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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Business Society Take Me Out Event**  | **Date** | **11th March 2022** |
| **Unit/Faculty/Directorate** | **BusSoc** | **Assessor** |  |
| **Line Manager/Supervisor** | ***Roseanna MacWhirter***  | **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** |
| Stage  | Falling from height (fall off stage) | Participants on the stage | **2** | **1** | **2** | A pre-event site visit will be carried out to ensure there is no hazard that would make someone fall off the stage.  |  |  |  |  |
| Electrical equipment Wires  | Tripping over wires  | Those who will be walking near the electrical equipment  | **3** | **1** | **3** | We will ensure access to the electrical equipment will be limited and the users will be informed of the potential hazard and stated to be cautious.  |  |  |  |  |
| Overcrowding  | Too many people in a confined space, restricting movement and breathing  | Guests of the event  | **2** | **2** | **4** | Tickets will be sold online with a maximum ticket sales set. Also, guests entering will be staggered with entry times.  |  |  |  |  |
| Event is open to the public | People outside The University of Southampton could purchase a ticket and attend the event causing disruption.  | Guests of the event | **1** | **1** | **1** | Check student ID upon arrival.  |  |  |  |  |
| Use of BusSoc logo  | Damage reputation of the society’s logo if something should go wrong.  | University of Southampton and the Business Society | **2** | **2** | **4** | Control behaviour of guests and participants and ensure anyone who demonstrates inappropriate verbal or physical behaviour is removed. |  |  |  |  |
| Ticket holder guests only | People who haven’t paid for a ticket will try to enter the event.  | Guests of the event and organises.  | **3** | **1** | **3** | Tickets will be checked and scanned on entry. One person = one ticket. Anyone without a ticket will not be admitted. |  |  |  |  |
| Covid | Spreading and catching of Covid-19 | People attending the event  | **2** | **1** | **2** | Ask people to do a lateral flow test before attending the event.  |  |  |  |  |
| Fire | People catch on fire, furniture catches on fire | People attending the event | **1** | **4** | **4** | Keep area clear of debris, make sure fire doors and walkways are not obstructed  | **1** | **4** | **4** | Emergency responses. Call 999 and report event to SUSU. |
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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.a. Stage | A pre-event site visit will be carried out to ensure there is no hazard that would make someone fall off the stage.  | Roseanna Macwhirter | 10th March | 11th March | Pre-event site visit carried out.  |
| 1.b. Electrical wires | We will ensure access to the electrical equipment will be limited and the users will be informed of the potential hazard and stated to be cautious. | Roseanna Macwhirter | 11th March | 11th March | N/A |
| 1.c. Overcrowding | Tickets will be sold online with a maximum ticket sales set. Also, guests entering will be staggered with entry times.  | Melissa Worcester | 11th March | 11th March | N/A |
| 1.d. Event open to public | Check student ID upon arrival. | Roseanna Macwhirter | 11th March | 11th March | N/A |
| 1.e. Use of logo | Control behaviour of guests and participants and ensure anyone who demonstrates inappropriate verbal or physical behaviour is removed. | Melissa Worcester | 11th March | 11th March | N/A |
| 1.f. Ticket holder guests | Tickets will be checked and scanned on entry. One person = one ticket. Anyone without a ticket will not be admitted. | Roseanna Macwhirter | 11th March | 11th March | N/A |
| 1.g. Covid | Ask people to do a lateral flow test before attending the event. | Roseanna Macwhirter | 10th March | 10th March | Requests for lateral flows have been sent.  |
| 1.h. Fire  | Keep area clear of debris, make sure fire doors and walkways are not obstructed. | Roseanna Macwhirter | 11th March  | 11th March  | N/A |
| Responsible manager’s signature: Roseanna MacWhirter (Secretary) | Responsible manager’s signature: Melissa Worcester (Social Secretary) |
| Print name: ROSEANNA MACWHIRTER | Date: 11th March 2022 | Print name: MELISSA WORCESTER | Date: 11th March 2022 |

**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** |

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 |

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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.  |