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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Filipino Society Attendees of OASIS (Organisation of Asian Societies in Southampton) Winter Ball 2022****Location:** ***Leonardo Royal Hotel Southampton Grand Harbour******W Quay Road SO15 1AG*****Event details:*****8th December 2022, 18:30 – 00:00*** ***2-course Christmas meal and Ball activities*** | **Date** | **08.12.22** |
| **Unit/Faculty/Directorate/Society** | **Filipino Society** | **Assessor** | ***Rimini Powell*** |
| **Line Manager/Supervisor/President** | ***Christopher Montes*** | **Signed off** | ***By Activities Co-Ordinator SUSU*** |

| ***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** |
| Adverse weather | Slips, trips, falls, injury | Organizers and attendees | **2** | **3** | **6** | * Organisers to monitor weather in the run up to the event
* Advise and attendees on sensible footwear and clothing via social media platforms however attendees ultimately responsible for their attire
 | **2** | **3** | **6** | If weather is too extreme, event to be cancelled or postponed  |
| Allergies | Allergic reaction to food and drink, worst case anaphylaxis | Organisers and attendees | **3** | **5** | **15** | * Organisers and attendees to provide allergy information when selecting meal choices
* Organisers and attendees ultimately responsible for their own health status
 | **1** | **5** | **5** | Inform staff at the venue, call emergency services |
| Flu/Cold/COVID | Illness  | Staff, organisers and attendees | **3** | **2** | **6** | * Organisers and attendees will be advised via social media to not attend if they are experiencing flu/cold/covid symptoms
* Where possible to provide a negative LFTand/or proof of vaccination
 | **2** | **2** | **4** | All measures possible in place  |
| Alcohol  | Excessive consumption could be harmful to self and others | Staff, organisers and attendees | **2** | **5** | **15** | * Organisers have confirmed that the venue has an alcohol license on the premises
* Bouncers and trained staff to be observant for any excessive alcohol consumption or suspicious behaviour and report accordingly
* Organisers (Society committee members) to avoid drinking in excess to supervise the event
 | **2** | **3** | **6** | * Attendees are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be advised that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options)
* If hospital input required, they will be accompanied by organiser/attendee
* Attendees will be advised to not leave drinks unattended, report as soon as possible if you believe the drink has been tampered with and retain for testing
* Any incidents to be reported as soon as possible to duty manager
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| Missing persons or leaving venue without informing others | May get lost or injured | Organisers and attendees | **2** | **4** | **8** | * It will be stressed that all attendees are responsible for their individual safety, however, all efforts will be done to locate them
 | **2** | **2** | **4** | * SUSU incident report policy
* If needed, contact emergency services
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| Road traffic, vehicles | Collision causing injury | Staff, organisers and attendees | **3** | **4** | **12** | * Attendees responsible for own safety and travel arrangements, will be informed of venue location via social media
* Using venue already known to UoS students
* Table allocation creates groups, this should encourage looking out for one another
* Be considerate of road users and other pedestrians, keep disturbance to a minimum
* Organisers available to direct attendees
 | **2** | **3** | **6** | * Follow SUSU incident report policy
* Local venue chosen
* All incidents to be reported to duty manager as soon as possible
* If required, call emergency services
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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** |
|  | Weather check to be done prior to event | Organisers | 7/12/22 | 8/12/22 |  |
|  | All major incidents to be reported to SUSU by the following day | Organisers | 7/12/22 | 8/12/22 |  |
|  | Ensure, where possible, that attendees have provided a negative LFT and/or proof of vaccination | Organisers | 7/12/22 | 8/12/22 |  |
|  | Organisers to advise attendees to alert them if they are experiencing flu/cold/covid symptoms / advise not to attend to prevent spread of illness | Organisers | 7/12/22 | 8/12/22 |  |
|  | Ensure organisers are familiar with SUSU incident reporting | Organisers | 7/12/22 | 8/12/22 |  |
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| Responsible manager’s signature: | Responsible manager’s signature:  |
| Print name: Christopher Montes | Date: | Print name: Rimini Powell | Date: 09.11.22 |

**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 |