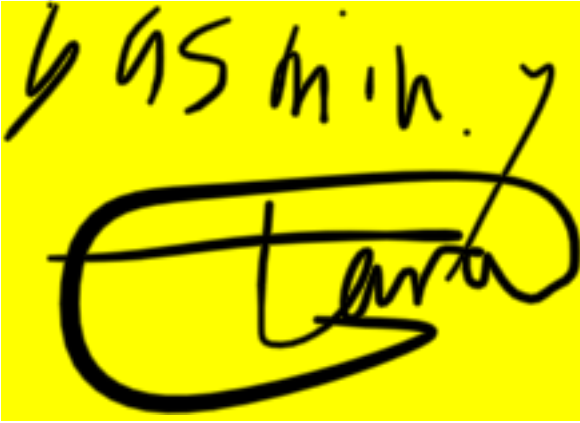


Risk Assessment

Risk Assessment for the activity of	Charity winter ball at papillion	Date	12/12/22
Unit/Faculty/ Directorate/Club or Society	Biological sciences society	Assessor	
Line Manager/ Supervisor/President	<p>Lara Etheridge and Yasmin Yardley</p> 	Signed off	(Requires sign off by an Activities Coordinator)

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Road traffic accident/ Walking between places while intoxicated	Vehicles collision -causing serious injury	Event organisers, event attendees, Members of the public	1	3	3	<ul style="list-style-type: none"> • 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 	1	3	3	<ul style="list-style-type: none"> • <i>Venues chosen local and within a short distance from each other.</i> • <i>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</i> • <i>Follow SUSU incident report policy</i>

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Spiked drinks/ Alcohol poisoning	Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self-control	Event organisers, event attendees,	2	5	10	<ul style="list-style-type: none"> Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event Bouncers/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 	2	3	6	<ul style="list-style-type: none"> <i>Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options)</i> <i>If they need to go to the hospital they will also be accompanied there.</i> <i>Participants advised to avoid leaving drinks</i>

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
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,	3	3	9	<ul style="list-style-type: none"> 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. Ideally, they will not drink to excess during the event Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas. 	2	2	4	<ul style="list-style-type: none"> Follow SUSU incident report policy Call emergency services as required

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Violent or offensive behaviour	<p>Participants may become violent or offensive due to the consumption of too much alcohol.</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees,	2	5	10	<ul style="list-style-type: none"> Bouncers will be present at most 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' bars/clubs and contact them in advance to inform them of the event Society to follow and share with members 	1	3	5	<ul style="list-style-type: none"> 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 <p>Call emergency services as required</p>

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Adverse Weather	<ul style="list-style-type: none"> Injury Illness Slipping Burns 	Event organisers, event attendees,	3	3	9	<ul style="list-style-type: none"> 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 	3	1	3	<ul style="list-style-type: none"> If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Falls/ slips	Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.	Event organisers, event attendees,	3	2	6	<ul style="list-style-type: none"> • Committee to check that chosen venues meet the following requirements: <ul style="list-style-type: none"> - 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. - DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down. 	3	1	3	<ul style="list-style-type: none"> • <i>If necessary, emergency services will be called</i> • <i>Request first aid at venue</i> • <i>Follow SUSU incident report policy</i>

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Allergies	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	<ul style="list-style-type: none"> Attendees responsible for own welfare in such instances- follow guidelines of venues First aid requested from bar staff as required 	1	5	5	<ul style="list-style-type: none"> Call Emergency Services/alert bar staff

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	<ul style="list-style-type: none"> 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 	1	2	2	<ul style="list-style-type: none"> SUSU Expect Respect policy to be followed Committee WIDE training

PART B – Action Plan

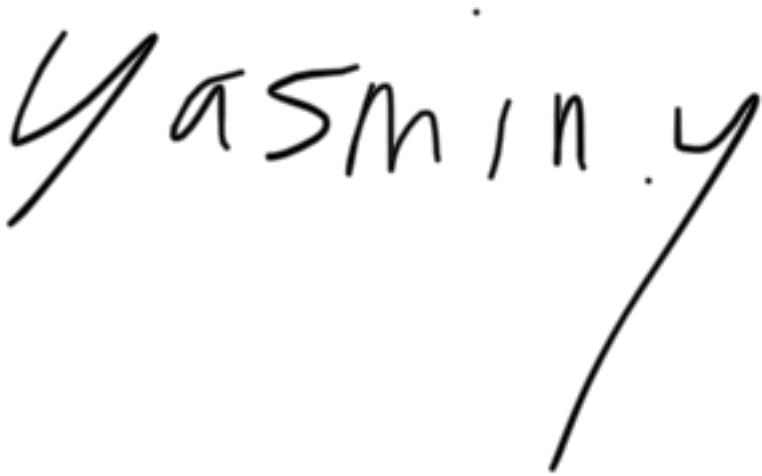
Risk Assessment Action Plan

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	Yasmin Yardley and Lara Etheridge	12/12/22	12/12/22	To have shared and read Expect respect policy with members
	Route planned and shared in advance with attendees	Yasmin Yardley and Lara Etheridge	12/12/22	12/12/22	Location and date of event shared with attendees via social media (no route as one location)
	Organizers to confirm each premise is licensed	Yasmin Yardley and Lara Etheridge	12/12/22	12/12/22	SUSU to confirm booking and licensing of premise
	All major incidents will be logged with SUSU the next day.	Yasmin Yardley and Lara Etheridge	12/12/22	12/12/22	All incidents to be logged and dealt with sufficiently
	Weather check prior to event start	Yasmin Yardley and Lara Etheridge	12/12/22	12/12/22	Weather appropriate for event to go ahead
	WIDE training completed by committee	Yasmin Yardley and Lara Etheridge	10/12/22	12/12/22	All committee members to have completed WIDE training

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Responsible manager's signature:

A handwritten signature in black ink that reads "Yasmin.Y". The letters are cursive and connected, with a long, sweeping underline that extends to the right.

Print name: Yasmin Yardley

Date
12/12
/22

Responsible manager's signature:

A handwritten signature in black ink that reads "Lara". The signature is highly stylized, with the letter 'L' forming a large, rounded loop that encircles the rest of the name.

Print name: Lara Etheridge

Date 12/12/22

Assessment Guidance

1. <i>Eliminate</i>	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. <i>Substitute</i>	Replace the hazard with one less hazardous	If not possible then explain why	
3. <i>Physical controls</i>	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. <i>Admin controls</i>	Examples: training, supervision, signage		
5. <i>Personal protection</i>	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.

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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
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