

# Risk Assessment

<b>Risk Assessment for the activity of</b>	Montefiore Exiles RFC Generic Risk Assessment		<b>Date</b>	30/09/2025
<b>Are you a sports club or society?</b>	Sports Club	<b>Assessor</b>	Max Pritchard	
<b>President/Captain Name/2<sup>nd</sup> Committee Member</b>	Jack Robertson	<b>Signed off</b>		
<b>Risk Assessment Information</b> (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)	<p>The Montefiore Exiles RFC are an intramural rugby club at the University of Southampton, run and managed by Students.</p> <p>The team's primary goal is playing rugby, training in a local public area and partaking in fixtures at Wide Line Sports Ground. The team also travels to away fixtures at other university's sports grounds.</p> <p>This risk assessment will also cover the team's alternate activities, including socials, meetings, and other generic gatherings of the members of the club.</p>			

**PART A**

(1) Risk identification			(2) Risk assessment				(3) Risk management			
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General Considerations (including group meetings)										
Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All participants and spectators	3	3	9	Check ground conditions for holes, lumps, and other obstacles.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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Fire	Smoke inhalation, burns and more severe risk of extreme harm.	All participants and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <p>Consider accessibility requirements</p>	1	5	5	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.</p>

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<b>Setting up/moving or chairs/tables/ other objects in the area.</b>	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	3	3	9	<p>Make stall operators aware of the potential risks, follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables. Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>When using SUSU facilities request tools to support with move of heavy objects - E.g., hand truck, dolly, skates.</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>	1	3	3	<p>Seek assistance if in need of extra help from facilities staff/venue staff if needed.</p> <p>Contact emergency services if needed.</p> <p>All incidents are to be reported on 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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Overcrowding	Physical injury	Event organisers and attendees	1	3	3	<p>Do not push/shove.</p> <p>When using SUSU facilities barriers can be requested by SUSU facilities team (if available on the day) to assist with large crowd management.</p> <p>Book during quieter times when less activities taking place.</p> <p>Inform other bookings on the in the area of the event.</p>	1	3	3	<p>Seek medical attention if problem arises.</p> <p>If applicable, inform UoS security team of the event (– on campus 3311, off campus 02380 593311. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a>) and liaise with them on need for security teams on the day.</p> <p>Security team may inform police of the event if required (e.g. marches)</p>

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Electronics	Risk of eye strain, injury, electric shock.	Committee and attendees	2	4	8	<p>Ensure regular breaks (ideally every 20mins) when using screens.</p> <p>Ensure screen is set up to avoid glare, is at eye height where possible.</p> <p>Ensure no liquids are placed near electrical equipment.</p> <p>Ensure all leads are secured with cable ties/mats etc</p>	1	4	4	<p>For external venues pre-check equipment and last PAT testing dates</p> <p>Seek medical attention as required.</p> <p>When using SUSU facilities request support and advice from SUSU IT/Tech teams e.g. via activities team.</p>

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<b>Accessibility:</b>  Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements.  They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.	Participants, committee	1	2	2	All areas chosen for activity will have their suitability checked.  Committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	1	2	2	In case of an emergency, call the emergency services on 999.  If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.  Any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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<b>Reputational Risk:</b>  For the club, and the University.	Incidents during club activity could pose a reputational risk to the club or Southampton University itself.  This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs or the University's name into disrepute.	The club or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to.  Ensuring that any incidents involving public or others are recorded and addressed.  Ensuring all members are reminded that they are representing the club the University.	1	1	1	



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<b>Financial Risk:</b>  For the club	Club activity costing more than planned, weakening their financial position.  Incidents with members of the public, participants, causing lawsuits and financial penalties.	The club  Members subject to lawsuits	1	5	5	The club is required to complete financial forecasting and budget for the year.  The club will have two scheduled external audits to eliminate bias, as well as one internal audit from committee in the interim.  Match fees will be considered in lieu of membership fees to help fund the club.	1	5	5	

