**Student Groups Pre-prepared Risk Assessment: General/small-scale socials**

***e.g. visit to a bar/restaurant/cinema/bowling in the local area – for less than 100 people***

**Below are examples of control measures which you can use, but as committee members, you have responsibility to assess any additional risks that occur**

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| **Potential Hazard***What is the risk? What is posing it? What could happen?* | **People at risk***Who could it affect?* | **Potential Severity?***High, medium or low?* | **Likelihood?***Very likely, quite, slight, low* | **Control Measures***What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.*  |
| Room too small – people getting trapped if there is an emergency | All attendees | High | Low | Check that venue is large enough/has capacity to cope with expected number of participants.If you haven’t used the venue before, visit in advance to check, or contact staff if a physical visit is impractical.If expecting very large numbers of people, consider splitting attendees by holding an extra session.Consider tracking/limiting capacity by making it ticketed – free online/in person ticket or sell via cash or online via the SU website.If getting close to breaching capacity limits, stop extra people from coming in and discuss with venue staff.  |
| People being offended by, or left out of, discussions within the meeting | All attendees | Medium | Quite likely | Plan content of activity beforehand at committee meetings.Committee to introduce themselves when new members are present, and make it clear that questions can be asked at any time |
| Members not knowing relevant details | All potential attendees | Low | Low | Promote details widely via all available channels (social media, emails and at previous meetings/activities), see if members have questionsMention in publicity whether people to need to prepare or bring anything with them e.g. money, dress code. |
| Participants can’t find location of activity, or find their way home afterwards | All attendees | medium | Medium | Provide location information – don’t assume that everyone (particularly first years) know of some venues. Avoid distant/hard to find venues whenever possible.Consider meeting up at a key/obvious point and then doing a walking bus with committee members guiding peopleEnsure everyone meets with lots of time to spare |
| People missing transport links and getting split up | All attendees | medium | medium | Allow enough time at end of activity for last buses/trainsRemember that some members may be coming from further away than the local area- including home students and factor in when choosing activity times |
| Confusion about room/venue booked | All attendees | Med | Med | Check emails for confirmation of booking. If any uncertainty, check with the relevant staffIf a large event, recommend double-checking venue booking 1-2 weeks beforehand. |
| Alcohol poisoning | All attendees | Med | Med | Don’t encourage drinking gamesLimit number of establishments, and avoid strict time limits on people finishing drinks |
| Trips, falls, slips | All attendees | Med | Med | Look out for hazards and either have them moved by the committee, or contact venue staffDiscourage running/rushing aroundKeep bags/belongings and equipment tidy and to the side if possible |
| Use of IT equipment – electrical shock/injury and/or damage to equipment | All attendees | Medium | Medium | Don’t move cables/wires in venueKeep liquids away from equipmentIf see frayed wires, don’t use equipment and report to relevant staff. |
| Aggressive behaviour | All attendees | high | medium | Keep an eye on participants and try to intercede early if warning signs are observed.Liaise with venue staff/securityCall emergency services if required |
| Disrupting local people/other patrons of venue | Others in local area | med | medium | Consider nature of event when choosing venue, and seating area within venue (if there is a choice)Calmly talk to participants if they are being disruptiveLiaise with venue staffConsider asking participant to leaveConsider finishing event early or moving to alternate venueApologise to other patrons on behalf of the groupRemind participants of need to respect other people, particularly on leaving venue and going home |
| The group does not have enough income to cover all the costs (event making a loss) | All attendees | Medium | Medium | Bookings taken in advance and people have to pay deposit. People made aware that if they sign up then they have to pay full amount unless place can be filled by someone else.Ensure there is a contingency fund in society bank account to cover unexpected costs. |
| Not being able to pay entry fees (or equivalent) for event | All attendees | Medium | Medium | Check costs when planning activity, and payment methodsWhere possible, try to pay venue beforehand using cheque/bank transfer/purchase order arranged via Student Opportunities staff.If it will require cash on the day (e.g. taxis), check that committee members have sufficient cash availableTry to get as good an idea of attendance numbers as possible beforehand – may require event to be ticketed rather than trying to cope with everyone that arrives. |
| People becoming upset at nature of activity | All attendees | Medium | Medium | Content of event to be advertised before event. If it is a sensitive topic then announce at start that people can leave during the talk if they feel they need to.Only use reputable companies/suppliersCommittee to research activity beforehand if relevantCommittee to include notes in publicity if potentially controversial or might cause distress for some membersConsider cultural and religious sensitivities when planning activities. |
| Food poisoning  | All attendees | Medium | Medium | Use reputable companies/suppliersEnsure that University catering guidelines are metIf on campus, ensure that Students’ Union event form has been submitted with at least 14 days notice, and that it was approved – and if relevant, that advice or requests were followed. |
| Food allergies  | All attendees | Medium | Medium | When providing own food, ensure that list of allergens is available for participants to see – ideally in written form so that they don’t need to ask specifically.If going on a trip, ask participants for dietary information beforehand so that menu can be planned appropriately. |
| People feeling excluded due to dietary restrictions | All attendees | Medium | Medium | Try to provide suitable food for anyone who has dietary requirements (including allergies and religious or moral reasons).Consider asking members about dietary conditions before activity (if nature of activity warrants it) |
| People feeling excluded to physical access requirements | Potential attendees with access needs | High | Medium | Check that venue and the route/travel arrangements involved have appropriate access – e.g. no steps, lift access if needed, wider doorways if wheelchair/motorised wheelchair needed. If venue isn’t accessible, consider use of alternate venues if possible during planning stage.Ask members/potential attendees to inform committee of any access needs. |
| People feeling excluded due to financial cost of activity | Potential attendees | medium | Medium | Keep costs for participants as low as possible – through choice of venue/activity and related costs such as transport – careful budgeting.Consider subsidising activity cost with fundraised money or apply for grant funding. |

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| **Additional notes:** Consult Student Opportunities staff if you have any questions. |

*This pre-prepared risk assessment is a version produced 22nd August 2018; last edited August 2018; due for review August 2019 or sooner if required.*