| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | **APNA 2023** | | **Date** | **15/3/23** |
| **Unit/Faculty/Directorate** | **Indian 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** |
| 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 the crowd & monitor their conditions. If they are in a worsening state, we will appropriately call 999 for an emergency. | **2** | **3** | **6** | Follow SUSU incident report policy  Call emergency services as required 111/999 |
| Allergies | Allergic reactions to food and drink. | Event organisers, event attendees. | **2** | **5** | **10** | Attendees are responsible for their own welfare in such instances. | **1** | **5** | **5** | Call Emergency Services/alert bar staff. |
| Slips, trips and falls | Injuries from falling, bruises, fractures | Event organisers Attendees |  |  |  | Floors to be kept clear and dry. Visual checks are to be maintained throughout the event.  Committee to report any trip hazards to facilities teams/venue staff.. |  |  |  | Seek medical attention) from venue staff or emergency services (999) if in need.  All incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer has been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Fire Hazard | Electrical wires and other hazardous stimuli can cause a fire | Any person in the relevant area of the fire hazard | 1 | 1 | 1 | Committee members should be aware of fire doors and extinguishers | 1 | 1 | 1 | Clear signs for fire exit routes  Call emergency services and University Security: Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311). |
| **Equipment -** Use of audio & electricity cables | Electrical shock | people setting up equipment | **3** | **4** | **12** | Equipment will be at a distance away from water  Cables will be taped down and moved away as a trip hazard.  We will try to have minimal tech, | **2** | **1** | **2** | Cables to be taped down, run through cable ramps or tied to a structure where applicable, relevant & sufficient firefighting equipment to be made available (& extension cables). Electrical certificates (DSU). |
| Medical emergency | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | **3** | **5** | **15** | Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and only if qualified and confident to do so Contact emergency services as required 111/999  Contact SUSU Reception/Venue staff for first aid support | **2** | **5** | **15** | 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 |

| ***PART B – Action Plan*** | | | | | | | |
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| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
|  | we will ensure the passages and floor are kept clear and clean to avoid any trips and falls. | Committee | 15/3/2023 | | 15/03/2023 | It will be noted that the passages are clean and committee members will direct the crowd of students. Visual checks are maintained throughout the event. | |
| 2. | We will provide fire exits information to everybody before the start of the event and keep all the firefighting equipment | Committee | 15/3/2023 | | 15/03/2023 | It will be noted that fire safety awareness will be provided to al the attendees and fire exits will be kept clear. | |
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| 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 |