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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **FolkSoc Event Risk Assessment**  *Intervarsity Folk Dance Festival 2023 (IVFDF)* | | **Date**  5/1/22 | **Last review date** |
| **Unit/Faculty/Directorate** | **SUSU FolkSoc** | **Assessor** | Rebecca Would | |
| **Line Manager/Supervisor** | ***President – Rebecca Would*** | **Signed off** | ***VP Activities/Sport or Activities Coordinator*** | |

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| ***PART A*** | | | | | | | | | | |
| **(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** |  | |
| **Travel to and from IVFDF venue (Exeter)** | | | | | | | | | | |
| Travel via Minibus | Collisions causing injury,  Tiredness from driving | Members of the society | 3 | 4 | 12 | * Plan journey with potential stops * Plan journeys and routes for potential traffic to avoid being on the road longer than necessary | 2 | 3 | 6 | * Follow SUSU Incident Report Policy | |
| Indoor Camping |  |  |  |  |  |  |  |  |  |  | |
| Sleeping on floors with other university societies | Cold, aches | Members of the society, particularly anyone with mobility issues | 3 | 3 | 9 | * Members to share to committee if there are any specific issues * Sharing all relevant information about sleeping conditions and what to bring (mats etc.) | 2 | 2 | 4 | * Committee WIDE training * Follow SUSU Incident Report Policy | |
| Storing medication/insulin – fridge access  Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Member of society with type 1 diabetes  Members of the society | 3 | 5 | 15 | * Confirmed access to fridge for storing medication at all times (both in sleeping and dancing venues) * Information communicated to member * Labelling medication * Contact emergency services as required 111/999 * Know first aid support available from event organisers * Medical awareness brought to hosting society | 2 | 5 | 10 | * Follow SUSU Incident Report Policy | |
| Leaving bags/ stuff in unattended building | Theft of belongings | Members of the society | 3 | 3 | 9 | * Venue is locked during the day (9am-9pm) * Members are responsible for what they bring and ensuring they don’t leave valuables unattended | 1 | 2 | 2 | * Follow SUSU Incident Report Policy | |
| Dancing |  |  |  |  |  |  |  |  |  |  | |
| Ceilidh dancing | Overcrowding, minor injuries, falling | Members of the society, other people at IVFDF | 3 | 3 | 9 | * Members responsible for their own spatial awareness * Know what first aid support is available from event organisers | 2 | 2 | 4 | * Follow SUSU Incident Report Policy | |
| Dancing after having alcohol | Falling, disrupting other dancers | Members of the society, other people at IVFDF | 3 | 3 | 9 | * Members are responsible for themselves and knowing their limits * If anyone appears too drunk then they will be recommended not to do some dances | 2 | 2 | 4 | * Follow SUSU Incident Report Policy | |
| Socialising |  |  |  |  |  |  |  |  |  |  | |
| Socials- alcohol consumption | Participants may become at risk as a result of alcohol consumption  Members of the public may act violently towards participants. | Event organisers, event attendees, | **2** | **5** | **10** | * Members are responsible for their individual safety though and are expected to act sensibly * Initiation behaviour not to be tolerated and drinking games to be discouraged * For socials at bars/pubs etc bouncers will be present at most venues. * Bar Security staff will need to be alerted and emergency services called as required. * Where possible 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 and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **1** | **3** | **5** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required 111/999 * 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** | |
| 1 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:   * Trips and Tours * Fundraising events e.g. Bake Sales * External Speaker Events | Relevant committee members – president to ensure complete. |  | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. |  | |  |  | |
| 3 | Sharing this Risk Assessment with members attending IVFDF – online and in weekly session before going (30th Jan) | President |  | |  |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: A picture containing text, whiteboard  Description automatically generated | | |
| Print name: Rebecca Would | | | | Date: 25/1/22 | Print name: Andrew Laszcz | | Date 25/1/22 |

**Assessment Guidance**

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| * Eliminate | | | | | Remove the hazard wherever possible which negates the need for further controls | | | | If this is not possible then explain why |  |
| * Substitute | | | | | Replace the hazard with one less hazardous | | | | If not possible then explain why |
| * Physical controls | | | | | Examples: enclosure, fume cupboard, glove box | | | | Likely to still require admin controls as well |
| * Admin controls | | | | | Examples: training, supervision, signage | | | |  |
| * Personal protection | | | | | Examples: respirators, safety specs, gloves | | | | Last resort as it only protects the individual |
| **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. |

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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 |