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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Take me Out**  TMO is a fundraising event, ticketed at £5 for entry at the box Office. This ticket allows a person to be a part of the audience for the event, which will resemble the ‘Take Me Out’ television show. The proceeds of the event will raise money for our 2020/2021 three core charities. Event to be held in The Cube & BD | | **Date** | **05/06/2021** |
| **Club / Society / Group** | **RAG** | **Assessor** | **Cassandre Chalvet, Big Give Officer** | |
| **Committee member (name and role)** | ***Cassandre Chalvet, Big Give Officer*** | **Signed off** | Hayley Shepherd, activities coordinator external engagement | |

**COVID-19 Notice**

**This risk assessment must be read in conjunction with the club or society’s COVID-19 Risk Assessment on their SUSU page. Should any information in this risk assessment conflict with the measures listed in the COVID risk assessment, then the COVID risk assessment takes precedence over this document.**

| ***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** |
| Social Distancing/ gathering causing COVD-19 spread | Catching COVID-19 | Participants, those in the vicinity, members of the public | **5** | **5** | **25** | Take me Out will take place in The Cube and will be retransmitted to an audience in Below Deck and maybe the Plant Pot (awaiting on confirmation)- Numbers of tickets for each space will be capped in line with current guidance to ensure social distancing  Students seated in groups of 6 maximum. No mixing of groups or tables to be allowed.  Everyone will be asked to follow the one-way system inside the SUSU building and respect social distancing. All students indoors will also be asked to wear a mask until seated unless Covid-19 guidelines change. To limit movement at our venues, members of the public will be ushered to their seats by RAG volunteers and be asked to order any food or drinks via the Round app.  Students on stage will also be asked to social distance throughout the performance. At the start of the night, the 2 presenters on stage will remind everyone of the safety guidelines to respect. They will then welcome 4 girls on stage and in turns 4 boys will also come on stage to present themselves until the interval. Similarly, after the interval 4 new girls will come on stage and 4 boys will present in turns. If one of the 4 girls on stage gets paired up with one of the boys, a new girl will be allowed to come on stage and take her seat once the previous one has left stage.  Equipment will be sanitised between uses and sharing will be limited (e.g. microphone, headsets)  Designated RAG volunteers and SUSU staff members will ensure that social distancing is respected throughout the night.  Card only event with contactless donation devices and QR codes made available | **2** | **5** | **10** | Any students not abiding by the social distancing rules after a warning will be asked to leave the event. – RAG volunteers to seek support from SUSU Bar staff/duty Manger and UoS Security as required  Number of tickets set by SUSU in line with current Government Covid-19 Guidelines |
| Overcrowding | Crushing, trips, falls, physical injury | Volunteers, Event attendees and Staff. | **1** | **3** | **3** | Caps on ticket sales in line with Covid-19 guidelines  Seated event in line with Covid guidelines. Tables of 6 who are unable to mix with of each other. Will order drinks from app  RAG volunteers to check tickets at the door and assign seating | **1** | **3** | **3** | Ticket sales capped-sold through SUSU Box office  SUSU Bar staff, security to monitor numbers and ensure no mixing of tables |
| Setting up the Event- manual handling | Physical Injury to Volunteers. | Volunteers, Event Participants, Event attendees and Staff. | **2** | **2** | **4** | All decorations will be set up  by society volunteers and overseen by RAG committee members.  Work in teams when handling other large and bulky items. Following correct manual handling procedures (lifting with knees not back)  Tables and chairs to be set up by SUSU facilities team following Civid-19 distancing guidelines- not to be moved by RAG | **1** | **2** | **2** | Equipment should not be too heavy but helpers will be told not to carry more than they can reasonably manage.  Request support from facilities staff  If an incident occurs contact emergency services/report to first aiders at venue/inform the SUSU duty manager (07775 732937)  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) |