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<b>Legal Compliance:</b>  Club or society activity going against set law.  This includes breaches of the freedom of speech act	Fines imposed upon the student group.  Jail sentences.  Reputational risk to the student group and the wider University	The club or society, committee and members or the Wider University.	1	5	5	All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will conduct necessary inquiries to remove doubt.  This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.	1	5	5	

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<b>Medical Issues:</b>  Pre-existing and process for any that appear during club activity	Illness, death	Members, committee	3	5	15	All clubs and societies should have a process for if a medical issue occurs.  All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.  If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 593311 Advise participants; to bring their personal medication  Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so	2	5	10	In an emergency, contact 999.  Any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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Activity Considerations											
Equipment: any equipment the club uses needs to be risk assessed.	Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used?	All participants and bystanders.	2	2	4	Check all equipment prior to use. Is it safe to use? Does it have any sharp edges? Is it damaged in any way?  Check any stands – are they safe? Are they likely to fall? Are they damaged or do they have any sharp edges?  Do those leading the session have the appropriate training to demonstrate and use the equipment correctly?  Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated.	1	2	2	Seek medical attention if problem arises.  Any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed if using an official venue. Follow SUSU incident report policy.	

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<b>Moving/setting up equipment:</b> Posts, tackle equipment, ball carriers	Various forms of injuries up to and including possible sprains, breakages, and impalement.	Committee, members, and the public	1	2	2	Large or heavy equipment to be carried by 2 people..  Any equipment not in use that is not fixed should be removed from the activity area.	1	2	2	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. If using an official venue, any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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Being hit by a ball	Concussion if hit on the head. Otherwise, potential bruising.	All participants and Committee and spectators as well as members of the public who may be walking past	3	4	12	Participants must only engage in throwing the ball when it is appropriate to do so, utilising common sense and avoiding unnecessary risk inducing throws/ kicks which have potential to cause harm to other participants or the public.	2	4	8	If the person who has been hit by the Frisbee is showing signs of concussion or is confused, seek medical attention immediately. Call 999 in an emergency. If using an official venue, any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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<b>Removal of Jewellery, plus any other objects in pockets etc</b>	Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises. Facial abrasions and laceration from jewellery worn.	All participants and organisers.	2	2	4	Participants asked to remove jewellery, piercings and objects from pockets prior to joining in.  Those leading the session must ensure this has been done.	1	2	2	If any injury occurs, seek medical attention.  If severe, call 999 in an emergency.  If using official venues, any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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<b>Over-exertion or exhaustion. Strenuous exercise and the effect on the body</b>	Muscle injury – strains and pulls.	All participants and organisers.	3	3	9	Those leading the session should ensure a proper and thorough warm up is carried out prior to the session that focuses on the areas that are likely to be used the most.	2	3	6	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency (although unlikely for muscular)</p> <p>If using an official venue, any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.</p>



