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| **Risk Assessment** |
| **Risk Assessment for the activity of****Spring Festival Gala** | **Risk assessment for 2023 Chines New Year Gala****Location: Central Hall, SO14 1NF****Event date and times : 03/02/2023 13:00-21:00** | **Date** | **12/01/2023** |
| **Club or Society**  | **Chinese Students and Scholars Association (CSSA)** | **Assessors (2 committee members)** | ***Jiawei Lu*** **Yuelin Shang** |
| **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.
* Attendees will be assigned to a group of 6, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.
* 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 leaves without warning 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 |
| 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.

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** | **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** | * Have a mat at the entrance and remind everyone to make sure show and coat are dry to avoid slips.
* Staff around the seats and entrance should remind people to take care of the stairs and avoid falling down.
 | **1** | **2** | **2** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services and 911 if someone is in danger
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| Slips, trips and falls during the performance | * Performer may slip or fall from the stage
 | * Student Performer
 | **2** | **3** | **6** | * Let every performer to wear appropriate footwear in advance
* Prepare footwear if performers don’t have
 | **1** | **2** | **2** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services and 911 if someone is in danger
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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 and* Yuelin Shang** | 03/01/2023 | 04/01/2023 |  |
| 2 | All major incidents will be logged with SUSU the next day.  | ***Jiawei Lu and* Yuelin Shang** | 10/01/2023 | 11/01/2023 |  |
| 3 | Weather check prior to event start  | ***Jiawei Lu and* Yuelin Shang** | 17/01/2023 | 17/01/2023 |  |
| 4 | Organizers will remind attendees to alert them if they have/develop Covid-19 symptoms before/after the event. | ***Jiawei Lu and* Yuelin Shang** | 25/01/2023 | 26/01/2023 |  |
| 5 | Organizers will remind attendees to take care of the rainy weather and dry the footwear before seat down | ***Jiawei Lu and* Yuelin Shang** | 03/02/2023 | 03/02/2023 |  |
| 6 | Organizers should remind performers to wear appropriate footwear and prepare footwear if they don’t have  | ***Jiawei Lu and* Yuelin Shang** | 29/01/2023 | 03/02/2023 |  |
| Responsible committee members’ signature (2 names):  | Responsible committee members’ signature (2 names):  |
| Print name: *Jiawei Lu Yuelin Shang* | Date:10/01/2023 | Print name: *Jiawei Lu Yuelin Shang* | Date:12/01/2023 |

**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 |