Risk Assessment

Risk Assessment for the activity of	180 Degrees Consulting Southampton's General Activity throughout the academic year 2026-27, including ○ Meetings ○ Workshops		**Date**	Date of completing the RA (12/10/26)
Group name	180 Degrees Consulting Southampton	**Assessor**	Sami Iqbal	
Supervisor	President	**Signed off**	***SUSU USE ONLY***	
Description of event/activity	External speaker events hosted on a monthly basis. Consulting projects run independently and worked on by students – no large in-person formal meetings required for this. Many students opt for MS Teams.			

PART A						
(1) Risk identification			**(2) Risk assessment**		**(3) Risk management**	
Hazard	**Potential**		**Inherent**		**Residual**	**Further controls (use the risk hierarchy)**

	Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	
General Considerations (including group meetings)										

Slips, trips and falls	Physical injury	Event organisers and attendees	**2**	**3**	**6**	All boxes and equipment to be stored away from main meeting area, e.g. stored under tables. Any cables to be organised as best as possible, e.g. cable ties to be used if necessary. Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers. Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.	**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 reporting guide

Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	2	5	10	Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. 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. Avoid build-up of debris in the activity area. Consider accessibility requirements.	1	5	5	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident reporting guide

Manual handling, including setting up of equipment. E.g. table and chairs	Bruising or broken bones from tripping over table and chairs	Meeting organisers and attendees	**2**	**3**	**6**	Follow manual handling guidelines. Ensure that at least 2 people carry tables or other bulky items. Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. Request tools to support with the moving of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates. Make sure anyone with any preexisting conditions isn't doing any unnecessary lifting and they are comfortable.	**1**	**3**	**3**	Seek assistance from facilities staff/venue staff if needed. Seek medical attention from SUSU/venue Reception if in need. Contact emergency services if needed. 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 reporting guide

Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	**2**	**3**	**6**	Do not push/shove. If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management. Committee checks on space, lighting, access, tech available, etc. Use ticketing system (SUSU Box Office) for regular sessions/meetings to avoid exceeding venue capacity. Ensure space meets needs of members e.g. considering location & accessibility of space (use AcessAble database to check accessibility information of venues). If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	**1**	**3**	**3**	Seek medical attention if problem arises. Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings. Postpone meetings where space cannot be found. Welfare Officer to complete WIDE training. 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 reporting guide

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						Committee to consult members on needs and make reasonable adjustments where possible Provide remote meeting options for members where possible.				
Electronics	Eye strain, electric shock, burns, injury due to trip hazards, causing fire	Event organisers and attendees	2	4	8	Ensure regular breaks (ideally every 20mins) when using screens. Ensure screen is set up to avoid glare, is at eye height where possible. Ensure no liquids are placed near electrical equipment. Ensure all leads are secured with cable ties/mats, etc. For external venues, pre-check equipment and last PAT testing dates.	1	4	4	Request support and advice from SUSU IT/Tech teams e.g. via Activities Team. Seek medical attention as required. Follow SUSU incident reporting guide

Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents causing reputational damage to the group, Southampton University Students' Union or Southampton University itself.	The club, SUSU or the University's reputation	**2**	**1**	**2**	Ensuring all parts of this risk assessment are adhered to. Ensuring all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing. Members are reminded that they need to adhere to SUSU's Code of Conduct. Consider risks at activities as well as digital presence (e.g. social media posts)	**1**	**1**	**1**	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide

	This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs /soci									

	eties, SUSU or the University's name into disrepute.									

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Travel by foot	Disturbance to neighbourhood, participants getting lost, increased risk to personal safety, vehicle collision causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	Members are responsible for their individual safety and are expected to act sensibly. Local venues known to UoS students chosen. Event organisers will be available to direct people between venues. 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. Avoid large groups of people totally blocking the pavement or spilling in to the road. Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally	2	3	6	Where possible venues chosen for socials will be local/known to members and within a short distance from each other. 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 SUSU incident reporting guide

						with someone else. If required a taxi will be called for them (ideally SUSU Safety Bus will be used, or Radio Taxis). Be considerate of other pedestrians and road users, keep disturbance and noise down.				

