

Risk Assessment

<p>Risk Assessment for the activity of</p>	<p>Thai Society Meet and Greet Event Details:</p> <p>The Thai Society Meet and Greet will be a wonderful occasion for both our Thai students in the University and the members of our society to gather for the first time in this academic year.</p> <p>Date and Time: October 26th 2023 at the Bridge SUSU, from 6.30 pm to 8.30 pm.</p> <p>It aims to create a heartwarming and memorable experience for all Thai students in our university and provide an opportunity for our members to come together for the first time.</p>		<p>Date</p>	<p>20/10/2023</p>
<p>Unit/Faculty/Directorate /Club or Society</p>	<p>Thai Society</p>	<p>Assessor</p>	<p>Sobhanat Chaisangkha</p>	
<p>Line Manager/Supervisor/President</p>	<p>Sobhanat Chaisangkha President</p>	<p>Signed off</p>	<p>Sobhanat Chaisangkha</p>	

PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
		(user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score		Likelihood	Impact	Score	

<p>Road traffic accident/ Walking between places while intoxicated</p>	<p>Vehicles collision -causing serious injury</p>	<p>Event organisers, event attendees, Members of the public</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • The venue will be shared via social media. Event organisers to make it clear that travel to and from the venue is attendees' own responsibility. • local venue known to UoS students chosen. • 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. • Avoid large groups of people totally blocking the pavement or spilling in to the road. • Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them. • Be considerate of other pedestrians & road users, keep disturbance & noise down. 	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> • The venue chosen local, within a short distance from most student accommodation, and located within the campus. • 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
--	---	---	----------	----------	----------	--	----------	----------	----------	--

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	
						<ul style="list-style-type: none"> Avoid behaviour likely to provoke a disturbance or fights. 				

<p>Spiked drinks/ Alcohol poisoning</p>	<p>Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self-control</p>	<p>Event organisers, event attendees</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • Supervision, the event will be run by the society committee. Ideally, they will not drink to excess during the event. • Committee members will watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. • Participants encouraged to stay with a nominated 'buddy' where possible. • Alcohol will not be served to customers who have drunk to excess. • <u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u> 	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • Members are responsible for their individual safety though 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 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 as soon as possible ensuring the duty
---	---	--	----------	----------	-----------	--	----------	----------	----------	---

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	
										manager/health and safety officer have been informed. <ul style="list-style-type: none"> Follow SUSU incident report policy
Participants getting lost or leaving without any one being aware	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees,	2	3	6	<ul style="list-style-type: none"> If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. Supervision, the event will be run by the society committee. Ideally, they will not drink to excess during the event. The venue chosen local, within a short distance from most student accommodation, and located within the campus. 	2	2	4	<ul style="list-style-type: none"> Follow SUSU incident report policy Call emergency services as required

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	
Adverse Weather	<ul style="list-style-type: none"> • Injury • Illness • Slipping 	Event organisers, event attendees,	1	3	3	<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. via social media posts, email invites. 	1	3	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.

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	
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: <ul style="list-style-type: none"> - Venue is in good condition with no major trip hazards. - Bar staff monitor the condition of the floors & mop up split drinks. - DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down. 	3	1	3	<ul style="list-style-type: none"> • If necessary, emergency services will be called • Request first aid at venue • Follow SUSU incident report policy

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	
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 I such instances- follow guidelines of venues. First aid requested from bar staff as required. 	1	5	5	<ul style="list-style-type: none"> Call Emergency Services/alert bar staff

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	
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. Members of the society are responsible for their own possessions and the use of them. Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. 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

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	Thai Society Committee	20/08/2023		
	Route planned and shared in advance with attendees	Thai Society Committee	23/08/2023		
	All major incidents will be logged with SUSU the next day.	Thai Society Committee	27/08/2023		
	Weather check prior to event start	Thai Society Committee	25/08/2023		
Responsible manager's signature: Print name: Sobhanat Chaisangkha				Date: 20/10/2023	Responsible manager's signature: Print name: Natthaphon Popaichit Date: 20/10/2023

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