| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | **Holi 2023** | | **Date** | **16/3/2023** |
| **Unit/Faculty/Directorate** | **India Society** | **Assessor** | **Urvi Sacicant and Sonia Shah** | |
| **Line Manager/Supervisor** | **Presidents** | **Signed off** | **Urvi Sacicant and Sonia Shah** | |

| ***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  Committee members 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 a structure where applicable, and 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. 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** | Ensure that members of the staff of the venue are aware of the situation at hand.  Follow SUSU incident report policy  Call emergency services as required 111/999 |
| **Number of attendees -** Attending Event | Overcrowding in the 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 the 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. |
| **Event - Use of coloured herbal powder** | Skin reaction to powder | All | **3** | **4** | **12** | First Aid (St Johns Ambulance) to be on hand with facilities to wash away any powder that has caused irritation or has come into contact with eyes or mouth.  Attendees are to be 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.holicolourpowder.co.uk/holi-colour-powder-activities/ingredients-holicolourpowder/>  Event’s Organisers to monitor the use of powders and deal with any potentially dangerous situations that arise at the event. | **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 |
| 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. |

| ***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** | |
|  | Colour Powder Allergens - Make sure it is prepackaged and labelled for any main allergies | Committee members | 16/3/2023 | | 16/3/2023 | It will be noted that all allergens in the coloured powders will be labelled correctly and shown on a large piece of paper so students are aware of it. We will make sure to announce it before we start an activity. | |
|  | Pre-sessional helpers will be briefed on expectations regarding emergency | Committee | 16/3/2023 | | 16/3/2023 | Completed | |
|  | Instructions to be provided to everyone about the rules and how to safely use herbal colours | Committee | 16/3/2023 | | 16/3/2023 | Regulated behaviour; less chaos and injuries | |
|  | We will ensure that electrical equipment is kept away from water and powdered paints and wires (if required) will be taped down. | Committee | 16/3/2023 | | 16/3/2023 | Electrical equipment will be handled with care.  Helpers will be briefed about its proper use and care. | |
| Responsible manager’s signature: Urvi Sacicant | | | | | Responsible manager’s signature: Sonia Shah | | |
| Print name: Urvi Sacicant | | | | Date: 28/02/23 | Print name: Sonia Shah | | Date: 28/02/23 |

**Assessment Guidance**

| 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 |

| **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** | | | | |

| 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. |



| 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 |