|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **All non-drinking social for the academic year 2022-2023** | **Date** | **03/10/2022** |
| **Society:** | Southampton University Ballroom and Latin Dance Society  | **Assessor** | **Natasha Lebos** |
| **Supervisor:** | ***Social Secretory- Charlotte Moore*** | **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** |
| Road traffic accident/ Walking between places  | Vehicles collision -causing serious injury  | Event organisers, event attendees, Members of the public  | **2** | **3** | **6** | * 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**.
* local venues known to UoS students chosen
* Event organisers 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.
* Avoid large groups of people totally blocking the pavement or spilling in to the road.
* Be considerate of other pedestrians & road users, keep disturbance & noise down.
 | **1** | **2** | **2** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| 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** | * 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 These attend each venue.
* Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.
 | **1** | **2** | **2** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required
 |
| Violent or offensive behaviour  | Participants may become violent or offensive Members of the public may act violently towards participants.  | Event organisers, event attendees,  | **2** | **5** | **10** | * Committee to select ‘student friendly’ venues and contact them in advance to inform them of the event
* 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 |
| Adverse Weather  | * Injury
* Illness
* Slipping
* Burns
 | Event organisers, event attendees,  | **2** | **3** | **6** | * 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
* In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate
 | **2** | **1** | **2** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
 |
| Falls/ slips  | Physical injury  | Event organisers, event attendees,  | **3** | **2** | **6** | * Committee to check that chosen venues meet the following requirements:
* Venue is in good condition with no major trip hazards.
 | **2** | **1** | **2** | * 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)
 |
| Allergies  | Allergic reactions to food and drink when out | Event organisers, event attendees,  | **3** | **5** | **15** | * Attendees responsible for own welfare I such instances- follow guidelines of venues
* First aid requested from staff as required
 | **1** | **5** | **5** | * Call Emergency Services/alert bar staff
 |
| Costumes/Fancy Dress | Props/costumes causing injury or offence | ParticipantsMembers of the public | **2** | **2** | **4** | * 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](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **1** | **2** | **2** | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) 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 | Social sec | 14/10/2022 |  |  |
|  | Route planned and shared in advance with attendees |  Social sec | 1 week before social |  |  |
|  | Organizers to confirm each premise is licensed | Social sec | Before social is advertised |  |  |
|  | All major incidents will be logged with SUSU the next day.  | Social sec | Next day  |  |  |
|  | Weather check prior to event start  | Social sec | 1 week before |  |  |
| Committee member: Vice President | Committee member: Social secretory  |
| Print name: Natasha Lebos | Date: 03/10/2022 | Print name: Charlotte Moore | Date: 03/10/2022 |

**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.  |

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.

|  |
| --- |
| 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 |