

## Risk Assessment

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| <b>Risk Assessment for the activity of</b> | HistSoc Boat Ball 2025<br>Sunday 1 <sup>st</sup> June 2025 7pm.<br><br>History Society -Boat Ball with Blue Funnel Cruises Boat Hire<br><b>Terminal 2, West Quay Docks, Town Quay, SO14 2AQ</b>                  | <b>Date</b>       | <b>02/05/2025</b> |
| <b>Group name</b>                          | History Society  | <b>Assessor</b>   | Emily Norman      |
| <b>Supervisor</b>                          | Arun Kairon  | <b>Signed off</b> |                   |
| <b>Description of event/activity</b>       | History Society Annual Boat Ball. 3 hours long, roughly 80 attendees, drinks available, no food.<br><br><b>Security to be present at the event provided by security nation. Contact telephone: 023 8202 6999</b> |                   |                   |

### **PART A**

| (1) Risk identification |           | (2) Risk assessment |  | (3) Risk management |   |
|-------------------------|-----------|---------------------|--|---------------------|---|
| Hazard                  | Who might | Inherent            |  | Residual            | Further controls (use the risk hierarchy) |
|                         |           |                     |  |                     |   |

|                        | Potential Consequences | be harmed (user; those nearby; those in the vicinity; members of the public) | L<br>i<br>k<br>e<br>l<br>i<br>h<br>o<br>o<br>d | I<br>m<br>p<br>a<br>c<br>t | S<br>c<br>o<br>r<br>e | Control measures (use the risk hierarchy)  | L<br>i<br>k<br>e<br>l<br>i<br>h<br>o<br>o<br>d | I<br>m<br>p<br>a<br>c<br>t | S<br>c<br>o<br>r<br>e |  |
|------------------------|------------------------|--|--|----------------------------|-----------------------|--|--|----------------------------|-----------------------|--|
| Slips, trips and falls | Physical injury        | Event organisers and attendees   | 2  | 4                          | 8                     | <ul style="list-style-type: none"> <li>Any equipment on the boat to be stored away safely.</li> <li>Floors on boat to be kept clear and dry, and visual checks to be maintained throughout the boat ball by organisers and boat staff.</li> <li>Extra vigilance will be paid to make sure that any drinks are cleaned up quickly and efficiently in the area.</li> <li>Report any trip hazards the boat staff asap. If cannot be removed mark off with hazard signs</li> </ul> | 1  | 4                          | 4                     | <ul style="list-style-type: none"> <li>In the event anyone trips / falls, we will seek medical attention from First Aid Trained staff members on the boat.</li> <li>Assistance as well from our first-aid trained member of committee if needed.</li> <li>Contact emergency services if needed, will route back to terminal (as agreed with event staff) and meet them there.</li> <li>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul> |

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| Inadequate space- overcrowding , not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 3 | 3 | <ul style="list-style-type: none"> <li>• Committee to liaise with boat staff prior to the event to ensure suitable for all attendees.</li> <li>• Ensure boat space meets needs of members e.g. considering location &amp; accessibility of space</li> <li>• Committee to consult members on needs and make reasonable adjustments where possible</li> </ul> | 1 | 3 | 3 | <ul style="list-style-type: none"> <li>• Seek medical attention if problem arises.</li> <li>• Liaise with boat staff on accessibility.</li> <li>• Committee WIDE training</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul> |
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| Alcohol consumption | <p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants (when travelling to the boat terminal).</p> | Event organisers, event attendees, boat staff | 2 | 5 | 10 | <ul style="list-style-type: none"> <li>Members are responsible for their individual safety though and are expected to act sensibly</li> <li>Initiation behaviour not to be tolerated and drinking games to be discouraged</li> <li>Security to be present on the boat.</li> <li>Bar Security staff will need to be alerted and emergency services called as required.</li> <li>The consumption of alcohol will take place at licensed premises (boat has a licensed bar). The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk too much.</li> <li>Society to follow and share with members</li> </ul> | 1 | 4 | 4 | <ul style="list-style-type: none"> <li>As agreed upon with boat staff, anyone too intoxicated will not be allowed on the boat, and if become too intoxicated upon the boat will mean the boat will divert and they will be brought back to the terminal. The case is the same for any reckless behaviour.</li> <li>Committee to stop any initiation behaviour.</li> <li>Follow <a href="#">SUSU incident report policy</a></li> <li>Call emergency services if required 111/999 – if needed divert boat and meet at terminal.</li> <li>Committee WIDE training</li> </ul> |
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|  |  |  |  |  |  | Code of<br>conduct/SUSU<br><a href="#">Expect Respect policy</a> |  |  |  |  |
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| Travel (to the boat). | Vehicles collision - causing serious injury | Event organisers, event attendees, Members of the public | 4 | 3 | 2 | <ul style="list-style-type: none"> <li>Members are responsible for their individual safety and are expected to act sensibly</li> <li>Event organisers able to direct people to the terminal.</li> <li>Attendees will be encouraged to have a 'buddy' when travelling to the terminal, so people are not by themselves. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</li> <li>Anybody in the group who is very drunk or appears unwell when travelling to the boat terminal and therefore not safe should be encouraged to go home ideally with</li> </ul> | 2 | 3 | 6 | <ul style="list-style-type: none"> <li>Contact emergency services if needed if accident occurs when travelling to the boat terminal (111/999).</li> <li>Anyone unwell or too drunk when travelling told to go home.</li> <li>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul> |
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|                   |   |         |   |   |        | <p>someone else. If required a taxi or uber will be called for them (ideally IF accessible)</p> <ul style="list-style-type: none"> <li>• Be considerate of other pedestrians &amp; road users, keep disturbance &amp; noise down.</li> </ul>   |   |        |   |
| Medical emergency | <p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions<br/>Sickness<br/>Distress</p> | Members | 3 | 5 | 1<br>5 | <ul style="list-style-type: none"> <li>• Advise participants; to bring their personal medication to the boat ball if needed.</li> <li>• Members/Committee and first-aid trained boat staff (including bar staff and security) to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</li> <li>• Contact emergency services as required 111/999</li> <li>• Boat staff on boat to contact boat staff back at terminal.</li> </ul> | 5 | 1<br>5 | <ul style="list-style-type: none"> <li>• Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• First aid trained members of committee and staff on boat to help</li> <li>• Committee to report any excessive drinking</li> <li>• Call emergency services, 111/999, and divert boat back to terminal to meet emergency services if required.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul> |