| Slips, Trips, Falls- Including from the stage | Physical injury | Volunteers, Event Participants, Event attendees and Staff. | **2** | **4** | **8** | All boxes and equipment to be stored under tables/away from participants (e.g back in RAG office)  Floors on the stage to be kept clear and dry, and visual checks to be maintained throughout the event by organizers.  Extra vigilance will be paid to make sure that any spilled food/drink products are cleaned up quickly and efficiently in both areas- reporting to SUSU bar staff | **1** | **4** | **4** | Seek medical attention via SUSU staff  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) |
| Setting up the Electrical equipment at the Event. | Physical Injury to Volunteers, the Serge Tech Crew and Attendees. | Volunteers, Event Participants, Event attendees and Staff. | **2** | **2** | **4** | The Surge team are to ensure that when setting up any electrical equipment the correct leads and connections are used as per manufacturer’s instructions- Surge trained and experienced in managing H&S risks and own equipment  Electrical equipment is to be kept dry and covered to prevent it from getting wet.  The Surge team are to ensure all electrical equipment is connected to the correct power source and via the right leads as per manufacturer’s instructions  And ensure there are no exposed wires.  RAG will have support from SUSU Tech staff in the set up the event- staff trained to set up and manage H&S risks  Only trained SUSU staff and volunteers will be handling equipment and installation. | **1** | **2** | **2** | All items are PAT tested  All electrical equipment is to be used as per its instructions and guidelines. |
| Theft taking place during the Event. | Theft of SUSU Equipment, and personal belongings of attendees. | Volunteers, Event attendees and Staff. | **2** | **1** | **2** | The event organisers will encourage attendees to not bring unnecessary personal items and remain vigilant of their belongings.  Attendees and Volunteers will also be encouraged to not leave items unattended during the event such as during the interval. | **1** | **1** | **1** | Security will be alerted should a theft occur. |
| Alcohol consumption | Intoxication | Volunteers, Event attendees and Staff. | **3** | **3** | **9** | Students will be allowed to order drinks from the Below Deck bar.  SUSU trained Bar staff- to monitor, report and deal with intoxication. Will alert security to anyone who needs medical attention/be asked to leave the venue | **2** | **3** | **6** | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required 111/999  Committee WIDE training |
| Antisocial behaviour | Attendees or Participants may become emotional or upset and disturb the other attendees or the participants of the event. | Volunteers, Event attendees and Staff. | **2** | **2** | **4** | Event organisers to be vigilant of unruly behaviours during event.  Designated SUSU staff members will be at event to assist with de-escalation of any situation. (SUSU Bar staff/on-duty manager) | **1** | **2** | **2** | If student behaviour becomes unacceptable then they will be asked to leave event.  Security teams called as required |
| Obstruction of fire exits | Trips/falls/injuries | Participants within the event, other students and members of the public in nearby buildings. | **2** | **3** | **6** | Tables, chairs and stage used will be in an area which does not block any exits to nearby buildings as pre agreed with SUSU facilities team | **1** | **3** | **3** | Support requested by Bars and SUSU facilities steams |
| Welfare of Participants (dating event based around rejection etc) | Mental Health & Wellbeing | Event Participants | **2** | **3** | **6** | RAG volunteers available to support participants at the event  Event purpose and structure clearly advertised and shared pre-event to set expectations  Participants briefed on event | **1** | **3** | **3** | Committee WIDE trained  RAG to follow the Union's Valuing Diversity policy & expect respect  Report and Support Tool for students to report incidents and misconduct |

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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** | |
| 1 | Tickets on sale via Box office- Numbers set | Hayley-SUSU | 18/05/2021 | |  |  | |
| 2 | Participant Event Brief and recruitment | RAG Committee | 24/05/2021 | |  |  | |
| 3 | RAG to liaise on tech set up and safety with Chris Jackson (SUSU) and SUSUTV | RAG/Chris Jackson | 24/05/2021 | |  |  | |
| 4 | RAG Walkthrough of event space prior to event. Volunteers breifed | RAG | 05/06/2021 | |  |  | |
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| Responsible manager’s signature:  HLSHEPHERD | | | | | Responsible manager’s signature: | | |
| Print name: Hayley Shepherd | | | | Date:17/05/2021 | Print name: Cassandre Chalvet | | Date 17/05/2021 |

**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 |