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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Val-asian-tines social eventDate: 16th of February 2023 (Thursday)Time: 19:00 – 22:30** | **Date** | **13/2/23** |
| **Unit/Faculty/Directorate** | **Japanese Society** | **Assessor** | **Silvia Siew Ling Kho** |
| **President** | ***Joh Kirby*** | **Signed off** | ***Joh Kirby*** |

| ***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** |
| Food allergies | There may be food items containing allergens for some event attendees causing allergic reactions | Event organisers, event attendees | **3** | **5** | **15** | Event attendees are responsible for their own safety, food allergies were taken note of when filling out event form | **1** | **5** | **5** | * Call emergency services as required
* Alert staff members and committee
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| Adverse weather conditions | * Injury
* Slipping
* Illness
 | Event organisers, event attendees | **4** | **3** | **12** | * Organisers to check weather conditions for the day
* Warn attendees to wear appropriate clothing and footwear through ABACUS social media platforms
 | **4** | **2** | **8** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled |
| COVID -19 | Contraction of COVID-19, showing symptoms | Event organisers, event attendees | **3** | **5** | **15** | * Organisers and attendees are recommended to attend only if they feel well and show no symptoms
 | **1** | **3** | **3** | No further controls as attendees are not required to prove negative LFT results |
| Road traffic accident/ Walking between places. | Vehicles collision causing serious injury | Event organisers and attendees | **2** | **5** | **10** | * Event organisers to make it clear that travel to and from each venue is attendees’ **own responsibility**.
* Local venue known to UoS students chosen
* Event organisers will be available to direct people between venues (if there are changes to venues).
* Attendees will be encouraged (but not expected) to look out for one another and check in throughout the night when possible.
* Be considerate of other pedestrians & road users, keep disturbance & noise down.
 | **1** | **5** | **5** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services if required
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| Alcoholic beverages | Injuries due to excessive consumption | Event attendees, event organisers | **2** | **5** | **10** | * The event will be supervised the committee members of each attending society. Ideally, they will not drink excessively during the event.
* Trained staff should be aware and watch for people who likely consumed a lot of alcohol. Any suspicious behaviour is to be reported to available staff.
* The organisers have confirmed the premise is licensed. **Action organisers (b).**
* Consumption of alcohol will take place at a licensed premise (Leonardo Royal Hotel). The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.
* **Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken at this event.**
* Society to follow Code of Conduct/[**Expect Respect policy**](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **2** | **3** | **6** | * Members are responsible for their individual safety and are expected to act sensibly. Taxis/SUSU Safety Bus will be called if required.
* If attendees need to be accompanied to the hospital, any available committee member will follow along.
* Attendees are advised to avoid leaving their drinks unattended; suspicion of spiked drinks must be reported (try to retain the drink for testing)
* All incidents are to be reported as soon as possible, ensure the duty manager/health and safety officer have been informed.

Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Slips, tripsand falls | Physical injury | Event organisers and attendees | **2** | **4** | **8** | All boxes and equipment to be stored away from main meeting area, e.g. stored under tables • Any cables to be organised as best as possible • Cable ties/to be used if necessary • Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. • Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. • Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs | **1** | **4** | **4** | Seek medical attention from SUSU Reception/venue staff if in need • Contact facilities team via SUSU reception/venue staff • Contact emergency services if needed • 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**https://www.susu.org/groups/admin/howto/protectionaccident** |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **2** | **10** | **20** | • ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed • 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 | **1** | **5** | **5** | All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. • Call emergency services and University Security: • Emergency contact number for Campus Security: • Tel: +44 (0)23 8059 3311 • (Ext:3311). |
| not inclusive to all members | distress, exclusion | Event organisers and attendees | **1** | **3** | **3** | Committee to consult members on needs and make reasonable adjustments where possible | **1** | **3** | **3** | Look at remote meeting options for members • Committee WIDE training |

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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** |
|  | Meeting point is planned and shared in advance with the event attendees | Organisers | 13/2/23 | 15/2/23 |  |
|  | All major incidents will be logged with SUSU the next day | Organisers | 13/2/23 | 15/2/23 |  |
|  | Weather will be checked again prior to event, if conditions are not ideal then event will be postponed or cancelled | Organisers | 13/2/23 | 15/2/23 |  |
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| Responsible manager’s signature: JMK | A picture containing earphone, necklet  Description automatically generatedResponsible manager’s signature:  |
| Print name: Joh Kirby | Date:13/2/23 | Print name: Silvia Siew Ling Kho | Date 13/2/23 |

**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** |

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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 |