

Risk Assessment

Risk Assessment for the activity of	Risk assessment for INDOSOC attendees of the OASIS (Organisation of Asian Societies in Southampton) Winter Ball 2021 Locations: Event in Leonardo Royal Hotel (2-course Christmas meal, ball activities) Event date and times : 9th December 2021, 6:30pm – 12:00 am, Leonardo Royal Southampton Grand Harbour, 5 West Quay Rd, Southampton SO15 1AG		Date	9/12/21
Unit/Faculty/Directorate /Club or Society	INDOSOC	Assessor	Ika Gayatri	
Line Manager/Supervisor/President	<i>Angela Wijanarko</i>	Signed off	(Requires sign off by an Activities Coordinator)	

PART A										
(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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	

Road traffic accident/ Walking between places.	Vehicles collision -causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	<ul style="list-style-type: none"> • People also briefed about the journeys before the event starts. For example, the list of venues will be printed on the score card or shared via social media. Event organisers to make it clear that travel to and from each venue is attendees' own responsibility. • Local venues known to UoS students chosen • Event organisers will be available to direct people between venues. • Attendees will be assigned to a group of 6, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. • Be considerate of other pedestrians & road users, keep disturbance & noise down. 	2	2	4	<ul style="list-style-type: none"> • Venues chosen local and within a short distance from each other. • 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
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	<ul style="list-style-type: none"> • If a person leaves without warning all efforts will be done to locate them. Stress however that attendees 	2	2	4	<ul style="list-style-type: none"> • Follow SUSU incident report policy • Call emergency services as required

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						are responsible for their individual safety.				

Alcoholic drinks	Excessive consumption could be dangerous	Attendees, Event organisers	2	5	10	<ul style="list-style-type: none"> • Supervision, the event will be run by the society committee that attend the venue. Ideally, they will not drink to excess during the event • Bouncers/trained staff should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff. • The organizers have confirmed the premise is licensed. 	2	3	6	<ul style="list-style-type: none"> • 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
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										safety officer have been informed. <ul style="list-style-type: none"> Follow SUSU incident report policy
Allergies	Allergic reactions to food and drink.	Event organisers, event attendees.	3	5	15	<ul style="list-style-type: none"> Attendees responsible for own welfare in such instances. Attendees requested to provide allergy information when selecting food choices for the meal 	1	5	5	Call Emergency Services/alert bar staff.
Adverse Weather	<ul style="list-style-type: none"> Injury Illness Slipping 	Event organisers, event attendees,	4	3	12	<ul style="list-style-type: none"> Lead organiser to check the weather are suitable for activities on the day Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites 	4	1	4	<ul style="list-style-type: none"> If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

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Covid-19	Symptoms of Covid-19 and quarantine	Attendees	3	5	15	<ul style="list-style-type: none"> Attendees will be told not to attend if they display Covid-19 symptoms. Attendees will be asked to prove negative LFD results prior to event attendance 	1	3	3	<ul style="list-style-type: none"> No further controls, those without a negative LFD test will not attend the event.

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Costumes/Fancy Dress	<ul style="list-style-type: none"> • Props/costumes causing injury or offence 	Participants Members of the public	2	2	4	<ul style="list-style-type: none"> • Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. • Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. • Society to follow and share with members Code of conduct/SUSU Expect Respect policy 	1	2	2	<ul style="list-style-type: none"> • SUSU Expect Respect policy to be followed • Committee WIDE training

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
	Organizers to ensure they have shared and read Expect respect policy with members	Organizers	8/12/21	8/12/21	
	All major incidents will be logged with SUSU the next day.	Organizers	10/12/21	10/12/21	
	Weather check prior to event start	Organizers	9/12/21	9/12/21	
	Organizers will remind attendees to alert them if they have/develop Covid-19 symptoms before/after the event.	Organizers	8/12/21	8/12/21	
	Organizers will request attendees for a negative Covid-19 swab test	Organizers	9/12/21	9/12/21	
Responsible manager's signature:					
					
Print name: Angela Wijanarko				Print name: Ika Gayatri	
Date: 2/12/21				Date: 2/12/21	

Assessment Guidance

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

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.

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

