

## Risk Assessment

<b>Risk Assessment for the activity of</b>	Ice Skating		<b>Date</b>	03.11.2025
<b>Unit/Faculty/Directorate /Club or Society</b>	K-pop Society	<b>Assessor</b>	Sophie Holgate	
<b>Line Manager/Supervisor/President</b>	Alfred Chung	<b>Signed off</b>	N/A, please upload to groupshub for digital sign-off by SUSU Activities team	
<b>Description of event/activity</b>	<p>Ice Skating as a society, Going down to the West Quay Ice skating rink for a society social.</p> <p>Members will be instructed to make their own way to the rink.</p> <p>Attendees: 20-30</p> <p>Time of event: 8pm - 10pm</p> <p>Date of event: First week of December - Exact date TBD</p> <p>Location of event: West Quay Shopping Centre Ice Rink</p>			

### PART A

**(1) Risk identification**

**(2) Risk assessment**

**(3) Risk management**

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Version: 2.3/2017

Hazard	Potential Consequences	Who might be harmed  (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	

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Slips, Trips, & Falls off the Ice	Physical Injury	Committee Members, Society Members, Members of the Public	2	3	6	<p>All members should be made aware of any trip hazards that are around the rink.</p> <p>Any risks that are noticed by members or event organisers to be reported to venue staff immediately.</p> <p>All to keep all personal belongings out of main walkways to avoid other members, Event organisers and Members of the public tripping over them</p> <p>Extra vigilance will be paid to make sure that any spilled drinks, food products, or objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to venue staff ASAP. If they cannot be contact, mark off the area with hazard signs</p>	1	2	2	<p>Seek medical attention from venue staff</p> <p>Contact emergency services if needed</p> <p>Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a></p>
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Slip, Trips, and falls on the Ice	Physical Injury	Committee Members, Society Members, Members of the Public	2	3	6	<p>Make event organisers aware of potential risks and relay safety measures to members of the society.</p> <p>Participants to wear the correct foot wear (ice skates) and advised to bring their own protective wear (gloves, knee pads, etc.)</p> <p>Participants advised to not bring any bags, food or drink onto the ice.</p>	1	3	3	<p>Seek assistance if in need of extra help from venue staff if needed</p> <p>Contact emergency services if necessary</p> <p>Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>
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Inappropriate Behaviour	<p>Bullying and harassment of participants</p> <p>Event attendees/ or members of the public may act inappropriately towards other attendees</p>	Committee Members, Society Members, Members of the Public	2	3	6	<p>Carry out SUSU's zero-tolerance approach regarding discrimination, prejudice, hate, crime, racism, sexual misconduct, and any victimisation.</p> <p>Ensure hosts have read the SUSU respect policy</p> <p>Ensure everybody is respectful of each other, the committee should keep a watchful eye on members' behaviour.</p> <p>Committee to make sure all members are being respectful to the surrounding public.</p> <p>Committee to keep an eye on any members of the public not being appropriate with members.</p>	1	3	3	<p>Event hosts to remove participants from the activity if they are behaving inappropriately</p> <p>Get support from venue staff if needed</p> <p>Report inappropriate behaviour to SUSU's Activities Team if it occurs</p> <p>Report inappropriate behaviour to the emergency services if needs escalation.</p>
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Exercise	Exhaustion	Committee Members, Society Members, Members of the Public	3	3	9	<p>Ensure regular breaks are taken where needed by members and committee</p> <p>Short warm up led by the committee before skating so everyone is in the right shape for skating.</p> <p>Committee to keep an eye on members and fellow committee to see if breaks are needed</p> <p>All to make the Committee aware of any pre-existing medical conditions that may need addressing during the activity.</p>	1	1	1	<p>Seek assistance if in need of extra help from venue staff if needed</p> <p>Contact emergency services if necessary</p> <p>Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>
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Physical Activity	Participants may accidentally injure themselves or others during activities	Committee Members, Society Members, Members of the Public	2	4	8	Ensure participants are aware of the required skills needed to take part in the session, and also provide a reminder before it begins.	1	3	3	<p>Verbal warnings will be provided to participants who are verbally insulting/aggressive to ensure the wellbeing of other members. If the behaviour continues after the warning, said participant(s) will be taken out of the activity as a whole.</p> <p>Contact emergency services if necessary 111/999</p> <p>Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>
Inadequate meeting space - overcrowding, not inclusive to all members, inaccessible	Physical injury, distress, exclusion	Committee Members, Society Members, Members of the Public	2	3	6	<p>Ensure space meets needs of members e.g. considering location &amp; accessibility of space</p> <p>Committee to consult members on needs and make reasonable adjustments where possible</p>	2	2	4	<p>Seek medical attention if problem arises</p> <p>Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>

