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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Big Give Jesters Club Night** | **Date** | **05/04/2022** |
| **Unit/Faculty/Directorate** | **RAG** | **Assessor** | **Hayley Shepherd** |
| **Line Manager/Supervisor** | ***Juliette Barendson- Social Sec*** | **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** |
| Fire | People may get smoke inhalation injuries, or burns  | VolunteersAttendees | **1** | **5** | **5** | Instruct all volunteers on what to do in the event of a fireAsk venue for their fire planPoint out all fire exits to volunteers before the event Will have sober stewards to help in the case of an emergency | **1** | **5** | **5** |  |
| Slips Trips and Falls | People may get injured falling downstairs, slipping on spillages or tripping over objects on the floor | VolunteersAttendees | **3** | **3** | **9** | Make sure volunteers point out any spillages/trip hazards to staff Have sober stewards to keep an eye out for trip hazards | **2** | **3** | **6** | Ask staff about where materials would be to clear it up |
| Antisocial Behaviour | Damage to facilityPersonal injuryInjury to others | AttendeesVolunteers | **3** | **2** | **6** | Volunteers will be expected to keep an eye out for any antisocial behaviour Antisocial behaviour will be reported to the security staffWe will have sober stewards around the venue to keep an eye out for any disruption  | **2** | **2** | **4** | Volunteers will be told not to intervene and instead to let the security staff manage it  |
| Overcrowding | Spectators might suffer risk of crushing if the capacity of the venue is exceeded | AttendeesVolunteers | **1** | **3** | **3** | Maximum number of tickets agreed with Jesters to manage crowds- (400). Tickets will be scanned on the door | **1** | **3** | **3** | Ticket limit set via box office |
| Alcohol Consumption | Intoxication | Volunteers | **4** | **2** | **8** | Eventual check outs from the Jesters security staff on the attendants that might present drunk symptoms. Jesters Bar staff to spot when limits have been reachedJesters Bars risk assessments in placeWill have sober stewards to help people get water  | **3** | **2** | **6** | Report incidents to Jesters Security |
| Collecting Money | Collecting donations in an alcohol filled environment | Volunteers  | **3** | **1** | **3** | Following charity regulations:Volunteers will not be able to ask for donations if they have had alcohol Volunteers will be briefed to not ask for donations from people who appear intoxicatedAs tickets will be bought in advance there should be limited need to collect money | **1** | **1** | **1** |  |
| Collecting Money | Collecting donations with the risk of covid 19 | Volunteers | **2** | **2** | **4** | Will solely use QR codes to collect any additional donations on the night Tickets will be bought in advance so should be little need to collect donations | **1** | **2** | **2** |  |
| Collecting donations | May be exposed to antisocial behaviour whilst promoting outside | Volunteers | **3** | **2** | **6** | Volunteers will be in groups of at least 2 when selling tickets Volunteers will stay within the vicinity of the venue Mobile numbers of Carys and Becca will be distributed to call if volunteers feel unsafe Volunteers will have a mobile phone on them whilst out of the venue- if they do not have one in the group, one will be provided | **1** | **2** | **2** | We will have WIDE trained volunteers to help in the case that volunteers feel distressed after facing antisocial behaviour |
| Spiking | Possible spiking through needle or something ingested. Spiked people may appear unaware  | Volunteers | **2** | **3** | **6** | Speak to jesters to understand their policies about spikingVolunteers will inform bar staff and security of any individual that appears spiked We will give volunteers a bit of information about what to look for. | **1** | **3** | **3** | Will speak to jesters about possible bag checks on entry to the event |
| Welfare of Volunteers  | Mental Health and Wellbeing | Volunteers | **1** | **3** | **3** | Volunteers will be able to go on breaks if needed Sober stewards will about to help anyone in distress Will speak to jesters about any policies they have in place | **1** | **3** | **3** | Will get members of committee to have WIDE training  |
| Covid 19 | Spread of the Virus | VolunteersAttendees | **3** | **5** | **15** | * Volunteers will be briefed on the covid measures before the event and will be given the option of mask wearing
* Will inform any vulnerable volunteers about the nature of the event and let them decide whether they will attend
* Ask jesters about providing hand sanitizer around the environment, in addition to washrooms
* Will confirm jesters policies about COVID and their social distancing measures
* Encourage participants to disclose any covid-19/illness concerns prior to attending the event- ask to isolate and not attend
 | **1** | **5** | **5** | If advised that an attendee has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/> |

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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 | Speak to Jesters about their health and safety policies; including fire safety, spiking and antisocial behaviour | Juliette | 05/04 |  |  |
| 2 | Rota in volunteers for the event including sober stewards | Juliette | 05/04 |  |  |
| 3 | Explain expectations of volunteers including briefing of behaviours to be mindful of | Juliette | 05/04 |  |  |
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| Responsible manager’s signature: Juliette Barendson | Responsible manager’s signature: Zoe Chapple |
| Print name: Juliette Barendson | Date: 05/04/2022 | Print name: Zoe Chapple | Date: 17/04/2022 |

**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 |