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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **ACTIVITY/EVENT 2019** | | **Date** | **15/02/19** |
| **Unit/Faculty/Directorate** | **African and Caribbean Society** | **Assessor** |  | |
| **Line Manager/Supervisor** |  | **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** |
| **Equipment -**Loading and unloading | Damage to equipment  Injury when transporting equipment | DJ and people transporting equipment | **3** | **3** | **9** | The society will ensure that minimal lifting is required. Any heavy loads will be broken down to make moving equipment much more manageable. | **2** | **1** | **2** | Transport routes will be shown cleared to ensure easy transit of equipment. |
| **Equipment -** Use of audio & electricity cables | Electrical shock | DJ, people setting up equipment | **3** | **4** | **12** | Equipment will be sheltered from rain  Equipment will be at a distance away from water and powder paint  Cables will be taped down and moved away as a trip hazard.  Tech equipment will be set up by SUSU Trained Tech Crew. | **2** | **1** | **2** | Cables to be taped down, run through cable ramps or tied to structure where applicable, relevant & sufficient firefighting equipment to be made available (& extension cables). Electrical certificates (DSU). |
| **Equipment –** Noise Levels | High noise levels caused by both equipment and attendees | All | **3** | **3** | **9** | DJ will monitor noise levels throughout the event. The committee will remind attendees to be respectful of those in the vicinity of the event | **1** | **1** | **1** | When the event finishes, the committee will remind attendees to be respectful of those in the local community. |
| **Event -** Attending Event | Overcrowding in venue, crushing, tripping & violence | All | **3** | **4** | **12** | There will be barriers around the event areas and controlled entry and exit from the Holi area area. | **2** | **1** | **2** | This will be a ticketed event and we will establish a maximum no of attendees. Only people with tickets are able to participate in the event, therefore reducing the risk of overcrowding.  Event organisers to keep exits clear. Responsibility of society to monitor traffic flows adhering to appropriate capacity levels. If any issues with capacity, the committee will contact the Students’ Union Duty Manager and University Security Team if required. |
| **Event -** Spilling of liquid | Trips, slips and falls | All | **3** | **4** | **12** | The committee will use cloths to clean up spills as soon as they occur on the scene. | **2** | **1** | **2** | Event Organisers to monitor spillage.  Dust sheets on floor of event, will soak up spillages. St Johns Ambulance` will be present should injury occur. Should injury be deemed too serious for St Johns to deal with, the appropriate emergency services will be contacted. |
| **Event -** Broken Glass | Cuts and sharp objects | All | **2** | **3** | **6** | Please note the bar will only be using disposable plastic cups. If any attendees are seen with glass, a member of the committee will ask for this to be disposed of immediately. | **2** | **1** | **2** | Plastic cups available on entry into the arena. Responsibility of event staff to ensure that no glass enters the arena. Outdoor Bar will only sell drinks in plastic bottles/cups.  No glass bottles/items to be allowed into arena |
| **Event -** Damage to personal possessions/ Union Southampton Property/University Property | Theft and loss of items | All | **2** | **3** | **6** | All attendees have been informed that personal possessions are taken into arena at their own risk and the event’s organisers cannot be held responsible for any loss or damage. | **1** | **1** | **1** | A lost and found facility will be in place should any lost items occurs.  Additional barriers will be in place to ensure that paint throwing is limited to the cordoned off areas. This area will be centrally in place on the grassed area in front of building 40 to avoid the potential of paint coming into contact with both Union and University Property. |
| **Event –** Alcohol | Vandalism  Accidents that result in injury. | All | **3** | **4** | **12** | First Aid (St Johns Ambulance) to be on hand to assist people who have been injured as a result of alcohol consumption and the Police will also be contacted if anyone is unable to control themselves when under the influence. | **4** | **2** | **3** | Poster stand leaflets stating that all attendees enter the premises at their own risk and offering advice on how to minimise risk |
| **Event -** Damage to university property |  | Estates and Bars | **3** | **4** | **12** | Outdoor Bar. Attendees will be directed to Toilets in Building 40. The floor will be covered to avoid further damage.  Attendees will be advised to use Building 40 toilet facilities only. | **1** | **1** | **1** | ACS Soc to provide cleaning facilities to clean up after the Event. If area is not deemed to be adequately clean ACS Soc will be responsible for any additional cleaning cost incurred by the Union. The student community zone have additionally paid for extra cleaning services following the event. |
| **Event -** Damage to university property | Areas not cleaned after Event | All | **3** | **4** | **12** |  | **2** | **2** | **2** |  |
| **Event -** Preparing, cooking food and drink | Food poisoning  Contamination of food  Uncooked Food |  | **3** | **4** | **12** | Prepared by Catering Staff with appropriate food hygiene certification | **2** | **2** | **4** | Food prepared by Union Catering Staff |
| **Event - Fire** | Fire could be caused by power socket overload, or irresponsible use of water near electrical equipment. |  | **3** | **5** | **15** | * Keep all water and general liquids away from the electrical points * Raise alarm if a fire is noticed | **2** | **2** | **4** | Make sure all attendees know where the fire exits and fire extinguishers are located, which are only to be used if a volunteer feels confident. |
| **Event –** Adverse Weather | Trips, slips, falls | All | **3** | **3** | **9** | The Students’ Union and the Committee will continue to monitor weather conditions prior to the event taking place | **1** | **2** | **2** | If weather is deemed adverse (unfavourable or harmful) the event will be cancelled and rearranged for a later date. |

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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** | |
|  | DJ:  Equipment (loading/unloading)  Noise levels | DJ, Tech Team, ACS Soc |  | |  |  | |
|  | Risks during the event:  Spillages  Fire  Property damage | ACS Soc members |  | |  |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | Print name: | | Date |

**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 |