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| **Risk Assessment For ‘Philosophy Society Christmas Ball’ (12th December 2022)** |
| **Risk Assessment for the activity of** | **University of Southampton Philosophy Society Christmas Ball Risk Assessment** | **Date** | **04.12.22** |
| **Unit/Faculty/Directorate** | **University of Southampton Philosophy Society (PhilSoc)** | **Assessor** | **Catherine Lewis** |
| **Line Manager/Supervisor** | **Elizabeth Mayne** | **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** |
| Illness from meal provided | * Potential allergies
* Food poisoning
* Choking
 | Event attendees who have bought a meal ticket. | **3** | **5** | **15** | * Individuals eating at the ball have told us in advance any allergies and dietary requirements. That have been passed onto Funky Flamingo’s chef.
* Individuals have also made their meal choices in advance based on the advertised options which have in mind vegan, vegetarian and gluten free options.
* Individuals should bring their medication such as an EpiPen etc.
 | **1** | **5** | **5** | * Seek emergency medical assistance from security at the venue if problem arises and if necessary call 111 or 999 depending on the situation.
* 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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| Overcrowding  | * Overcrowding in the venue.
* Risk of Students panicking because of tight spaces / confinement.
* Crushing against fixed structures from pushing and shoving.
 | All attending | **2** | **3** | **6** | * We have booked out the whole venue out, one room for the food and the other room with the bar for dancing. Amount of tickets available less than the venue capacity.
* Food is also being served to the tables, so not risk of queues or pushing for food.
* Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear.
* Ensure that people do not block walkways for staff.
* Follow instructions given by support staff/staff on directions and entry and exit points.
* Ensure objects are not obscuring walkways.
* Make sure anyone in committee setting up- with any pre-existing conditions isn’t doing any unnecessary lifting.
 | **1** | **3** | **3** | * Seek medical attention if problem arises
* Seek support from facilities staff
* 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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| Consumption of alcohol | * Participants may become at risk as a result of alcohol consumption
* Props/costumes causing injury or offence
* Disturbance to public
 | Ball attendees | **2** | **5** | **10** | * Members are responsible for their individual safety though and are expected to act sensibly.
* Our trained welfare officers will be attending and will be carrying spiking tests.
* Security/bouncers will be present and will be checking bags and IDs.
* Bar Security staff will need to be alerted and emergency services called as required.
* The consumption of alcohol will take place at Funky Flamingo which is a licensed premise. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.
* Members of the society are responsible for their own possessions and the use of them.
* 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** | **3** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* A Sober Committee member/s attending.
* Welfare officers on hand.
* SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed
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| Potential spiking risk | * An individual may have their drink spiked or be injected by another individual.
* Individual needing medical attention.
 | Ball attendees | **3** | **4** | **12** | * Funky Flamingo have a spiking policy where they remove any unattended drinks, check bags and IDs.
* Welcome drinks will not be left unattended, will be poured out when requested individually.
* Welfare officers will have spiking tests and drink covers available.
 | **2** | **4** | **8** | * Security and bar staff at the venue will be around to help as well as committee and welfare members.
* Committee to be wearing wristbands so easily seen and attendees will be made aware of this.
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* A Sober Committee member/s attending.
* SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed
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| Contracting Covid-19 | * Illness leading to isolation
 | Those attending the events | **2** | **5** | **10** | * Importance of personal hygiene e.g- wash hands, use hand sanitised provided in many venues.
* Current university procedures to be adhered to such as recommended use of facemasks indoors.
* Will advise those positive/feeling unwell to not attend to protect others attending the event/s.
 | **1** | **1** | **1** | * If a member or event attendee feels unwell, they will be asked to leave the event and if necessary call 111.
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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:* Trips and Tours
* Fundraising events e.g. Bake Sales
* External Speaker Events
 | Relevant committee members – VP or President to ensure complete. | When needed | 3 weeks before event/s. |  |
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| Responsible manager’s signature: | Responsible manager’s signature: *Elizabeth Mayne* |
| Print name: | Date:04/12/22 | Print name: ELIZABETH MAYNE | Date 04/12/22 |

**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 |