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| Alcohol poisoning | Participants have access to the bar and may consume too much alcohol. This could result in a loss of consciousness or self-control | Event organisers , event attendees | 2 | 5 | 1 | <ul style="list-style-type: none"> <li>The boat ball will be run by the societies committee, specifically the social secretaries who will monitor the event, and ideally try to avoid no-one drinking in excess amounts. But, members are responsible for their own safety.</li> <li>Staff at the bar on the boat should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Committee to report any suspicious behaviour to staff.</li> </ul> | 2 | 3 | 6 | <ul style="list-style-type: none"> <li>Members are responsible for their individual safety though and are expected to act sensibly when on the boat. For anyone too intoxicated boat will be diverted back to terminal and they will be advised to go home.</li> <li>Call emergency services, 111/999, if required. Divert boat to terminal and meet them there if needed.</li> <li>Follow SUSU incident report policy</li> <li>All incidents are to be reported on the as soon as possible, the society welfare officer will be informed so they can follow up on any issues</li> <li>If attendees need to go to hospital, they will be accompanied there. If they need to go home it will be ensured they are not alone.</li> </ul> |
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| Cuts / injury       | Glasses being smashed causing cuts or injury | Event attendees , organiser        | 3 | 2 | 9 | <ul style="list-style-type: none"> <li>• Drinks to be served in plastic cups to prevent any hazards from glass.</li> <li>• In the unlikely event there will be glass on the boat, bar staff to monitor the conditions and will be informed if there is any smashed glass and will safely tidy it up.</li> <li>• Attendees to keep all shoes on at all times to avoid getting any smashed glass in their feet.</li> </ul> | 4 | 2 | 8 | <ul style="list-style-type: none"> <li>• Follow SUSU incident report policy</li> <li>• First-aid trained members of committee and boat staff to assist immediately if incident occurs.</li> <li>• Call emergency services/bar staff if necessary – if assistance needed boat will be diverted and they will be met at the boat terminal.</li> <li>• Accompany anyone to hospital</li> </ul> |
| Allergies / choking | Allergies or choking on drinks               | Event attendees , event organisers | 1 | 5 | 5 | <ul style="list-style-type: none"> <li>• Attendees are responsible for their own welfare. To be aware of allergies.</li> <li>• The boat bar staff to have allergen information available for drinks.</li> <li>• First aid required from bar staff if necessary.</li> </ul>   | 1 | 5 | 5 | <ul style="list-style-type: none"> <li>• First aid trained members of committee and bar staff to assist immediately.</li> <li>• Call emergency services 111/999 – if assistance needed boat to be diverted to terminal to meet emergency services.</li> <li>• Accompany attendee to hospital if necessary</li> <li>• Follow SUSU incident report policy</li> </ul>                          |

