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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **SUMLC Weekend Away**  **Durdle Door, Dorset** | | **Date** | **28/05/2023** |
| **Unit/Faculty/Directorate/Club or Society** | Southampton University Mixed Lacrosse Club | **Assessor** | Sarah Kneller | |
| **Line Manager/Supervisor/President** | *Sarah Kneller* | **Signed off** | ***(Requires sign off by an Activities Coordinator)*** | |
| **Secondary Signature/ Vice President** | *Amber O’Brien* | **Signature** | SKNELLER  AOBRIEN | |

| ***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** |
| Road traffic accident/ | Vehicles collision -causing serious injury | Members of the club and/or the public | **4** | **3** | **12** | * People also briefed about the journeys before the event starts. * Event organisers to make it clear that travel to and from each venue is attendees’ **own responsibility**. * 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 into the road. * Be considerate of other pedestrians & road users, keep disturbance & noise down. * Avoid behaviour likely to provoke a disturbance or fights. | **2** | **2** | **4** | * 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) |
| Overconsumption of alcohol/Spiked drinks/ Alcohol poisoning | Members may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self- control | Members | **2** | **5** | **10** | * Supervision - the event will be monitored by the society committee. Ideally, they will not drink to excess during the event * If attending pubs, trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff. * Participants encouraged to stay with a nominated ‘buddy’ where possible. * The organizers have confirmed the premise is licensed. **Action organizers (b).** * The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess. Action licensee. * **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**](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **2** | **3** | **6** | * Members are responsible for their individual safety though and are expected to act sensibly when walking around. If not at the camping site, for anyone who is too inebriated it will be suggested to them that they should return back. Taxis will be called if required (look at Bus, Radio Taxis options) * If they need to go to the hospital they will also be accompanied there. * Members 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 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 weekend, participants may decide they want to leave, or they may get lost on the way | Event organisers, event attendees, | **3** | **3** | **9** | * 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 monitored by the society committee. Ideally, they will not drink to excess during the event * Venues chosen local and within a short distance from each other. * Organiser’s phone number given to each attendee before arrival | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required * Call organiser’s phone number to find location |
| Violent or offensive behaviour – harm to self or others | Members may become violent or offensive due to the consumption of too much alcohol.  Members of the public may act violently towards participants. | Event organisers, event attendees, members of the public | **2** | **5** | **10** | * Bouncers/(security)staff will be present at visiting venues. * Bar Security staff will need to be alerted and emergency services called as required. * The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess * Committee to select ‘student friendly’ pubs 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** | **5** | * 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, | **4** | **3** | **12** | * 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, use shade | **4** | **1** | **4** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Falls/ slips | Consumption of too much alcohol may result in participants falling and subsequently injuring themselves. | Event organisers, event attendees, | **3** | **2** | **6** | * Organiser to check that chosen venues meet the following requirements: * Venue is in good condition with no major trip hazards. * Bar staff monitor the condition of the floors & mop up split drinks. * Security staff & Bar Staff provide first aid cover. | **3** | **1** | **3** | * 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 | Event organisers, event attendees, | **3** | **5** | **15** | * Attendees responsible for own welfare I such instances- follow guidelines of venues if out * First aid requested from bar staff as required * Medical/allergies form filled out by each member before the weekend | **1** | **5** | **5** | * Call Emergency Services |
| Costumes/Fancy Dress | Props/costumes causing injury or offence | Participants  Members 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** |
| Watersports – Kayaking/Paddleboarding | Risk of drowning/harm to self or others on the water | Members partaking in water sports | **3** | **5** | **15** | * Booked through a local company who will be monitoring all members on the water * Lifejackets and equipment provided through company * Each member is asked if they can swim before activity * Company to check and continually monitor the weather/sea conditions to ensure it is safe to be on the water – if weather/sea conditions are inappropriate, to cancel and reschedule * Company to plan route to avoid dangerous/sea life areas * Each member is aware of their individual responsibility while on the water and to behave appropriately | **1** | **5** | **5** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required |
| Accommodation | Fire | Members | **2** | **5** | **10** | * Ensure all attendees are aware of all fire exits * Follow accommodations fire policy and evacuation route if needed * Ensure nothing is left in the kitchen cooking unattended and that all appliances are turned off after use | **1** | **5** | **5** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required |

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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** | |
|  | Organizers to ensure they have shared and read Expect respect policy with members | SUMLC Committee | 28/05/23 | | 01/06/23 | Ensure that the committee (the organisers) are aware of the risks and the proposed plans of action. | |
|  | Route planned and shared in advance with attendees | Sarah Kneller | 28/05/23 | | 01/06/23 | Ensure that all attendees know where Below Deck/ Garden Court is, along with knowing the route to Jesters | |
|  | Organizers to confirm each premise is licensed | Sarah Kneller | 28/05/23 | | 01/06/23 | Below Deck/ Garden Court and Jesters are licensed premises | |
|  | All major incidents will be logged with SUSU the next day. | Sarah Kneller | 28/05/23 | | 01/06/23 | Ensure that if there are any incidents that SUSU are aware of them | |
|  | Weather check prior to event start | Sarah Kneller | 28/05/23 | | 01/06/23 | Ensure that the weather conditions are good to reduce risk of slipping or falling outside | |
|  | WIDE training completed by committee | SUMLC Committee | 28/05/23 | | 01/06/23 | The relevant members of committee are aware of how to deal with incidents, behaviours, and concerns about student welfare | |
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| Responsible managers’ signature: SKNELLER, AOBRIEN | | | | | Responsible manager’s signature: | | |
| Print name: Sarah Kneller & Amber O’Brien | | | | Date: 28/05/23 | Print name: | | Date |

**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 |