

Risk Assessment

Risk Assessment for the activity of:	StageSoc Hide and Seek Fundraiser Risk Assessment Hide and Seek (Manhunt) event for StageSoc Fundraiser, this is an event taking place over the whole of campus, outside only, to take place on the 23rd of November, with between 100-180 attendants.	Date:	11/11/2024
Group Name:	SUSU Stage Technicians' Society	Assessor:	Sasha Kavanagh
Supervisor:	Matthew Kohler (Society President)	Signed off:	SUSU Activities Team

PART A - Risk assessment

(1) Risk Identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed (See Risk Groups section)	Inherent			Control Measures	Residual			Further Controls
			Likelihood	Impact	Score		Likelihood	Impact	Score	

Section 1 - Injuries while game is active

Slips, trips and falls	Varying injury level from bruises, cuts to broken bones and concussion	Contestants	4	4	16	Everyone in groups of 2 so that someone is able to call a first aider or security if an injury were to occur Every participant is made aware of areas that may be slippery if it has been raining that day or the day before. Everyone will be encouraged to be wearing appropriate footwear Everyone will be given event organisers and first aiders personal phone numbers to contact in the event of emergencies Everyone will be encouraged to bring a torch for when it gets dark Making it against the rules to drink during, or prior to the event, ensuring that everyone is sober and able to understand the rules. If any drinking occurs or we are made aware of anyone being drunk, it will result in people being disqualified	1	4	4
Falling from height	Varying injury level from	Contestants	3	5	15	Everyone in groups of 2 so that someone is able to call a first aider or security if an injury were to occur	1	5	5

	bruises, cuts to broken bones and concussion					<p>Every participant is made aware of areas that may be slippery if it has been raining that day or the day before.</p> <p>Contestants will be made aware before that it is against the rules to hide on top of buildings and/or in trees and/or on top of outdoor furniture and/or vehicles.</p> <p>Contestants will be disqualified if found climbing on top of unsafe things.</p> <p>Making it against the rules to drink during, or prior to the event, ensuring that everyone is sober and able to understand the rules. If any drinking occurs or we are made aware of anyone being drunk, it will result in people being disqualified</p>			
Collisions or accidents with vehicles on the road	Varying injury level from bruises, cuts to broken bones and concussion	Contestants, general public	4	5	20	<p>Reminding contests to be safe around roads and to only cross at designated crossings when it is safe to do so</p> <p>Disqualifying contestants who are being unsafe around roads, or are encouraging others to be unsafe around roads.</p> <p>Make it against the rules to hide on roads or at the edge of roads, disqualifying people if the do so</p> <p>Making it against the rules to hide in car parks or parking lots, resulting in people being disqualified if the do so</p> <p>Making it against the rules to drink during, or prior to the event, ensuring that everyone is sober and able to understand the rules. If any drinking occurs or we are made aware of anyone being drunk, it will result in people being disqualified</p> <p>Everyone in groups of 2 so that someone is able to call a first aider or security if an injury were to occur</p>	1	5	5
Getting stuck in an unsafe/enclosed area	Mental and physical distress	Contestants	3	3	9	<p>Everyone in groups of 2 so that someone is able to call a first aider or security if an injury were to occur</p> <p>Making it against the rules to drink during, or prior to the event, ensuring that everyone is sober and able to understand the rules. If any drinking occurs or we are made aware of anyone being drunk, it will result in people being disqualified</p> <p>Everyone will be given event organisers and first aiders personal phone numbers to contact in the event of emergencies</p> <p>Ensuring all contestants know what areas are allowed and which areas they are not allowed to hide in, such as that the event is outdoors only, with main base being within The Annex (Building 2A)</p>	1	3	3



Getting lost	Mental and physical distress	Contestants	3	3	9	<p>Encouraging all contestants to carry round mobile phones that have a map on them.</p> <p>Ensuring contestants have the phone numbers of event coordinators and first aiders if they need help finding their way back to campus.</p> <p>Making it against the rules to drink during, or prior to the event, ensuring that everyone is sober and able to understand the rules. If any drinking occurs or we are made aware of anyone being drunk, it will result in people being disqualified</p> <p>Everyone in groups of 2 so that someone is able to call a first aider or security if an injury were to occur</p>	1	3	3
Trespassing	Causing injury to oneself or others, or damaging and breaking buildings, furniture or equipment	Contestants, general public	3	2	6	<p>Encouraging all contestants to carry round mobile phones that have a map on them.</p> <p>Ensuring contestants have the phone numbers of event coordinators and first aiders if they need help finding their way back to campus.</p> <p>Making it against the rules to drink during, or prior to the event, ensuring that everyone is sober and able to understand the rules. If any drinking occurs or we are made aware of anyone being drunk, it will result in people being disqualified</p> <p>Ensuring all contestants know what areas are allowed and which areas they are not allowed to hide in, such as that the event is outdoors only, with main base being within The Annex (Building 2A)</p>	1	2	2
Hypothermia / frostbite	Mental and physical distress	Contestants	2	5	10	<p>Putting in the advertising for the event to wear appropriate clothing to the event. As it will be taking place in the evening in the winter.</p> <p>Ensuring contestants have the phone numbers of event coordinators and first aiders if they need help or assistance.</p> <p>Everyone in groups of 2 so that someone is able to call a first aider or security if an injury were to occur.</p> <p>Everyone is aware that the Annex will be open during the event for people to come warm up in. There will also be 15 minute breaks between each game in which people can warm up inside.</p>	1	5	5
Dehydration	Mental and physical distress	Contestants	2	3	6	<p>Encouraging all contestants to bring their own water bottles or to buy water before the event begins that they can bring with them or store in the annex to access during or between games.</p> <p>Everyone in groups of 2 so that someone is able to call a first aider or security if an injury were to occur</p>	1	3	3