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	**2**	**5**	**10**	Group 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 manner, with those doing otherwise to face disciplinary action (from the club/society in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.	**1**	**5**	**5**	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 SUSU incident reporting guide

Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	Getting lost, increased risk to personal safety.	Event organisers, event attendees,	**3**	**3**	**9**	If a person leaves without warning all efforts will be made to locate them. Stress however that attendees are responsible for their individual safety. Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event. Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.	**2**	**2**	**4**	Follow SUSU incident reporting guide Call emergency services as required.

Medical emergency	Members may sustai n injury /beco me unwe ll Preexisti ng medi cal condi tions, sickn ess, distre ss	Members	**1**	**5**	**5**	Advise participants to bring their personal medication if it might be required. Members/Committee to carry out first aid if necessary and only if qualified and confident to do so. Contact emergency services as required 111/999. Contact SUSU Reception/venue staff for first aid support. Members can be referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk) in case of distress.	**1**	**4**	**4**	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 reporting guide

Adverse weather	Hypo - or hyper ther mia, illnes s, injury , slippi ng, burns	Event organisers, event attendees,	**3**	**4**	**12**	Lead organiser to check the weather are suitable for activities on the day. Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites. In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, and to hydrate (especially if drinking alcohol).	**2**	**2**	**4**	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date. Contact emergency services if needed. 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 reporting guide

Events involving Food	Allergies Food poisoning Choking	All	**3**	**5**	**15**	**An additional event risk assessment needs to be carried out for gatherings involving members making and/or serving food.** **An additional event risk assessment needs to be carried out for events with hired catering services. Further guidance on food provision can be found here** Only order/buy food at establishments with appropriate food hygiene (EHO) rating. Food to only be provided/eaten when other activities are stopped. Follow good food hygiene practices - no handling food when ill, tie back hair, wash hands regularly using warm water and soap, refrigerate necessary products.	**1**	**5**	**5**	SUSU food hygiene level 2 course available for completion- requests made to Activities Team. Call for first aid/emergency services a required . Report incidents via SUSU incident report procedure.

						For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.				

Talks/debates - subjects that could be sensitive or personal to some members	The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.	Members	**2**	**3**	**6**	Prior information about event and what to expect given out so participants know what to expect. **If inviting external speakers, follow UoS Code of Practice to Secure Freedom of Speech within the Law.** Do not confirm speaker's attendance before final confirmation from SUSU Activities Team is given. More info on the process for inviting external speakers can be found here. Be aware this process can take time, so be sure to give plenty of notice. Members made aware they could leave the event at any time. Members referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk), and/ore signpost to support organisations (e.g. via	**1**	**3**	**3**	Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter. Committee WIDE training. Seek guidance from Activities/SUSU Advice Centre/UoS Student Hub as required.

						presentation slide, or by speakers/committee members).				

						SUSU reporting tool available.				

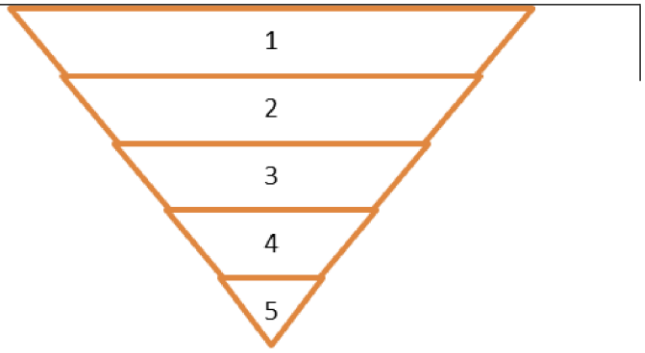
PART B – Action Plan					
Risk Assessment Action Plar					
Part no.	**Action to be taken, incl. Cost**	**By whom**	**Target date**	**Review date**	**Outcome at review date**

1	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: • Trips and Tours • Fundraising events e.g. Bake Sales • External Speaker Events • Events involving homecooked/prepared food or external catering • Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities...	Relevant committee members – president to ensure complete.	9/11/26		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	9/11/26		
3	24 Hour Risk Assessment for Welcome Event	Sami Iqbal	9/11/26		

Responsible committee member signature 1: Sami Iqbal At least 2 committee members need to sign Part B		Responsible committee member signature 2: Tiya Kapoor At least 2 committee members need to sign Part B	
Print name: Sami Iqbal	Date: 12/10/26	Print name: Tiya Kapoor	Date: 12/10/26

Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
• Admin controls	Examples: training, supervision, signage	
• 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 selfadministered.
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