|  | **Annual Risk Assessment Form** | To calculate **Risk Rating (R)**: assess the **Likelihood** **(L)** of an accident occurring against the most likely **Severity (S)** the accident might have, taking into account the control measures already in place. **L x S = R** |
| --- | --- | --- |
| **Club & Society Name:** | Physoc |  **Likelihood (L) X Severity (S)**  |
| **Category:** | Academic Society |
| Unlikely | 1 | Minor harm caused |
| **Group Description:** | Academic society that holds regular non-alcoholic and alcoholic social events throughout the year as well as guest lectures | Possible | 2 | Moderate harm caused |
| Certain | 3 | Major harm caused |
| **Completed by *(name and committee position):*** | Lesley Meredith, President |

| **Low (Acceptable)****= 1 - 2**  | **Moderate****(Tolerable)****= 3 - 6** | **High****(Intolerable)****= 7 - 9** |
| --- | --- | --- |

 |
| **Club & Society Signature:** |  |
| **(Staff Only) Checked by:** |  |

**Society Activity Hazards**

***Any hazards that apply specifically to your club or society. E.g. sports, performances, cooking, animal care, staying away, etc.***

| **What are the significant,** **foreseeable hazards?*****(the dangers that can cause harm)*** | **Who is at risk and how?** | **Control measures*****(Already in place)*** | **Risk Rating** | **Additional control measures needed** ***(Staff ONLY)*** |
| --- | --- | --- | --- | --- |
| **S** | **L** | **R** |
| Alcohol consumption | All participants- * Falling ill
* emotional distress
* falling/injury
* Fatigue
* aggressive behaviour
* separation from group
 | Ensuring all participants are over the age of 18 and drinking responsibly.The participants of the social will not have access to the alcohol by themselves. All alcohol is served by committee members using correct shot measures and is served at the discretion of the committee. The amount of alcohol is not unlimited, and attendees can be refused alcohol at any time. Non-alcoholic beverages will be available throughout the evening. Members of staff from the school of physics and astronomy will also be present. Employing a no tolerance policy for pressuring members into drinking. | 2 | 2 | 4 |  |
| Allergic Reaction | All participants* Falling ill
* Anaphylactic shock
 | Be aware of members with allergies/intolerances and dietary requirements/medical conditions prior to the event. Make attendees aware of the ingredients of any food provided and cater to their needs. In an event of an allergic reaction, committee members to take appropriate action i.e. providing first aid or contacting an ambulance | 3 | 1 | 3 |  |
| Food hygiene | All participants * Illness from eating food provided
 | Ensuring food is only touched by those who are consuming it. Food provided is sourced from venues with an acceptable hygiene rating | 2 | 2 | 4 |  |
| Excessive noise/ loud music | All participants* Medical issue
 | Being aware and sensitive to any medical issues which may arise from loud music or excessive noise.Make guests aware that there will be loud music at the event before they purchase a ticket.Have the music at a reasonable volume | 2 | 1 | 2 |  |
| Accident or injury | All participants* Injury
 | In the event of an accident or injury, committee members should provide first aid or call an ambulance if required. | 2 | 2 | 4 |  |

**Socials, Meetings and Transport Hazards**

| **What are the significant,** **foreseeable, hazards?*****(the dangers that can cause harm)*** | **Who is at risk and how?** | **Control measures*****(Already in place)*** | **Risk Rating** | **Additional control measures needed** ***(Staff ONLY)*** |
| --- | --- | --- | --- | --- |
| **L** | **S** | **R** |
| Slips, trips and falls | Staff and visitors may be injured if they trip over objects or slip on spillages | General good housekeeping. Flooring is even and well maintained. Spillages cleaned up immediately. Wet floor signs used after mopping. All areas are well lit, including stairs. No obstructions in walkways such as boxes, trailing leads or cables. Staff keep work areas clear. Report any spillages or trip hazards.  | 2 | 2 | 4 |  |
| Evacuation/ fire alarm procedure | All participants* People getting lost
* Awareness of proper procedure
 | We will make all attendees aware of the fire exits, and assembly point before the event starts, we will also have this information readily available on our event information.Ensuring that exits are labelled clearly, and that the safest fire exit routes are clearly signposted.Having a list of attendees and completing a register at the assembly point.Having the committee members on hand to answer questions and dispel panic or chaos. | 3 | 1 | 3 |  |
| Unsafe behaviour and attitudes | All participants * Being argumentative/abusive
* Causing confrontation with other attendees or committee members
 | Monitoring attendees’ alcohol intake so as not to encourage any unsafe behaviourUsing de-escalation techniques in order to avoid conflict between members and committee alike.Making attendees aware of the expected behaviour from our society and being able to remove anyone from the social who continues to behave unacceptably towards guests and hosts alike. | 2 | 2 | 4 |  |
| Unknown guests | All participants* Overcrowding
* Safety concerns for members
* Fire safety risks
 | When people buy tickets, they must provide a student number which can be cross referenced with the university to check if they are a student, and if they are a member. Remind all ticket buyers this is a student only event.Always have committee members on the door to the building with a list of ticket holders, to monitor entrance to the event.Ensure all entrances are monitored to the building and have a checklist of names on the door to the coffee bar to check whether they are ticket holders.Mark the hand of everyone who has been allowed admission so this can be easily verified with all committee members. | 1 | 2 | 2 |  |
| Theft/ money handling | All participants* Theft of personal items/ cash boxes
 | The cash boxes belonging to Physoc are kept securely locked in a separate area of the building. There is only one key which always remains with the committee members.People are always reminded to keep their personal possessions on their person and to be aware of their environment. | 1 | 2 | 2 |  |