


Risk Assessment

Risk Assessment for the activity of	Civil Engineering Summer Cocktail Ball		Date	29/04/2024 12/05/2024 (date of event)
Unit/Faculty/Directorate	The University of Southampton Civil Engineering Society	Assessor	Katie Anderson Vice President	
Checked by	Joel Smethurst, Civil Eng Director of Programmes	Signed off		

PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed	Inherent			Control measures	Residual			Further controls
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Consumption of alcohol whilst at the event	Injuries caused by being under the influence, alcohol poisoning	Event organisers, event attendees	3	4	12	<p>At no stage during the social shall alcohol be forced on a member.</p> <p>The consumption of alcohol will take place at licensed premises (Slug and Lettuce and Pop world). The conditions on the licence will be adhered to and alcohol will not be served to customers who have drunk to excess.</p> <p>At each social there will be a more sober committee member to help deal with problems if they arise. This will likely be a Social Secretary and/or Welfare Officer.</p>	2	3	6	<p>Committee WIDE training</p> <p>Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them.</p>

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Losing a person from the group.	Harm might come to that person whilst being separated from the group.	Event organisers, event attendees	2	3	6	<p>All members attending the social shall be known.</p> <p>At each change in location, checks will be done to make sure no members are lost on route.</p> <p>Updates will be given on the official social media sites affiliated with CivSoc, updating members on our location during socials.</p> <p>Attendees will be reminded that they are responsible for their personal safety during the event.</p>	1	3	3	Give notice of locations prior to an event.

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Travel between venues on a social	Road traffic accident causing serious injury	Event organisers, event attendees, members of the public	3	3	9	<p>Local venues known to UoS students and within a short distance of each other will be chosen. In this case, Slug and Lettuce and Pop world are around a 10-minute walk from one another</p> <p>Attendees will be briefed about the journeys before the event starts e.g. list of venues will be shared via social media. Event organisers to make it clear that travel to and from each venue is attendees' own responsibility.</p> <p>Event organisers will be available to direct people between venues as much as possible.</p> <p>Attendees will be encouraged to look out for one another and check in throughout the night where possible.</p> <p>Avoid large groups of people totally blocking the pavement or spilling into the road. Be considerate of other pedestrians and road users, keep disturbance and noise down.</p>	2	2	4	

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Violent or offensive behaviour	Participants may become violent or offensive due to the consumption of too much alcohol. Members of the public may act violently towards participants.	Event organisers, event attendees and members of the public.	2	5	10	The consumption of alcohol will take place at licensed premises. The conditions on the licence will be adhered to and alcohol will not be served to customers who have drunk to excess. Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event and number of persons expected to attend. Bouncers will be present at Popworld. Avoid behaviour likely to provoke a disturbance or fights. Society to follow and share with members Code of conduct/SUSU Expect Respect policy.	1	4	4	
Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	In both venues, the venue will be responsible for safety.	1	4	4	
Setting up of equipment e.g. tables and chairs	Bruising or broken bones from tripping over table and chairs, injuries from incorrect manual handling	Event organisers, event attendees	2	3	6	Make organisers and attendees aware of the potential risks, follow manual handling guidelines.	1	3	3	


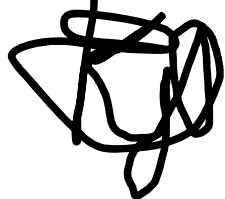
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						Due to the venue being pre-booked for the event, there should be no set-up for committee members.				
Inadequate meeting space- overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	Venue has been chosen with accessibility in mind. It is within short distance of a bus stop, located in the city centre and is a step-free venue entry. Committee Welfare Officer(s) will have completed WIDE training.	1	2	2	
Members with pre-existing medical conditions	Members may become unwell/condition may flare up	Members with pre-existing medical conditions	2	5	10	Advise participants to bring personal medication if required, including auto-injectors, insulin, inhalers etc. Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so. Contact emergency services as required 111/999. Contact SUSU Reception/Venue staff for first aid support. Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy .	1	4	4	

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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.	Event organisers, event attendees	2	5	10	Adhere to fire regulations regarding number of people in the venue, keeping fire doors closed, not blocking fire exits etc.	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 if required.

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	Committee WIDE training	President Vice President Social Secretaries	30/09/2023	02/10/2023	All members successfully attended powerpoint presentation from Vice President. This included diversity and inclusion training, safety alongside expectations of committee members.
2	Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them.	Event organisers (Member of Committee)	As required on night (12/05/24)	13/05/2024	
3	For external venues confirm venue safety.	Health and Safety Lead (Social Secretary)	29/04/2024	30/04/2024	Both venues (Slug and Lettuce and Popworld) have safety measures in place and own risk assessments.
4	All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Call emergency services: 111 or 999 where applicable	Event organisers (Member of Committee)	As required on night (12/05/24)	13/05/2024	

<p>Committee member signature:</p>  <p>Print name: JOSEPH DIXON</p> <p>Date:30/04/2024</p>	<p>President's signature:</p>  <p>Print name: KATIE ANDERSON</p> <p>Date:30/04/2024</p>
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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

