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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Christmas Party at Revolution** | **Date** | **13/12/22** |
| **Unit/Faculty/Directorate** | **SUSU Occupational Therapy Society** | **Assessor** | **Charlotte Clarke and Ellie Chrysanthou** |
| **Line Manager/Supervisor** | **President and Vice President** | **Signed off** | ***Sport or Activities Co-Ordinator*** |

| ***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** |
| Slips, trips and falls | Physical Injuries | 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 |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Event organisers and attendees | **2** | **3** | **6** | Ensure that at least 2 people carry tables. • Setting up tables will be done by organisers. • Work in teams when handling other large and bulky items. • Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | **1** | **3** | **3** | • Seek assistance if in need of extra help from facilities staff/venue staff if needed • Seek medical attention from SUSU Reception if in need • 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 |
| Alcohol Consumption | Participants may become at risk as a result of alcohol consumption Members of the public may act violently towards participants. | Event organisers and attendees  | **4** | **4** | **16** | • Members are responsible for their individual safety though and are expected to act sensibly • Initiation behaviour not to be tolerated and drinking games to be discouraged • For socials at bars/pubs etc bouncers will be present at most venues. • Bar Security staff will need to be alerted and emergency services called as required. • Where possible 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 • Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event Society to follow and share with members Code of conduct/SUSU Expect Respect policy | **3** | **3** | **9** | • Follow SUSU incident report policy • Call emergency services as required 111/999  |
| Travel | Vehicle collisions causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | • Members are responsible for their individual safety though and are expected to act sensibly • local venues known to UoS students chosen • Event organisers will be available to direct people between venues. • Attendees will be encouraged to identify a ‘buddy’, 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. • Avoid large groups of people totally blocking the pavement or spilling in to the road.• 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 (ideally SUSU safety bus will be used, or radio taxis). • Be considerate of other pedestrians & road users, keep disturbance & noise down. | **2** | **2** | **4** | • Where possible venues chosen for socials will be local/known to members and within a short distance from each other. • Contact emergency services as required 111/999 • 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 |
| Fire | • Where possible venues chosen for socials will be local/known to members and within a short distance from each other. • Contact emergency services as required 111/999 • 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 | Members | **2** | **5** | **10** | • 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). |
| Disturbance to public, students and staff | Conflict, noise, crowds | Event organisers, attendees and the general public | **2** | **2** | **4** | • Everybody will be encouraged to stay together as a group • shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas | **1** | **2** | **2** |  |
| Allergies and Intolerances | Illness or anaphylaxis  | Members | **4** | **4** | **16** | * There are gluten free options on the menu
* The venue is aware of members who have allergies – food will be kept separate
* Members who suffer from allergies will bring appropriate medications
 | **2** | **3** | **6** |  |

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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. | Relevant committee members – president to ensure complete. | 22/11/22 |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 22/11/22 |  |  |
| 3 | Share the Risk Assessment with Revolution | Relevant committee members – president to ensure complete. | 8/12/22 |  |  |
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| Responsible manager’s signature: | Responsible manager’s signature:  |
| Print name: CHARLOTTE CLARKE (PRESIDENT) | Date: 21/11/2022 | Print name: ELLIE CHRYSANTHOU (VICE PRESIDENT) | Date: 21/11/2022 |

**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 |