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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **INSERT: SUWPC AGM**  | **Date** | **09/04/2023** |
| **Unit/Faculty/Directorate/Club or Society**  | SUWPC | **Assessor** | James Popple |
| **Line Manager/Supervisor/President**  | *Alex Wilmshurst* | **Signed off** |  |

| ***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** |
| Slips, trips and falls | Physical injuryConsumption of too much alcohol may result in participants falling and subsequently injuring themselves. | Event organisers and attendees | **2** | **3** | **6** | * All trip hazards (boxes, cables, jackets fallen on floor etc.) are to be cleared out of the way.
* Floors to be kept clear and dry.
* Bar staff and organisers monitor the condition of the floors & mop up split drinks throughout the event.
* Spilled drinks are to be cleaned up quickly.
* Those who are over-inebriated are to be accompanied down/up any stairs to/from toilets/facilities.
* Security staff & Bar Staff provide first aid cover.
 | **2** | **2** | **4** | * Seek medical attention from SUSU Reception/venue staff if in need.
* Contact facilities team via SUSU reception/venue staff
* Contact emergency services if needed.
* 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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| 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** | **4** | **8** | * Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event
* SUSU staff in the Bridge will watch for excessive drinking and watch people who are believed to have consumed too much alcohol.
* The consumption of alcohol will not be forced or unnecessarily encouraged.
* **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. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue at the social.
* If they need to go to the hospital they will also be accompanied there.
* Participants advised to keep their drinks on their person at all times.
* 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,  | **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. Ideally, they will not drink to excess during the event
 | **1** | **2** | **2** | * 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.  | Event organisers, event attendees,  | **2** | **8** | **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.
* 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 |
| Allergies  | * Allergic reactions to food and drink
 | Event organisers, event attendees,  | **3** | **5** | **15** | * Attendees responsible for own welfare in such instances

First aid requested from The Bridge 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 | Participants | **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**  |

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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 attendees have access to read the Expect respect policy | Committee | 08/04 | 12/04 | Committee have read document |
|  | Committee to be briefed and monitor event to ensure the welfare of attendees | Committee | 08/04 | 12/04 | Committee has been briefed |
|  | All attendees to be briefed about the location of fire exists and on-site risks | Committee | 08/04 | 12/04 | Attendees have been briefed |
|  | All attendees to be aware of on-site first aid trained staff – university security | Committee | 08/04 | 12/04 | Attendees have been briefed |
|  | WIDE training completed by committee  | Committee | 08/04 | 12/04 | Committee members have attended training  |
| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: JAMES POPPLE | Date: 12/04/2023 | Print name: JAMES POPPLE | Date:12/04/2023 |

**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 |