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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Theatre Group and Showstoppers joint fundraiser quiz** | **Date** | **12/03/2023** |
| **Unit/Faculty/Directorate/Club or Society**  | Theatre Group, Showstoppers | **Assessor** | Rhiannon Morgan |
| **President**  | *Rhiannon Morgan – Performing Arts Officer* | **Signed off** |  |

| ***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** |
| Violent or offensive behaviour  | Participants may become violent or offensive due to the consumption of too much alcohol or due to the competitive nature of the event. | Event organisers, event attendees,  | **2** | **5** | **10** | * Quiz questions will be reviewed by a fellow member of committee to ensure they are unlikely to cause offense to members of either society
* Bouncers will be present at most venues.
* Bar Security staff will need to be alerted and emergency services called as required.
* Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **1** | **3** | **3** | 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](https://www.susu.org/groups/admin/howto/protectionaccident)Call emergency services as required |
| Falls/ slips  | Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.  | Event organisers, event attendees,  | **3** | **2** | **6** | * The event is being help within the SUSU premises, which shouldn’t have any pre-existing trip hazards
 | **2** | **2** | **4** | * If necessary, emergency services will be called
* Request first aid at venue
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Cables/wires in area | * Tripping over wires and causing injury
* Pulling over equipment and causing it damage or further injury
 | Those in the vicinity | **4** | **3** | **12** | * Any cables to be organised as best as possible
* Cable ties/to be used if necessary
* Hazardous sections to be blocked off e.g. using chairs & signage
* Only one or two mics will be needed for the event and they will be kept to one side, so they are out of the way of walkways
 | **2** | **2** | **4** |  |
| Unattended items | * Theft
 | All involved | **3** | **3** | **9** | * No items to be left out of sight – attendees are responsible for their own property
* Valuable items to be kept on members/within reach
* Prioritise own safety- if threatened give up items
 | **2** | **1** | **2** | In the event of theft committee members will: 1. Highlight the incident to any community police officers in the area/report to 111
2. [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Alcohol consumption  | Participants may become at risk as a result of alcohol consumptionMembers of the public may act violently towards participants, or vice versa | Event organisers, event attendees, members of the public | **2** | **4** | **8** | * Members are responsible for their individual safety though and are expected to act sensibly
* In the case of an incident, bar security staff will be alerted and emergency services called as required.
* Societies to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **1** | **3** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committees have taken part in WIDE training
 |
| Socials/Meetings- Medical emergency  | Members may sustain injury /become unwell Pre-existing medical conditions Sickness Distress | Members | **3** | **5** | **15** | * Advise participants; to bring their personal medication
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so
* Contact emergency services as required 111/999
* Contact SUSU Reception/Venue staff for first aid support
 | **2** | **5** | **10** | * Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **2** | **5** | **10** | * ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed
* Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.
 | **1** | **5** | **5** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Call emergency services and University Security:
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311
* (Ext:3311).
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| Handling & Storing Money | * Theft
* Individuals being mugged/robbed
* Loss/misplacement leading to financial loss
 | Members, Participants  | 3 | 4 | 12 | * Members/event attendees are encouraged to pay for event via bank transfer, rather than cash.
* Money to be kept in lockable box
* Money to not be left unattended
* Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
 | 2 | 3 | 6 | In the event of theft committee members will: 1. Highlight the incident to any community police officers in the area/report to 111
2. Report incident to SUSU duty manager and [complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
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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** |
|  | Ensure a member of each committee reads the proposed quiz questions |  |  |  |  |
|  | Organizers to ensure they have shared and read Expect respect policy with members |  |  |  |  |
|  | Route planned and shared in advance with attendees |   |  |  |  |
|  | Any major incidents will be logged with SUSU the next day.  |  |  |  |  |
|  | WIDE training completed by committee  |  |  |  |  |
|  | Committee to read and share SUSU Expect Respect Policy  |  |  |  |  |
| Responsible manager’s signature:  Shape  Description automatically generated with medium confidence | Responsible manager’s signature:  |
| Print name: Rhiannon Morgan | Date:12/03/23 | Print name: Soraya Fahmy | Date:12/03/23 |

**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 |  |
| 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.  |

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.

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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 |