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| **Risk Assessment** |
| **Risk Assessment for the activity of** | Easter Egg Hunt SocialAn Easter-themed pub social starting at The MitreTuesday the 21st of March, 19:30-00:00 | **Date** | **26/02/23** |
| **Unit/Faculty/Directorate/Club or Society**  | Biological Sciences Society | **Assessor** | Joshua Gahan (VP) |
| **Line Manager/Supervisor/President**  | Raquel Mendes (President) | **Signed off** |  ***(Requires sign off by an Activities Coordinator)***  |

| ***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/ Walking between places while intoxicated  | Vehicles collision – causing serious injury  | Event organisers, event attendees, Members of the public  | **4** | **3** | **12** | * 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.
* Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them.
* 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)
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| 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** | * 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 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. 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)
* If they need to go to the hospital they will also be accompanied there.
* Participants 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)
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| 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** | * 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** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required
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| Violent or offensive behaviour  | Participants 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,  | **2** | **5** | **10** | * 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 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
 | **4** | **1** | **4** | * 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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| Falls/slips  | Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.  | 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.
* 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** | * 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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| 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 bar staff as required
 | **1** | **5** | **5** | * Call Emergency Services/alert bar staff
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| 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 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
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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** |
|  | Organisers to ensure they have read Expect Respect policy | Joshua Gahan | 28/02/23 |  |  |
|  | Route planned and shared in advance with attendees | Yasmin Yardley & Lara Etheridge | 05/03/23 |  |  |
|  | Organisers to confirm each premise is licensed | Yasmin Yardley & Lara Etheridge | 05/03/23 |  |  |
|  | All major incidents will be logged with SUSU the next day | Yasmin Yardley & Lara Etheridge | 22/03/23 |  |  |
|  | Weather check prior to event start  | Yasmin Yardley & Lara Etheridge | 21/03/23 |  |  |
| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Joshua Gahan (VP) | Date: 26/02/23 | Print name: Yasmin Yardley (Social Secretary) | Date: 26/02/23 |