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Fire Emergencies	Consequences could include: <ul style="list-style-type: none"> <li>- Evacuation</li> <li>- Injury</li> <li>- Burns</li> </ul>	Committee Members, Society Members, Members of the Public	2	5	10	<p>Advise members where the emergency exits are before event starts</p> <p>Advise members about the proper evacuation protocols to ensure safe exits if necessary.</p> <p>Contact emergency services as needed 111/999</p>	2	5	10	<p>Report to building management and provide important and relevant information regarding the incident</p> <p>Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>
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Use of Ice Skates	Cuts, Broken bones and other injuries	Committee Members, Society Members, Members of the Public	3	5	15	<p>Make sure all participants are sufficiently trained in the use of ice skates, have them go through a briefing beforehand to use them.</p> <p>A committee member with proficient ice skating skills will be present to guide participants to skate correctly and help if needed.</p> <p>Ensure participants are aware of the required skills needed to take part in the session, and also provide a reminder before it begins.</p> <p>Make event organisers aware of potential risks and relay safety measures to members of the society.</p> <p>Participants advised to wear gloves and other protective clothing to avoid cuts and other potential injury.</p> <p>In the event of injury seek out the venue staff and emergency services if needed 111/999.</p>	1	4	4	<p>Seek assistance if in need of extra help from venue staff if needed</p> <p>Contact emergency services if necessary</p> <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
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Colliding with other skaters	Broken Bones and other injuries	Committee Members, Society Members, Members of the Public	4	3	12	<p>Participants to be made aware of the risks before entering the ice.</p> <p>Members to be made aware of the presence of the public and to avoid as best as they can, especially any small children.</p> <p>Members that are seen to be being aggressive or skating dangerously to be given warnings and if necessary removed from the event.</p> <p>Make sure all participants are skating in the correct direction to avoid any clashes.</p> <p>Members to be made aware of the committee and venue staff that have first aid training in case of any minor injuries.</p> <p>If necessary contact emergency services 111/999.</p>	2	4	8	<p>Seek assistance if in need of extra help from venue staff if needed</p> <p>Contact emergency services if necessary</p> <p>Ensure that any incidents involving the public or others are recorded and addressed.</p> <p>Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>

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Bad Weather	Unsafe to skate due to heavy rain, high winds, lightning etc even if under a marquee.	Committee Members, Society Members, Members of the Public	4	1	4	Committee members to be in contact with venue staff prior to the event and during the event in case it needs to be postponed or stopped.  Committee to keep an eye on the weather and advising members to stop if it gets too bad.	1	2	2	Seek assistance if in need of extra help from venue staff if needed  Cancel the event if weather gets too bad.  Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a>
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The Cold (weather and the Ice)	Risk of hypothermia	Committee Members, Society Members, Members of the Public	2	5	10	<p>Members are advised to wear the correct clothing i.e. gloves, thick socks, multiple layers, winter coat, etc.</p> <p>Participants are advised to not sit on the ice at any point, and if they fall over to get up as soon as they can.</p> <p>The committee is to keep an eye on all members and if any look as though they are too cold, or look ill, to ask them if they have more clothes they can put on. If this doesn't help, then the Committee is to ask the members to step off of the rink and warm up.</p> <p>Contact emergency services if necessary 111/999.</p>	2	2	4	<p>Seek assistance if in need of extra help from venue staff if needed</p> <p>Contact emergency services if necessary 111/999.</p> <p>Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>
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Travelling to the venue	Vehicle collision causing serious injury	Committee Members, Society Members, Members of the Public	4	3	12	<p>Members are responsible for their individual safety though and are expected to act sensibly</p> <p>Local venue chosen to avoid event goers getting lost, or discriminating against those that cannot travel far</p> <p>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.</p> <p>Avoid large groups of people totally blocking the pavement or spilling into the road.</p> <p>Anybody in the group who 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).</p>	1	3	3	<p>Where possible venues chosen for socials will be local/known to members and within a short distance from each other.</p> <p>Contact emergency services as required 111/999</p> <p>Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>
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						Be considerate of other pedestrians & road users, keep disturbance & noise down.				
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## ***PART B - Action Plan***

### **Risk Assessment Action Plan**

<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1,2, 4, 5, 8, 9, 11	Ensure that any objects that can cause potential injuries are moved out of the way or stored out of reach where they can be avoided. Allows more space for activities to be carried out. Members should also be guided on the correct way to use the skates before they start the session.	All committee members	01/12/25	01/12/25	
2, 3, 5, 8, 9, 12	Inform members about expected behaviour they should display, and respect should be shown to everyone. How they should act in relation to the public and their surroundings.	All committee members and participants	01/12/25	01/12/25	
4,6, 8, 9	Assess the meeting space prior to the event to ensure it can fit the expected numbers. Participants should also be reminded about moving around carefully in the venue to avoid any collisions during skating. A first-aid trained committee member should be at the event in case of any injuries.	All committee members	01/12/25	01/12/25	

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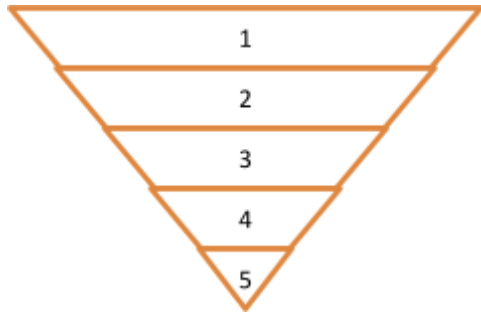
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7	Before the event starts, all committee members should know where the fire exits are and also inform the participants of the location of these exits in case of a fire emergency.	All committee members	01/12/25	01/12/25	
10, 12	Weather forecasts should be checked and monitored up until the event and during the event so members can be kept informed about the risks and can be updated if there are any changes to the date and time of the event.	All committee members	01/12/25	01/12/25	
2, 4, 5, 8, 9	Ensure participants are in correct health and ability to part-take in activities	All committee members	01/12/25	01/12/25	
Responsible manager's signature:				Responsible manager's signature:	
Print name: Emma Ho			Date: 03/11/25	Print name: Sophie Holgate	
				Date: 03/11/25	

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## 1. 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	

L I K E L I H O O D	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

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.



