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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **ECSS Bowling Event** | | **Date** | **07/03/2023** |
| **Unit/Faculty/Directorate** | **Electronics and Computer Science Society** | **Assessor** | **Sheikh Sabeeh Islam (VP Operations)** | |
| **Line Manager/Supervisor** | ***Lewes Barton (President)*** | **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** |
| Slips, trips and falls | Physical injury | Event organisers and attendees | **2** | **4** | **8** | * All equipment will be stored away from activity areas * Any cables to be organised as best as possible * Cable ties/to be used if necessary * Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. * Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. * Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs | **1** | **4** | **4** | * Seek medical attention from SUSU Reception/venue staff if in need * Contact facilities team via SUSU reception/venue staff * Contact emergency services if needed * 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) |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | **2** | **3** | **6** | * Make stall operators aware of the potential risks, follow manual handling guidelines * Ensure that at least 2 people carry tables. * Setting up tables will be done by organisers. * Work in teams when handling other large and bulky items. * Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates * Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | **1** | **3** | **3** | * Seek assistance if in need of extra help from facilities staff/venue staff if needed * Seek medical attention from SUSU Reception if in need * Contact emergency services if needed * 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) |
| Activities involving throwing objects | Physical injury, e.g. Bruising. | Event organisers and attendees | **3** | **3** | **9** | * Ensure that spaces for the events involving throwing are spacious. * Ensure that objects are thrown in a direction that is away from other people * Ensure objects are not heavy enough to risk serious damage if hitting someone * Ensure that when distance is being measured that nobody is participating in the event | **1** | **3** | **3** | * Seek medical attention from SUSU Reception/venue staff if in need * Contact facilities team via SUSU reception/venue staff * Contact emergency services if needed * 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) |
| Socials/Meetings- 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** | **10** | * 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) |
| Spiked drinks | Participants may be spiked. This could result in a loss of consciousness or self- control. | Event organisers, event attendees, | **2** | **5** | **10** | Supervision, the event will be run by the society committee These attend each venue. | **2** | **3** | **6** | * Members 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 suggested to them 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 they need to go to the hospital they will also be accompanied there. * Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing. * 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) |
| 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.  Supervision, the event will be run by the society committee They will attend the venue. Ideally, they will not drink to excess during the event | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required |
| Violent or offensive behaviour | Participants may become violent or offensive due to the consumption of too much alcohol.  Members of the public may act violently towards participants. | Event organisers, event attendees | **2** | **5** | **10** | Bouncers will be present at the venue.  Bar Security staff will need to be alerted and emergency services called as required.  The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess   * Committee to select ‘student friendly’ pub/bar and contact them in advance to inform them of the event   **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** | * If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station. * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required |
| Allergies | Allergic reactions to food and drink when out | Event organisers, event attendees, | **3** | **5** | **15** | Attendees responsible for own welfare. All instances- follow guidelines of venues  First aid requested from bar staff as required | **1** | **5** | **5** | Call Emergency Services/alert staff |
| Overcrowding | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Attendees, students, staff |  |  |  | Committee members should count attendees and refuse entry should event space capacity be reached  Committee will not block walkways when engaging with attendees; Early access available to Enabling registered students. | **1** | **4** | **4** | Event is happening across entire city hence chances of overcrowding is a minimum. |
| 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** | **10** | * 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) |
| Adverse Weather | * Injury * Illness * Slipping * Burns | All who attend | **3** | **3** | **9** | Lead organiser to check the weather are suitable for activities on the day   * SUSU/UoS Facilities team checks of buildings and spaces prior to the event * 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 * Restrict event spaces exposed to external weather elements | **4** | **1** | **4** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Fire | Burns, smoke inhalation and fatality | Event support, staff, external guests and students. | **3** | **5** | **15** | Smoke/heat detectors and break glass call points in all buildings.  Weekly fire alarm system tests.    Inspections and monitoring of clear access/egress routes areas and any accumulations of combustibles.    All volunteers and organisers to be informed about fire exits and evacuation procedures. All attendees will be notified about the fire exits.    The maximum capacity of the venue must not be exceeded.    Plan put in place for people with mobility difficulties, with consideration for events held at weekends and out of hours when fire and lift wardens may not be available (PEEPS).    (NB: This must be in place at least 48 hours before the event commences). | **2** | **5** | **10** | 1) All attendees to receive a safety briefing induction, Fire Exits, alarm call points.    2) A register of attendees to be kept and taken to assembly point in the event of a building evacuation.    3) Confirm maximum capacities of venue.    4) Confirm people with mobility difficulties have an evacuation plan. |
| Lack of welfare facilities | Discomfort for event guests | Event support, staff, external guests and students. | **3** | **2** | **6** | All toilet facilities (WC) available to building users.    Conditions in toilets to be monitored by event support and issues raised with Estates and Facilities. | **1** | **2** | **2** | 1) Welfare facilities -  All event support and attendees to be briefed on arrangements. |
| Vehicles | Injuries from impact with vehicle. | Event support, staff, external guests. | **3** | **5** | **15** | Event support on door to advise delivery drivers of ongoing event and to proceed with caution. Plan pedestrian routes to avoid crossing vehicle routes (i.e. go to and from Building XY during event – use pavements where possible and crossing points). | **1** | **5** | **5** |  |
| Tiredness - Personal injury and illness (6-hour event) | Minor injuries arising from lapse in concentration | Event support, staff, external guests. | **3** | **3** | **9** | Participants encouraged to not stay there all the time if tired.    Event support to cover in shifts. | **2** | **3** | **6** |  |

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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** | |
|  | Confirm maximum capacities of venue. | Sheikh Sabeeh Islam | 27/02/2023 | | 02/03/2023 |  | |
|  | Confirm people with mobility difficulties have an evacuation plan. | Sheikh Sabeeh Islam | 27/02/2023 | | 07/03/2023 |  | |
|  | Inspected by organisers before the event to ensure conditions are satisfactory, reporting any issues to close out in action plan. | Sheikh Sabeeh Islam | 20/02/2023 | | 07/03/2023 |  | |
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| Responsible manager’s signature: Kai Davis | | | | | Responsible manager’s signature: Lewes Barton | | |
| Print name: Kai Davis | | | | Date: 02/03/2023 | Print name: Lewes Barton | | Date: 02/03/2023 |

**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 |