Risk Assessment

Risk Assessment for the activity of	**Theatre Group award ceremony** **Theatre Group awards will be at 'Below Deck' on 31st May 2025, with social secs setting up at 5.30pm and the rest of the society attendance joining at 6.30pm. Social secs will be hosting and giving out awards to the rest of the society.**	**Date**	**13/05/2025**
Unit/Faculty/Directorate	**Theatre Group**	**Assessor**	**Kiera Robinson**
Line Manager/Supervisor	***Megan Lawire – president***	**Signed off**	***SUSU Activities Team***

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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

Alcohol poisoning	Participants have access to the bar and may consume too much alcohol. This could result in a loss of consciousness or self-control	Event organisers, event attendees	2	5	10	• The event will be run by the societies committee, particularly the social secs, they will monitor the event, and ideally try to avoid no-one drinking in excess amounts • Staff at the bar should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff. • As we are on campus, we can access 'SUSU safe'. Stop topps should be accessible at the bar to avoid potential spiking, the SUSU safety bus is available to ensure safety	2	3	6	• 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. • Follow SUSU incident report policy • All incidents are to be reported on the as soon as possible, the societies welfare officers will be informed so they can follow up on any issues • If attendees need to go to hospital, they will be accompanied there

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						when returning home				

Falls/slips/ trips	Attendees might trip on chairs/curtains or requested additions to 'Below Deck' –stage, pipe & drape, star cloth, triallate lectern, wires/leads. Especially if wearing high-heels or black-tie attire	Event organisers, event attendees	4	3	12	Committee members (social secs) will arrive early than attendees to ensure the venue meet requirements: ● 'Below Deck' is in good condition with no major trip hazards ● Bar staff monitor the conditions of floors and clean any spillages ● Table/chairs and any additions to the venue will be set out and organised in a smart/secure/safe place that will be out the way of walking path	4	2	8	• Follow SUSU incident report policy • If attendees need to go to hospital they will be accompanied • Emergency services will be called if necessary • Request first aid at the venue
Setting up of Equipment (e.g. stage, pipe & drape, roll-a-ramp, triallate lectern etc)	Back strain, something falling and injuring someone	Event organisers	4	3	12	• Enlist help so that 2 people can carry heavy/bulky loads if needed. • Make sure anyone with any pre-existing conditions isn't doing any unnecessary	3	2	6	• 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 • Follow SUSU incident report policy

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						lifting and they are comfortable • Start setting up early so there is no time stress				
Reputational Risk	Bad publicity of event reflecting badly on academic institution, the society or attendees	Event attendees, society members, venue staff	1	4	4	• Event organisers ensuring group stay together and respect each other and surrounding areas • Event to be kept in assigned venue • Social media exposure kept to minimum during event	1	3	3	

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Overcrowding	Physical injury	Event organisers and attendees	1	3	3	• Do not exceed venue capacity	1	3	3	• Seek medical attention if problem arises Report incidents via SUSU incident report procedure

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Inadequate event space- overcrowding, not inclusive to all members	Physical injury, Distress, Exclusion	Event attendees, organisers	1	3	3	• Event is at 'Below Deck', an on-campus venue with accessible entrance, exits, etc. • Event organisers will encourage/ consult with attendees to make any possible difficulties known as to ensure reasonable adjustments are made where possible	1	3	3	• Seek medical attention if problem arises • Look at remote meeting options for members • Member of committee is health and safety trained • 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

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Disturbance to public	Conflict, noise, pollution, crowds	Event organisers, attendees, general public	2	2	4	• Attendees and organisers encouraged to stay together as a group • Event is not planned to take place outside, but any travelling done by whole group afterwards will be done in a respectful manner by shouting, chants, whistles etc. to be kept to a minimum around busy university buildings and residential areas	1	2	2	

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Allergies/choking	Allergies or choking on food or drink	Event attendees, event organisers	1	5	5	• Attendees are responsible for own welfare – the bar lists all ingredients in the menu and there is access to an allergen menu • First aid required from bar staff in necessary	1	5	5	• Call emergency services/bar staff • Accompany attendee to hospital if necessary • Follow SUSU incident report policy

Insufficient Fire safety	If a fire alarm is triggered, people may not know where to go Could result in crushing, falls, burns and smoke inhalation arising from induced panic Danger if reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.	Event attendees, event organisers, venue staff	2	5	10	• Organisers of event/ social secs ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed • Any build-up of rubbish is to be kept to a minimum • Obstructions in the venue are to be removed promptly and deposited in the designated areas • Any outside decorations to be used will be ensured by event organisers to meet fire regulations	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) • Follow SUSU incident report policy

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Cuts/injury	Glasses being smashed causing cuts or injury	Event attendees, event organisers	5	2	10	• Bar staff monitor the conditions, will be informed if there is any smashed glass, to safety tidy up • Attendees ideally keep all shoes (including high heels) on at all times to avoid getting any smashed glass in their feet	4	2	8	• Follow SUSU incident report policy • Call emergency services/bar staff if necessary • Accompany anyone to hospital • Request first aid from the venue

Behaviour of people – both attendees and members outside of the society	Could result in participants leaving without making anyone aware and/or violent/offensive behaviour	Event organisers, event attendees, staff/members of the public	3	4	12	• If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. • The society committee members will try to diffuse any high scale situations – especially if this happens amongst the own society • Bar staff will be alerted and emergency services called if required • Society to follow Code of conduct/SUSU Expect Respect policy	3	3	9	• Follow SUSU incident report policy • Seek assistance if in need of extra help from facilities staff/venue staff if needed • All incidents are to be reported on the as soon as possible, the societies welfare officers will be informed so they can follow up on any issues • Call emergency services if required • If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.

Adverse Weather	May result in injury, illness, slipping and/ or burns	Event attendees, event organisers	2	3	6	• Organisers (social secs) to check the weather is suitable for that day • The event is to take place inside, but warn those who are attending to wear appropriate clothing/footwear for their travel to the event – by social media posts • If weather is adverse but not extreme, the outside area of the venue can be blocked off by social secs or venue staff • In the case of hot weather organisers to advice participants to bring/wear	2	1	2	• 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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						appropriate level sunscreen, hydrate ● Provide alternative transport methods to the event (bus, SUSU bus, taxi) to help avoid attendees walking to the event				

PART B – Action Plan

Risk Assessment Action Plan

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Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	RA to be shared with and read by all event organisers	Kiera Robinson	24/05		
2	All major incidents will be logged with SUSU the next day.	Kiera Robinson	01/06		
3	Weather check prior to event start	Kiera Robinson	27/05		

Responsible manager's signature:	Responsible manager's signature:
Megan Lawrie	
Print name: MEGAN LAWRIE Date: 13/05/2025	Print name: KIERA ROBINSON Date: 13/05/2025

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

LIKELIHOOD	1	2	3	4	5
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

IMPACT

Risk process

Identify the impact and likelihood using the tables above.
Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
If the residual risk is green, additional controls are not necessary.
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.
If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
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