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<b>Participant Attire:</b>	Injury can occur if people are not wearing attire appropriate to the sport or activity, inappropriate footwear particularly can lead to slips and falls which may cause harm. Items of clothing not suited to the activity may also be damaged. Failing to wear adequate protection may lead to bodily harm.	All participants and organisers.	4	3	12	Ensure all participants are wearing suitable clothing (nothing in pockets) and appropriate footwear.  Participants will be encouraged to wear whatever protection/ gumshields they require and take accountability for their decisions in personal protective safety.	2	3	6	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. If using an official venue, any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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<b>Extreme Weather</b>	Heat or sun – risk of sunburn, heat exhaustion and dehydration. Cold – risk of hypothermia. Weather directly influences ground surfaces (see below) and the risk of slips, trips and falls (see above)	All participants, organisers, and spectators	3	3	9	Ensure regular drinks breaks are taken, and that each participant is advised to bring their own drinks bottle.  If it is hot or sunny, ensure participants have taken steps to reduce their chance of harm – i.e., use of sun cream, hats and having available shaded area. If it is cold, ensure participants have suitable attire to enable them to keep warm.	1	3	3	If anyone is affected by the heat or cold, seek immediate medical attention.  If severe, call 999 in an emergency.  If using an official venue, any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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<b>Ground Surfaces</b>	Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips trips and falls (see section 1).	All participants, organisers, and spectators	2	3	6	Check areas for hazards prior to session starting.  Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. If using an official venue, any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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<b>Tackling</b>	Players can get injured from dangerous tackles – worst case broken bones, spinal damage, ligament and muscle tears.	Players/Participants	2	4	8	Ensure players are wearing necessary safety equipment and are aware of the risks of not doing so.	1	4	4	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. If using an official venue, any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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Contact training	Broken bones, dislocation, sprains, and concussions	Players/Participants	3	4	12	Technique coaching, sufficient warmups and demonstration. Proper safety equipment to be worn throughout, including appropriate footwear. Additional instruction given to inexperienced players, use of training pads to limit contact.	2	4	8	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. If using an official venue, any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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Injury from insufficient warmups	Pulled or strained muscles	Players/Participants	3	3	9	Players/participants told the benefits of an effective warm up and encouraged to complete. Warmups led by an appropriately experienced individual. Appropriate recovery methods also discussed to ensure muscles are more pliable to warm up.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. If using an official venue, any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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Scrummaging	Worst case broken bones, spinal damage, ligament and muscle tears.	Players/Participants	3	4	12	Technique coaching, sufficient warmups, and demonstration. Proper safety equipment to be worn throughout, including appropriate footwear. Additional instruction given to inexperienced players.	1	4	4	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. If using an official venue, any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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<b>Travel:</b> Riverside Park, Wide Lane, or to away games.	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	4	5	20	Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test.  Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Importance of this to be reminded.	2	5	10	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 <a href="#">SUSU incident report policy</a>



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Lighting	Players/Participants unable to see each other, the equipment or obstacles clearly, resulting in a higher risk of injury.	Players/Participants	5	4	20	<p>Training and matches will only take place where there is sufficient light. Committee are deemed to be responsible for determining what is a safe light level.</p> <p>If at Wide Lane and lights are not working, this will be reported to Southampton Sport and the session stopped. SUSU Sports Coordinators will not schedule games in unlit areas past the predicted sunset.</p>	1	4	4	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. If using an official venue, any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.</p>

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Ability of players	Players could be placed at the wrong level or in the wrong teams, resulting in potential risk of injury to themselves or others.	Players/Participants, Instructors	4	5	20	<p>Captain to decide whether it is safe for a player/participant to be part of that team or training.</p> <p>Committee to ensure that their team is playing against other teams of a similar level, training and in a safe environment.</p> <p>Team sheets of both sides to be checked for players not eligible to play.</p>	1	5	5	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. If using an official venue, any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.</p>
Southampton Sport Facilities Considerations										

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<b>Facility defects, including, Lighting, Heating, Fire, Bomb Threat (unidentified package), fire exit blocked</b>  <b>Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked</b>  <b>Uneven surfaces or defects</b>	Causing Slip, trip or Falls.  Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment.  Person or persons falling over or into objects and/or each other, due to fire exit blocked	Participants involved in the activity, referees, spectators and customers of the facility	2	3	6	Everyone to ensure they do visual checks of the facility / pitch before the session starts and report anything to the Southampton Sport Staff.  If playing surface is deemed unsafe then the session is not to go ahead.  If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club.  <i>Excessive Heat</i> Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff.  <i>Fire exit blocked</i> Everyone to ensure they do not put anything in front of fire exits.	2	3	6	QR codes to report any defects to the Southampton Sport Staff.  Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.

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<b>Equipment provided by Southampton Sport failure</b>	Minor bruising, sprain, fracture, dislocation, concussion.	Participants in the activity, referees, spectators	2	3	6	Everyone to report equipment failure to the Southampton Sport Staff.  If equipment is unsafe, take it out of action, and source replacement.	2	3	6	QR code to report any equipment failure to the Southampton Sport Staff.  Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.

