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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **University of Southampton Game Society Hobbit Social** | | **Date** | **29th January 2020** |
| **Unit/Faculty/Directorate** | **University of Southampton Games Society** | **Assessor** |  | |
| **Line Manager/Supervisor** | **Student Activities** | **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** |
| Spillage of drink | Slippage could take place, or the drink could spill on an individual. If the drink is hot, then scalding or burns would be a potential outcome. | Attendees of the event or members of the public as the venue is a public space | **2** | **3** | **6** | Immediately clear up spillages and keep glasses away from the edges of table surfaces. | **1** | **2** | **2** | Ask the bar staff if they have lids for their hot drinks to minimise spillage. |
| Steep staircase and steps | Tripping or falling leading to an individual injuring themselves. This is made more likely if the stairs are wet or the individual is drunk | Attendees who are walking down the steps | **2** | **3** | **6** | There are handrails to use on the stairs to keep people stable. | **1** | **2** | **2** | Also, we will have sober committee members looking after people who have drunk too much |
| Alcohol | Attendees who want to drink are at risk of reduced stability walking and will fall if drinking too much along with other members | Attendees and potentially members of the public in proximity | **2** | **3** | **6** | Three committee members are assigned to supervise the event and at least one of them will be sober and will be able. But the chances | **1** | **3** | **3** | Soberer members of the group may help to maintain balance or take them home/hospital if they are a danger to others or themselves |
| Drunken Individuals | The violence or accidental harm that is done by intoxicated individuals is unlikely but can be very serious. | Attendees of the event and members of the public in proximity to the intoxicated individual/s | **2** | **3** | **6** | As above but the venue also has bouncers to take control of any violent situation and are bus and taxi services by the venue to take them home or the hospital. Meaning even intoxicated event members can take them there | **1** | **2** | **2** | A bus stop and taxi services are nearby the venue to take them home or the hospital. Meaning even intoxicated event members can take them there |
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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 | At least three members of the committee are to be in attendance to help coordinate the event and ensure attendees act responsibly. | James MacDonald, Abdur Rehman Harris Khan, Tomasz Czerniawski | 29th January 2020 |  |  | |
| 2 | At least one member of the committee is to be designated to remain sober for the evening to help better enforce Part 1 | Tomasz Czerniawski | 29th January 2020 |  |  | |
| 3 | Encourage participants to eat before during and after the event to lessen the effect of drinking. | Abdur Rehman Harris Khan | 29th January 2020 |  |  | |
| 4 | Ensure the bouncers are aware of who are the attendees of the event and to direct any troublesome attendees to the designated attending committee members | Abdur Rehman Harris Khan, James MacDonald | 29th January 2020 |  |  | |
| 5 | Bring towel or kitchen roll for any spillages | Abdur Rehman Harris Khan | 29th January 2020 |  |  | |
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| Responsible manager’s signature:A picture containing animal, outdoor, invertebrate  Description automatically generated  Print name: Abdur Rehman Harris Khan  Date: 21st January 2020 | | | | Responsible manager’s signature: | | |
| Print name: | | Date |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the 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 |