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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Halloween Games SocialIndoor group social with assorted interactive games within a booked space with a Halloween theme.** **Event date:** **Saturday October 31st 2021 from 13:30 to 17:30, B28, 1019+1017** | **Date** | **25/10/21** |
| **Unit/Faculty/Directorate** | **ABACUS** | **Assessor** | **Christopher (Kester) Campbell** |
| ***President*** | *Anaïs Amara Moeng* | **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** |
| Road traffic accident/ Walking between places. | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | * People also briefed about the journeys before the event starts. For example, the list of venues will be printed on the score card or shared via social media. Event organisers to make it clear that travel to and from each venue is attendees’ **own responsibility**.
* Local venues known to UoS students chosen, with preference to on-campus venues (better safety for pedestrians)
* Event organisers will be available to direct people between venues.
* Central meeting location (Highfield interchange)
* Attendees will be assigned to a small walking group, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.

Be considerate of other pedestrians & road users, keep disturbance & noise down. | **2** | **1** | **2** | * Venues chosen local and within a short distance from each other.
* 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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| Participants getting lost or leaving without any one being aware | During the event participants may decide they want to leave, or they may get lost on the way  | Event organisers, event attendees,  | **3** | **3** | **9** | * If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.
 | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required
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| Adverse Weather | * Injury
* Illness
* Slipping
 | Event organisers, event attendees,  | **4** | **3** | **12** | * Lead organiser to check the weather are suitable for activities on the day
* Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites
* In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate
 | **4** | **1** | **4** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
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| Covid-19 | Symptoms of Covid-19 and quarantine | Attendees | **3** | **5** | **15** | * Attendees will be told not to attend if they display Covid-19 symptoms.
* Attendees will be asked to prove negative LFD results prior to event attendance
 | **1** | **3** | **3** | No further controls, those without a negative LFD test will not attend the event. |
| Allergies/Food Safety & Hygiene | Allergic reactions to food and drink.  | Event organisers, event attendees.  | **3** | **5** | **15** | * Attendees will be asked prior to event to notify the organizers of any allergies.
* Any food used in the icebreaker games will be chosen once allergy concerns of attendees are reviewed**.**
* **Food will be store-bought and individually packaged**
* **Ingredients visible to those consuming the food**
* **No unwrapped food will be used at the event**
 | **1** | **5** | **5** | Attendees will be asked again in person if there are any further concerns.No homemade/unwrapped food will be used, in line with SUSU food safety training requirements. Store-bought, individual packages only.Call emergency services if needed. |
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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** |
|  | Organizers will request attendees for a negative Covid-19 swab test | Organizers | 31/10/21 | 31/10/21 |  |
|  | Meeting point planned and shared in advance with attendees | Organizers | 31/10/21 | 31/10/21 |  |
|  | All major incidents will be logged with SUSU the next day.  | Organizers | 1/11/21 | 1/11/21 |  |
|  | Weather will be checked prior to event, if adverse then mitigation will be implemented. | Organizers | 31/10/21 | 31/10/21 |  |
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| Responsible manager’s signature: Text  Description automatically generated | A picture containing text  Description automatically generatedResponsible manager’s signature:  |
| Print name: Anaïs Amara Moeng | Date:26/10/21 | Print name: Christopher (Kester) Campbell | Date 26/10/21 |

**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 |