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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Holi 2022** | | **Date** | **14/02/2022** |
| **Unit/Faculty/Directorate** | **India Society** | **Assessor** | **R**udraansh Kotra | |
| **Line Manager/Supervisor** | ***H****iran Kannan* | **Signed off** | ***H****iran Kannan* | |

| ***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 | Organisers doing manual handling | **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.   * We will try to have minimal tech, if possible we will use Bluetooth speakers to reduce wires and trip hazards. | **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 as we are planning this event on a weekday on campus | **1** | **1** | **1** | When the event finishes, the committee will remind attendees to be respectful of those in the local community. |
| Alcohol intoxication & substance abuse | Nausea, vomiting, hallucination etc | The student who has consumed the substance and potentially those around them | **2** | **4** | **8** | Whilst we India Soc do not tolerate substance abuse at any of our events, this point is mainly targeted at large gathering events like our club nights. We will isolate the individual, make sure they are being looked after, away from crowd & monitor their conditions. If they are in a worsening state, we will appropriately call 999 for emergency. | **2** | **3** | **6** |  |
| **Number of attendees -** 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. | **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. |
| **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. |
| COVID-19 | Face masks + hand sanitation | . committee members .susu staff .students at the event | **3** | **3** | **9** | Whilst the government rules say it is not mandatory to wear face masks, if our members want to, we will allow it at our events. The students themselves will be responsible to bring their own facemasks and hand sanitisers. We plan to have sanitisers at our event venues where possible so the individuals can use it | **2** | **3** | **6** |  |
| COVID-19 | Increase in case numbers | . committee members .susu staff .students at the event | **3** | **3** | **9** | When planning large number events on campus we will make sure members have their proof of vaccinations. We will encourage students to continue their testing, anyone tested positive we shall request them to stay away and isolate | **2** | **3** | **6** |  |
| COVID-19 | Touch points and surface cleaning | . committee members .susu staff .students at the event | **3** | **3** | **9** | Sanitise and wipe any surfaces to minimise the risk infection transmission. |  |  |  | We shall regularly check the government guidelines and act accordingly if there are any chances made. |
| **Event -** Use of coloured herbal powder | Skin/ eye reaction to powder | All | **3** | **4** | **12** | Attendees informed about the use of herbal powder at the event, and A3 signs with the box of powder informing participants about potential allergic reactions. More information about the ingredients used can be found here <https://www.holicolorpowders.co.uk/product/colour-festival-package-250-participants/>  Event’s Organisers to monitor use of powders and deal with any potential dangerous situations that arise at event.  We are planning to purchase sunglasses for all attendees to provide them with eye protection. | **2** | **1** | **2** | Poster stand leaflets stating that all attendees enter the arena at their own risk and offering advice on how to minimise risk |
| **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, IndiaSoc |  | |  |  | |
|  | Risks during the event:  Spillages  Fire  Property damage | India Soc members |  | |  |  | |
|  | As far as COVID is concerned, we will give the freedom and space for our committee members if they want to wear masks, or be socially distanced at our events. We will provide hand sanitisers. We will encourage students to Wear face coverings when moving around inside buildings or in crowded spaces. We will also tell them to practise good personal and hand hygiene skills. We will encourage them to get regularly tested for covid. If they haven’t yet had their vaccine jabs, we will encourage them to think about it and have it if they want to come to our large gathering events |  |  | |  |  | |
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| Responsible manager’s signature: Rudraansh Kotra | | | | | Responsible manager’s signature: Hiran Kannan | | |
| Print name:Rudraansh Kotra | | | | Date:14/2/22 | Print name: Hiran Kannan | | Date: 14/2/22 |

**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 |