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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **OASIS Winter BallTime: 6:30pm – midnight (8th of December)Location: Leonardo Royal Hotel Southampton Grand Harbour SO15 1AG** | **Date** | **22/11/22** |
| **Unit/Faculty/Directorate** | **ABACUS** | **Assessor** | **Silvia Siew Ling Kho** |
| **Line Manager/Supervisor** | ***Emmy Wing*** | **Signed off** | ***Emmy Wing*** |

| ***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 | Collision of vehicles causing serious injuries | Event attendees and organisers | **2** | **5** | **10** | * Location and route to venue shared on social media before event to ensure all attendees are aware that travelling to and from venues is attendees’ own responsibility.
* Venue chosen is known to UoS students
* Event organisers will be available to direct people between venues.
* Attendees are encouraged (but not expected) to look out for each other and check in throughout the evening whenever possible.
* Attendees and organisers are to be aware and considerate of other pedestrians and road users, keep disturbance and noise down.
 | **2** | **2** | **4** | * Venues chosen are local and easily accessible
* 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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| Attendees getting lost or leaving without anybody being aware | Throughout the event, attendees may decide to leave without notice or get lost during their journey | 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
 | **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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| Alcoholic beverages | Injuries due to excessive consumption  | Event attendees and organisers | **2** | **5** | **10** | * The event will be supervised the committee members of each attending society. Ideally, they will not drink excessively during the event.
* Trained staff should be aware and watch for people who likely consumed a lot of alcohol. Any suspicious behaviour is to be reported to available staff.
* The organisers have confirmed the premise is licensed. **Action organisers (b).**
* Consumption of alcohol will take place at a licensed premise (Leonardo Royal Hotel). The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.
* **Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken at this event.**
* Society to follow Code of Conduct/[**Expect Respect policy**](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **2** | **3** | **6** | * Members are responsible for their individual safety and are expected to act sensibly. Taxis/SUSU Safety Bus will be called if required.
* If attendees need to be accompanied to the hospital, any available committee member will follow along.
* Attendees are advised to avoid leaving their drinks unattended; suspicion of spiked drinks must be reported (try to retain the drink for testing)
* All incidents are to be reported as soon as possible, ensure 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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| Adverse weather conditions | Risk of injuries or illnesses | Event organisers and attendees | **4** | **3** | **12** | * Lead organiser to check weather conditions prior to event
* Warn attendees to prepare appropriate clothing and footwear via social media
 | **3** | **3** | **9** | If adverse weather should continue throughout the day and into the evening, event should be cancelled or postponed to a later date. |
| Covid-19 | Contraction of Covid-19 | Event organisers and attendees | **2** | **5** | **10** | * Attendees will be told to not attend if they show covid-19 symptoms
 | **1** | **3** | **3** | No further controls, attendees are responsible their own wellbeing |
| Costumes/Fancy Dress | Props/costumes causing injury or offence | Event attendees, members of the public | **1** | **2** | **2** | * Members are responsible for their own possessions and use of them
* No specific theme for this event (unlikely to cause offence). Any participant wearing items deemed offensive will be asked to remove them.
* Society to follow and share with members the Code of Conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **1** | **2** | **2** | SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed |
| Allergies | Allergic reactions to food and drinks consumed | Event organisers, event attendees | **2** | **4** | **8** | * Possible allergies for attendees were taken note of through use of google forms
* Attendees are responsible for their own welfare in such instances
 | **1** | **5** | **5** | Call emergency services and alert committee members as well as available staff members |

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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** |
|  | Organisers to ensure they have shared and read Expect respect policy with members | Organisers | 25/11/22 | 27/11/22 |  |
|  | All major incidents will be logged with SUSU the following day | Organisers | 27/11/22 | 28/11/22 |  |
|  | Weather check prior to the event | Organisers | 26/11/22 | 28/11/22 |  |
|  | Organisers will remind attendees to give notice if experiencing/developed covid-19 symptoms before/after the event | Organisers | 26/11/22 | 27/11/22 |  |
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| Responsible manager’s signature:  | A picture containing earphone, necklet  Description automatically generatedResponsible manager’s signature:  |
| Print name: Emmy Wing | Date: 23/11/22 | Print name: Silvia Siew Ling Kho | Date 23/11/22 |

**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 |