> 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. Follow SUSU incident report policy Call emergency services as required
Adverse Weather	<ul style="list-style-type: none"> Injury Illness Slipping Burns Hypothermia People unable to get home 	Event organisers, event attendees.	3	3	9	<ul style="list-style-type: none"> Lead organiser to check the weather are suitable for activities on the day Warn those attending to prepare by wearing appropriate clothing and footwear e.g. on Instagram stories the morning of the social. 	3	1	3	<ul style="list-style-type: none"> If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

Version 1.0/2024

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						<ul style="list-style-type: none">If weather is hot, attendees reminded to drink water and avoid wearing heavy clothes.If weather is extremely cold, attendees reminded to dress warmly, especially for the walk back home.				

Falls/ slips	Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.	Event organisers, event attendees.	3	2	6	<ul style="list-style-type: none"> • Committee to check that chosen venues meet the following requirements: • Venue is in good condition with no major trip hazards. • Committee acknowledges the Jesters floor trip hazard and reminds attendees, especially freshers, of this. • Bar staff monitor the condition of the floors & mop up split drinks. • Security staff & Bar Staff provide first aid cover. • DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down. 	2	2	4	<ul style="list-style-type: none"> • If necessary, emergency services will be called • Request first aid at venue • Follow SUSU incident report policy
Allergies	Allergic reactions to food and drink when out	Event organisers, event attendees.	2	5	10	<ul style="list-style-type: none"> • Attendees responsible for own welfare in such instances- follow guidelines of venues. Stag's and Jesters do not serve unpackaged food. • First aid can be provided by bar staff as required. 	1	4	4	<ul style="list-style-type: none"> • Call Emergency Services/alert bar staff if a severe allergic reaction is triggered.

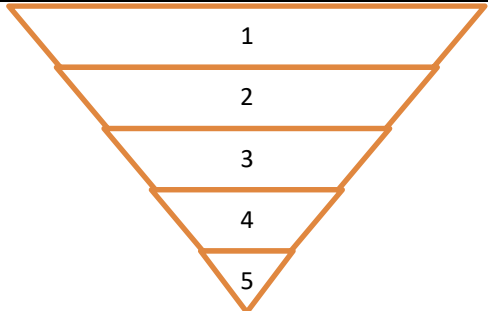
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	<ul style="list-style-type: none"> Ask members to only bring small items and use sensibly. Remind society members that they are responsible for their own possessions and what they're used for. The theme (dress indie) is unlikely to cause offence. Society to follow and share with members Code of conduct/SUSU Expect Respect policy 	1	2	2	<ul style="list-style-type: none"> SUSU Expect Respect policy to be followed Committee WIDE training

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
	Organizers to ensure they have shared and read Expect respect policy with members	Alex Heffernan, Khairah Boukhatem	17/9/25	18/9/25	Done, Expect Respect will be posted before the social date
	Route planned and shared in advance with attendees	Alex Heffernan	17/9/25 plus posting date	18/9/25	Will be done when posted to socials
	Organizers to confirm each premise is licensed	Alex Heffernan	16/9/25	18/9/2	Done
	All major incidents will be logged with SUSU the next day.	Alex Heffernan, Ash Cheesewright	16/9/25	18/9/25	Will be done if necessary
	Weather check prior to event start	Alex Heffernan	Acknowledged 16/9/25	18/9/25	Will be done when accurate weather forecast is available
	WIDE training completed by committee	Khairah Boukhatem, Alex Heffernan	8/9/25	18/9/25	Done
Responsible committee member signature:				Responsible manager's signature:	
Print name: ALEX HEFFERNAN, KHAIRAH BOUKHATEM				Print name:	Date

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. 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					

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.

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