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| **Risk Assessment** |
| **Risk Assessment for the activity of****Dancing Ghosts-2022 Chinese Freshmen Welcome & Halloween Party** | **Risk assessment for Dancing Ghosts-2022 Chinese Freshmen Welcome & Halloween PartyLocation: Switch Southampton, SO14 7NF****Event date and times: 25/10/2022 18:00-3:00(next day)** | **Date** | **22/09/2022** |
| **Club or Society**  | **Chinese Students and Scholars Association (CSSA)** | **Assessors (2 committee members)** | ***Jiawei Lu******Chanyu Xiang*** |
| **President** | ***Jiawei Lu*** | **Signed off** | ***Jiawei Lu*** |

| ***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** |
| Road traffic accident | Vehicles collision -causing serious injury  | Event organisers, event attendees, Members of the public  | **4** | **3** | **12** | * People also briefed about the journeys before the event starts. For example, the list of venues will be printed on the score card or shared via social media. Event organisers to make it clear that travel to and from each venue is attendees’ **own responsibility**.
* Local venues known to UoS students chosen
* Event organisers will be available to direct people between venues.
* Be considerate of other pedestrians & road users, keep disturbance & noise down.
 | **2** | **2** | **4** | * Venues chosen local and within a short distance from each other.
* 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,  | **3** | **3** | **9** | * If a person is reported as missing by someone else or leaving without listening to the warning by venue security, all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.
 | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required
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| Adverse Weather  | * Injury
* Illness

Slipping | Event organisers, event attendees,  | **4** | **3** | **12** | * Lead organiser to check the weather are suitable for activities on the day
* Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites
 | **4** | **1** | **4** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Covid-19 | Symptoms of Covid-19 and quarantine | Attendees | **4** | **5** | **20** | * Attendees are free to choose whether to wear a face covering or not.
* Presents given out must be cleaned
* Attendees will be told not to attend if they are experiencing any symptoms
 | **2** | **5** | **10** | * **If an attendee reports that they have tested positive for COVID within 14 days after the event, the committee should:**

**- advise the individual to follow stay-at-home guidance and complete the University’s reporting form: https://sotonproduction.service-now.com/serviceportal?id=sc\_cat\_item&sys\_id=f3835130db139050f81bee71ca961909*** **Refer to this page for further Covid FAQs https://www.southampton.ac.uk/coronavirus/faq.page**
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| Fire  | Smoke inhalation, burns, death | Guests | **2** | **5** | **10** | * Ensure that the pathways are kept clear of obstacles
* Fire exits to be clearly marked by venue and signs have no obstructions.
 | **1** | **5** | **5** | * Inform SUSU and the venue
* Call the fire brigade and the ambulance
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| Costumes/Fancy Dress | Props/costumes causing injury or offence | ParticipantsMembers of the public | **2** | **2** | **4** | * Members of the society are responsible for their own possessions
* Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.
 | **1** | **2** | **2** | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed
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| Slips, trips and falls | * Injuries from falling, bruises, fractures
 | * Event organisers

Attendees | **2** | **3** | **6** | * attendees of the event are responsible for their own possessions
 |  |  |  | * Call the venue team to help (first aid) and call ambulance if seriously injured
* Inform SUSU and the venue
* Follow SUSU incident report policy
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| Night security issue | * Walking alone at night could be dangerous
 | * All attendees
 | **1** | **5** | **5** | * Advise people come back with friend and use public transportation
 | **1** | **3** | **3** | · Follow SUSU incident report policy · Call emergency services as required |
| Alcohol drinks | Excessive consumption could be dangerous | Attendees, Event organisers | **2** | **5** | **10** | * Supervision, the event will be run by the society committee and club staff, who will not drink to excess during the event
* Venue security/trained staff will watch for excessive drinking. Committee to report any suspicious behaviour to staff.
* The organizers have confirmed the premise is licensed.
 | **2** | **3** | **6** | · Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at Radio Taxis options) · Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing. · 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) |
| Large crowds | * Covid infections

Trip injuries | * Event organizers

Attendees | **4** | **5** | **20** | * Disinfect everyone at entrance with sanitizer
* checking covid test result only negative can be let in
* Mask must be worn
* Many dedicated staff to guide attendees to their seats ensure minimum movement
* Dedicated staff to maintain order
 | **3** | **4** | **12** | Get first aid and call ambulance if seriously injured**Those without a negative LFD test will not attend the event.****If an attendee reports that they have tested positive for COVID within 14 days after the event, the committee should:** **- notify event attendees** **- advise the individual to follow stay-at-home guidance and complete the University’s reporting form: https://sotonproduction.service-now.com/serviceportal?id=sc\_cat\_item&sys\_id=f3835130db139050f81bee71ca961909****Refer to this page for further Covid FAQs https://www.southampton.ac.uk/coronavirus/faq.page** |

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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 | Organisers to ensure they have shared and read Expect respect policy with members | ***Jiawei Lu*** | 30/09/2022 | 30/09/2022 |  |
| 2 | All major incidents will be logged with SUSU the next day.  | ***Jiawei Lu*** | 25/10/2022 | 26/10/2022 |  |
| 3 | Weather check prior to event start  | ***Jiawei Lu*** | 20/10/2022 | 20/10/2022 |  |
| 4 | Organizers will remind attendees to alert them if they have/develop Covid-19 symptoms before the event. | ***Jiawei Lu*** | 20/10/2022 | 25/10/2022 |  |
| Responsible committee members’ signature (2 names):  | Responsible committee members’ signature (2 names):  |
| Print name: *Jiawei Lu Chanyu Xiang* | Date:22/09/2022 | Print name: *Jiawei Lu Chanyu Xiang* | Date:22/09/2022 |

**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 |