

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Christmas Social in the Bridge</b>		<b>Date</b>	<b>20/11/23</b>
<b>Unit/Faculty/Directorate</b>	<b>SUSU Southampton Swing Dancers society</b>	<b>Assessor</b>	<b>Bethany Fleming</b>	
<b>Line Manager/Supervisor</b>		<b>Signed off</b>	<i>B. Fleming</i>	

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Slips, trips, falls	Physical Injury	Organisers and attendees	2	3	6	<ul style="list-style-type: none"> <li>All boxes, equipment and furniture to be stored away from main dancing area</li> <li>Any cables to be organised as best as possible e.g. kept away from dancing area, pathways, taped down or cable tied</li> <li>Floors to be kept clear and dry, and visual checks to be maintained throughout the event by organizers.</li> <li>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li> <li>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Seek medical attention from SUSU Reception/venue staff if in need</li> <li>Contact facilities team via SUSU reception/venue staff</li> <li>Contact emergency services if needed</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 meeting space, overcrowding, Accessibility issues	Physical injury, distress	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>Event will be ticketed and numbers kept within the limit for the venue. Venue will also be checked by committee before the event to ensure there is sufficient space.</li> <li>Ensure 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 SUSU reception/activities team for the set up of the space.</li> </ul>	
Activities involving electrical equipment, e.g. speakers, lights	Risk of electric shock, injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>Ensure no liquids are placed near electrical equipment</li> <li>Ensure all leads are secured with cable ties/mats etc</li> </ul>	1	4	8	<ul style="list-style-type: none"> <li>Request support and advice from SUSU Tech teams</li> <li>Seek medical attention as required</li> </ul>	

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Alcohol Consumption	Participants may become at risk as a result of alcohol consumption	Event organisers and attendees	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>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. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess</li> <li>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></li> </ul>	1	3	6	<ul style="list-style-type: none"> <li>Follow <a href="#">SUSU incident report policy</a></li> <li>Call emergency services as required 111/999</li> <li>Committee WIDE training</li> </ul>

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Medical emergency	Illness, injuries. Pre-existing conditions	Event organisers and attendees	2	5	10	<ul style="list-style-type: none"> <li>Advise participants; to bring their personal medication</li> <li>Members/Committee 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>Contact SUSU</li> <li>Reception/Venue staff for first aid support</li> </ul>	1	5	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>Follow <a href="#">SUSU incident report policy</a></li> </ul>



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Insufficient fire safety awareness	Crushing, falls, burns and smoke inhalation, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.	Event organisers and attendees	1	5	5	<ul style="list-style-type: none"> <li>Ensure attendees know where the nearest fire exist are and the meeting place is outside, should it be needed</li> <li>Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.</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 have been informed.</li> <li>Call emergency services and University Security:</li> <li>Emergency contact number for Campus Security:</li> <li>Tel: +44 (0)23 8059 3311</li> <li>(Ext:3311).</li> </ul>	

**PART B - Action Plan**

## Risk Assessment Action Plan

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1.	Checking venue set up.	Committee and event organisers	2/12/23		
2.	Committee to read and share SUSU Expect Respect Policy	Relevant committee members - president to ensure complete.			
Responsible manager's signature: 				Responsible manager's signature: 	
Print name: Bethany Fleming			Date: 20/11/23	Print name: Lauren Rowe	
				Date: 21/11/2023	





## 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	

		5	10	15	20	25
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