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| Adverse weather | Injury, illness, slipping, burns | Event attendees , event organisers | 2 | 3 | 6 | <ul style="list-style-type: none"> <li>• Organisers to check weather suitable on the day</li> <li>• Boat staff to communicate if event cannot go ahead, committee to then communicate that to the rest of the society.</li> <li>• Advise suitable clothing to be worn, appropriate to weather conditions.</li> <li>• In the case of hot weather, organiser is to advice participants to bring/wear appropriate level sunscreen, and hydrate</li> <li>• Advise alternate transport methods to the event (bus, taxi) to help avoid attendees walking to the event.</li> </ul> | 2 | 1 | 2 | <ul style="list-style-type: none"> <li>• Boat staff will cancel the event if weather too extreme.</li> <li>• If too extreme to be controlled, the event should be cancelled or postponed to a different date if possible.</li> </ul> |
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| Insufficient Fire Safety awareness | Fire on boat - Crushing, falls, burns and smoke inhalation arising from induced panic, build-up of flammable materials i.e. waste cardboard/boxes. | Members and staff | 2 | 10 | 5 | <ul style="list-style-type: none"> <li>Boat staff to communicate with event organisers (socials secs and committee the boat procedure if a fire were to occur). To be communicated with attendees at the beginning in a health and safety talk.</li> </ul> | 1 | 5 | 5 | <ul style="list-style-type: none"> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer on the boat have been informed.</li> <li>Call emergency services if needed, divert boat and meet at terminal.</li> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul> |
| Falling overboard                  | Drowning, hypothermia, injury  | Members           | 2 | 4  | 8 | <ul style="list-style-type: none"> <li>Trained staff present on the boat.</li> <li>Safety talk when first board the boat / upon arrival.</li> <li>All members to be told to behave responsibly and follow the basic rules of boat safety.</li> </ul>       | 1 | 4 | 4 | <ul style="list-style-type: none"> <li>Any perceived reckless behaviour will be dealt with immediately by security and committee members. Boat will be diverted and return to terminal if required.</li> <li>First aid use and medical services if needed. 111/999, meet emergency services at terminal if needed.</li> </ul>        |

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| Disturbance to public when travelling, staff on boat | Conflict, noise, crowds | Event organisers and attendees, general public | 2 | 2 | 4 | <ul style="list-style-type: none"> <li>Everybody will be encouraged to stay together as a group</li> <li>shouting, chants, whistles etc. will be kept to a minimum.</li> </ul> | 1 | 2 | 2 | <ul style="list-style-type: none"> <li>Any extreme reckless behaviour from attendees when travelling to the event will not be allowed to come on the boat.</li> <li>Any extreme disturbance from anyone on the boat – boat will be diverted and returned to the terminal.</li> </ul> |
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**PART B - Action Plan**

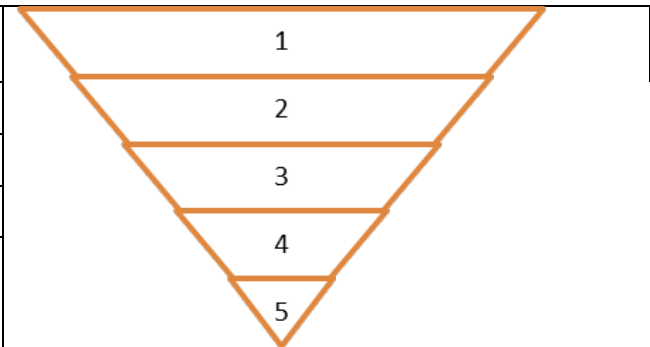
## Risk Assessment Action Plan

| Part no.  | Action to be taken, incl. Cost                            | By whom                             | Target date | Review date  | Outcome at review date |
|---|---|-------------------------------------|-------------|--|------------------------|
| 1   | RA to be shared with and read by all event organisers     | Emily Norman                        | 25/05/2025  | 30/05/2025   |                        |
| 2   | Committee to read and share SUSU Expect Respect Policy    | Committee (Emily Norman to oversee) | 25/05/2025  | 30/05/2025   |                        |
| 3   | All major incidents will be logged with SUSU the next day | Emily Norman                        | 02/06/2025  | 02/06/2025   |                        |
| 4   | Weather check prior to the event                          | Emily Norman                        | 31/05/2025  | 31/05/2025   |                        |
| Responsible committee member signature:<br><br>Emily Norman |   |                                     |             | Responsible committee member signature:<br><br>Jack Reeves |                        |

|                          |                  |                         |                 |
|--------------------------|------------------|-------------------------|-----------------|
| Print name: Emily Norman | Date: 02/05/2025 | Print name: Jack Reeves | Date: 02/052025 |
|--------------------------|------------------|-------------------------|-----------------|

### Assessment Guidance

|                       |   |  |
|-----------------------|---|--|
| • Eliminate           | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why       |
| • Substitute          | Replace the hazard with one less hazardous                                      | If not possible then explain why               |
| • Physical controls   | Examples: enclosure, fume cupboard, glove box                                   | Likely to still require admin controls as well |
| • Admin controls      | Examples: training, supervision, signage  |  |
| • Personal protection | Examples: respirators, safety specs, gloves                                     | Last resort as it only protects the individual |



|                   |   |   |    |    |    |    |
|-------------------|---|---|----|----|----|----|
| <b>LIKELIHOOD</b> | 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  |
| <b>IMPACT</b>     |   |   |    |    |    |    |

| 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. |

| 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  |