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| **Risk Assessment** |
| **Risk Assessment for the activity of** | RAG’s Charity Casino night | **Date** | 29/04/2022 |
| **Unit/Faculty/Directorate** | RAG (Raise and Give Society) | **Assessor** | Corin Holloway |
| **Line Manager/Supervisor/President**  | Zoe Chapple  | **Signed off** | Hayley Shepherd  |

| ***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** |
| Collecting Money | Theft - Those holding the money box or collection buckets may be intimidated or assaulted in an attempt to steal the money. | Organisers | **2** | **2** | **4** | We will not take cash and take donations using card machines instead. Entry fees will be paid through the boxoffice or on the door using the card machinesIf anyone attempts to steal the card machines, the volunteers will just hand them over. Student safety first! | **1** | **2** | **2** | Contact details for university security staff with organisers. University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk |
| The Bridge- Tables, chairs and stage  | Obstruction of fire exits from nearby buildings. | Participants within the event, other students and members of the public in nearby buildings.  | **2** | **3** | **6** | Table and chairs 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  |
| Setting up the event | Physical injury to volunteers.  | Volunteers, event participants, event attendees and staff.  | **2** | **2** | **4** | All decorations and casino items will be set up by society volunteers and overseen by RAG committee members. Any lifting will be done using safe lifting practices by lifting using legs, making sure tables are moved by pairs of people, and avoiding moving anything too heavy | **1** | **2** | **2** |  |
| Alcohol consumption  | Intoxication, potentially resulting in broken glass. | Volunteers, event participants, event attendees and staff. | **3** | **3** | **9** | There will be a Bar within the Bridge. Event organisers will monitor alcohol consumption and alert the appropriate teams in the instance of inappropriate behaviours or glass being broken. | **2** | **3** | **6** | If student behaviour becomes unacceptable then they will be asked to leave event. In the event of glass being broken, the area will be contained and the glass cleared immediately by the appropriate parties. |
| Theft taking place during the Casino Night. | Theft of SUSU Equipment, and personal belongings of attendees. | Volunteers, Event attendees and Staff. | **2** | **2** | **4** | 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 | **1** | **2** | **2** | Security will be alerted should a theft occur.  |
| 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. | **3** | **2** | **5** | 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. | **2** | **2** | **4** | If student behaviour becomes unacceptable then they will be asked to leave event.  |
| Irresponsible gambling  | Attendees lose more money than they can afford to lose | Attendees | **3** | **4** | **12** | The casino night will not run using real money or cash to be won. The entry to the event will come with a certain number of chips which they can use to bet with.Students cannot “buy back in” if they lose all of their chips, they will not be able to obtain any more. | **1** | **2** | **2** |  |
| Overcrowding  | Attendants might suffer risk of crushing if the capacity of the venue is exceeded | Volunteers, Event attendees and Staff. | **1** | **3** | **3** | Make sure that the number of tickets sold is not going to exceed the maximum capacity of the Bridge. | **1** | **3** | **3** | Volunteers at the door will use counters/Scanners to ensure attendance does not exceed maximum capacity.Set ticket sale limit  |

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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** |
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| Responsible manager’s signature:  | Responsible manager’s signature: Zoe Chapple |
| Print name: Corin Holloway | Date:02/04/2022 | Print name: Zoe Chapple | Date: 02/04/2022 |

**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 |