					Everyone is aware that the Annex will be open during the event for people to store their water or that has a vending machine that sells water. There will also be 15 minute breaks between each game in which people can access water and rest.					
Violent or offensive behaviour	Varying injury level from bruises, cuts to broken bones and concussion to oneself, others or the general public	Contestants, general public	2	5	10	Contestants will be encouraged to avoid behaviour likely to provoke a disturbance or fights.	1	5	5	
							Contestants will be told beforehand that an offensive behaviour will lead to an immediate disqualification and will be raised to appropriate people, such as SUSU, security or the police.			
							Everyone in groups of 2 so that someone is able to call a first aider or security if an injury were to occur			
							Contestants are required to report any behaviour, or suspected behaviour to event organisers immediately to be dealt with.			
Adverse Weather	Injury or causing slips, trips or falls	Contestants	2	2	4	Weather to be checked daily leading up to the event by event organisers	1	2	2	
							Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites			
							Everyone in groups of 2 so that someone is able to call a first aider or security if an injury were to occur			
							Advise contestants that the weather may have affected areas that event is taking place, to ensure they take care when it comes to slippery surfaces to negate slips, trips and falls.			
Disturbances to the public, students and staff	Mental and physical distress to oneself or the general public	Contestants, general public	2	3	6	UoS Security Teams informed of the event before hand to ensure that disturbances are kept to a minimum.	1	3	3	
							Shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas while in uni hours			
							Everyone in groups of 2 so that someone is able to call a first aider or security if an injury were to occur			
							Contestants will be told beforehand that an offensive behaviour will lead to an immediate disqualification and will be raised to appropriate people, such as SUSU, security or the police.			

Risk Assessment Action Plan

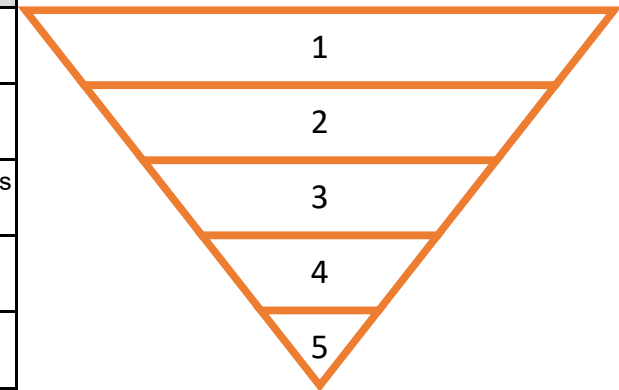
Part no.	Action to be taken, incl. Cost	By Whom	Target Date	Review Date	Outcome at review Date
1	This risk assessment is subject to review annually or after any major incident.	Relevant committee members.	One year from the date of this risk assessment being carried out	Rest of committee members to review at the next possible committee meeting after completion.	
2	There will be a presentation at the start of the event to inform everyone of all of the rules of the event: no hiding in buildings, near roads and being in pairs of two minimum. This will also point out who the first aiders of the night are. Ensuring everyone is aware of who they can ask for aid if/when needed. There will also be a section that has the personal phone numbers of the event organisers + first aiders (with their permission) for people to save. There will be a QR code at the end of the presentation so we can record that everyone had been to this health and safety presentation before engaging with the event.	Organisers of the event	During the event	Rest of committee members to review at the next possible committee meeting after completion.	

1	At least 1 first aider will be present in The Annex (Building 2A) at all times during the event so we are able to ensure that if people need aid there is an accessible person for them to access in our main hub for the event.	Members of StageSoc who are First Aid Certified	During the event	Rest of committee members to review at the next possible committee meeting after completion.	
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Responsible Committee Member Signature: 		Responsible Committee Member Signature: 	
Print Name: Sasha Kavanagh	Date: 11/11/24	Print Name: Matt Kohler	Date: 11/11/24

Risk Assessment Guidance

Control Measure Hierarchy		
Eliminate	Remove the hazard wherever possible which negates the need for further controls.	If not possible then explain why.
Substitute	Replace the hazard with one less hazardous.	If not possible then explain why.
Physical Controls	Examples: enclosure, fume cupboard, glove box.	Likely to still require admin controls as well.
Admin Controls	Examples: training, supervision, signage.	
Personal Protection	Examples: respirators, safety specs, gloves.	Last resort as it only protects the individual.



Risk Assessment Matrix						
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					

Likelihood		
1	Rare	eg. 1 in 100,000 chance or higher
2	Unlikely	eg. 1 in 10,000 chance or higher
3	Possible	eg. 1 in 1,000 chance or higher
4	Likely	eg. 1 in 100 chance or higher
5	Very Likely	eg. 1 in 10 chance or higher

Impact		
1	Trivial- insignificant	Very minor injuries eg. slight bruising.
2	Minor	Injuries or illness eg. Small cut or abrasion which require basic first aid treatment even if self-administered.
3	Moderate	Injuries or illness eg. Strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness eg. Broken bone requiring medical support > 24 hours and time off work >4 weeks.

Risk Groups		
A	Audience	People that enter performance locations as patrons.
B	Band	Members of the show company that are primarily located in the band "pit".
C	Cast	All other members of a show company, including production team.
G	General Public	Any member of the public not attending a show.

5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.
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X	Crew	Any person that is involved with technical aspects of a show.
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