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<b>Violent or aggressive behaviour or actions towards staff or other customers</b>	Inflicting physical injury, vandalising property, financial loss or reputation damage	Staff, customers, members	3	3	9	Abiding by facility rules, everyone should treat people with respect.  In serious circumstances seek assistance.	2	3	6	Make Southampton Sport Staff aware, call security.  Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.  Contact Report and Support <a href="#">Report + Support - University of Southampton</a>

**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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Socials										
Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	Ask members to only bring small items and use sensibly. Members of the club are responsible for their own possessions and the use of them.  Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.  Club to follow and share with members Code of conduct/ SUSU <a href="#">Expect Respect policy</a>	1	2	2	SUSU <a href="#">Expect Respect policy</a> to be followed  Committee WIDE training

## 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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
<b>Alcohol consumption</b>	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees,	2	5	10	<p>Members are responsible for their individual safety though and are expected to act sensibly</p> <p>Initiation behaviour not to be tolerated</p> <p>For socials at bars/pubs etc bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>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</p> <p>Committee to select student</p>	1	5	5	<p>Follow <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required 111/999</p> <p>Committee WIDE training</p>

## 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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Travel	Vehicle's collision -causing serious injury	Event organisers, event attendees, 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 venues known to University of Southampton (UoS) students chosen</p> <p>Event organisers will be available to direct people between venues.</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>	2	3	6	<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>When using official venues, incidents are to be reported on the 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>



## 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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Travel by car, train, bus, plane when leaving the local area.	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	4	3	12	<p>Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test.</p> <p>Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Importance of this to be reminded.</p>	2	3	6	<p>Contact emergency services as required 111/999</p> <p>When using official venues, incidents are to be reported on the 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>

## 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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
<b>Medical emergency</b>	Members may sustain injury /become unwell  pre-existing medical conditions Sickness Distress	Members	3	5	15	Advise participants; to bring their personal medication  Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so  Contact emergency services as required 111/999  When using SUSU facilities, contact SUSU Reception/ Venue staff for first aid support	2	5	10	When using official venues, incidents are to be reported on the as soon as possible ensuring the duty manager/ health and safety officer have been informed.  Follow <a href="#">SUSU incident report policy</a>

## 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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
<b>Spiked Drinks/ Alcohol Poisoning</b>	Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self-control	Event organisers, event attendees,	2	5	10	<p>Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event</p> <p>Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff.</p> <p>Participants encouraged to stay with a nominated 'buddy' where possible.</p> <p>The organizers have confirmed the premise is licensed. <b>Action organizers (b).</b></p> <ul style="list-style-type: none"> <li>The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and</li> </ul>	2	5	10	<p>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 rather than continue on the social. Taxis will be called if required.</p> <p>If they need to go to the hospital they will also be accompanied there.</p> <p>Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty</p>

## PART A

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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)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
<b>Members getting lost or separated. Members leaving an event/activity alone or without notifying others.</b>	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees,	3	3	9	<p>If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.</p> <p>Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event</p> <p>Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.</p>	2	3	6	<p>Follow <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required</p>

## 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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
<b>Violent or offensive behaviour</b>	<p>Participants may become violent or offensive due to the consumption of too much alcohol.</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees,	2	5	10	<p>Bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>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</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event</p> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></p>	1	5	5	<p>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.</p> <p>Follow <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required</p>

## 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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	<p>Lead organiser to check the weather are suitable for activities on the day</p> <p>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites</p> <p>In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate.</p>	3	3	9	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

## PART A

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
<b>Slips, trips and falls as a result of alcohol</b>	Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.	Event organisers, event attendees,	3	2	6	Committee to check that chosen venues meet the following requirements: <ul style="list-style-type: none"> <li>- Venue is in good condition with no major trip hazards.</li> <li>- Bar staff monitor the condition of the floors &amp; mop up spill drinks.</li> <li>- Security staff &amp; Bar Staff provide first aid cover.</li> </ul> DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down.	2	2	4	If necessary, emergency services will be called  Request first aid at venue  Follow <a href="#">SUSU incident report policy</a>
<b>Allergies - food and drink</b>	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	Attendees responsible for own welfare in such instances- follow guidelines of venues. First aid requested from bar staff as required.	1	5	5	Call Emergency Services/ alert bar staff

***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
Responsible committee member signature: Jack Robertson				Responsible committee member signature: Max Pritchard	
Print name: Jack Robertson			Date: 30/09/2025	Print name: Max pritchard	
				Date 30/09/2025	



## 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	

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				

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

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

