| **Risk Assessment** |
| --- |
| **Risk Assessment for the activity of** |  **Beer Pong Tournament Fundraiser for Projects of Enactus Southampton in the Stag’s Head** | **Date** | **23/11/2021** |
| **Unit/Faculty/Directorate** |  | **Assessor** |  |
| **Line Manager/Supervisor** |  | **Signed off** |  |

| ***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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Uneven or slipperyfloor(Slips, trips or falls) | Drinks may be spilled on floor creating a hazard.First Aid may be required. | Staff and students (all) | **3** | **2** | **6** | * Briefing when the event starts to remind everyone to watch where they walk and be careful
* Spilt drinks must be notified immediately so organsiers or staff can clear the hazard and declare the area safe again
* Cleaning materials easily accessible so tables can be wiped by players and spilt drinks can be easily taken care of
 | **2** | **2** | **4** | An assessment of the need for further controls/cancellation of the event will take place as appropriate. |
| Drunk and disorderly behaviour | Security will be present on the front door and for any disruptive behaviour where people may need to be escorted out of the premises.First Aid may be required. | Students | **4** | **2** | **8** | * Staff and students briefed at start of event on security measures and protocol for this behaviour
* First aider on site during entire event
* Security checking bags at the front door for any suspicious items and briefed on protocol. Organisers will signal to security if behaviour is unacceptable and they need to leave.
* Water easily available on bar
 | **2** | **3** | **6** | * Violent or drunk behaviour will be noticed by the organisers and immediate action will take place.
* Attendees will be made aware that they will be asked to leave if they are acting in a drunk and disorderly manner.
 |
| Allergens | Allergens for drinks or food sold at the bar may be present. Personal responsibility of person to ask for allergens in food or drink.Allergens will only be known by staff.Allergic reactions may occur. | Students | **2** | **4** | **8** | * Allergic reactions will be swiftly dealt with by first aider or the immediate action of calling 999.
* Students will be reminded before the event to check for allergens in any food that they buy, whilst being reminded this is a personal responsibility.
 | **1** | **4** | **4** | * For any food provided, labels will be placed as a warning or reminder.
 |
| Common Injuries | Common injuries such as falls, sprains etc. | Students and staff(all) | **3** | **3** | **9** | * Any common injuries requiring treatment by first aid will be organized quickly.
 | **2** | **3** | **6** | * To avoid any falls, floors will constantly be checked and dried to avoid slippery accidents.
 |
| Untreated injuries /illness due toinadequate medicalprovision | Tiredness, feelings of nausea, loss of consciousness  | Students and staff(all) | **2** | **4** | **8** | * Students will be reminded before the event to notify us of any conditions that would restrict their participation
 | **1** | **4** | **4** | * Any student will be checked on if they display any sign of uncomfort.
* We will do our best to ensure we are aware of any pre-existing illnesses and injuries of attendees
 |
| Contraction or transmission of SARS-CoV-2 novel coronavirus | Illness which could range from being mild to severe requiring hospitalisation.Spread of the virus.For students, impact to study due to sickness which could be long term.Temporary loss of use of building or facility.Failure to assess the risk and identify sufficient mitigation leading to non-compliance with Health & Safety legislation. Increased anxiety or concern from those attending  | Students and staff(all) | **3** | **5** | **10** | * Ensure that those who have symptoms of COVID-19, who feel unwell or who have been advised to self-isolate due to contact with an infected person do not attend and if in attendance already are immediately sent home.
* Enable all present to adhere to social distancing – floor marking, posters including in toilets, refreshment areas or other pinch points.
* Encourage participants to not share any drinks or food
* Stagger access and egress into and out of the venue.
* One way or keep left systems to be implemented with social distancing of at least 1m to be maintained within any queue or barrier system including sideways queuing. If queuing, participants will be encouraged to wear a mask.
* Student participants should be taking advantage of the campus/local testing programme to test regularly.
* Take advantage of the national vaccination programme to get fully vaccinated.
* Those attending will be strongly encouraged to take a lateral flow test at least 30 minutes before. Anyone receiving a positive test would not be permitted to attend.
* Recognise importance of Test and Trace process including ‘app’ notifications but understand the app cannot distinguish proximity to others in a Covid-secure environment from other environments.
* Encourage frequent hand washing and good personal hygiene.
* Follow and adhere to University guidance on Covid-19 <https://www.southampton.ac.uk/coronavirus.page>
 | **1** | **5** | **5** | * Possible requirement of proof of a negative test result can be mandated
 |

Further details of event: Maximum number of 75 tickets (we expect to be sold out, however, this is not the maximum capacity for this venue)

Tickets will be checked by one organiser at the entrance.

| ***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** |
|  | First Aider and security on the day | Stags | 23/11/2021 |  |  |
|  | Tickets to be checked on entry  | Organizer | 23/11/2021 |  |  |
|  | Negative lateral flow test confirmation | Organizer | 23/11/2021 |  |  |
|  | Safety briefing on the day  | Organizer | 23/11/2021 |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature:  | Responsible manager’s signature:  |
| Print name: Lena Riaud-Langouet and Yasmine GendyDate: 19/11/2021 |  | 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 |  |
| --- | --- | --- | --- |
| 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 |

| **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** |

| 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 |