

Risk Assessment			
Risk Assessment for the activity of	Pakistan Society's Risk Assessment for Campus Scavenger Hunt		Date 07/10/26
Group name	Pakistan Society	Assessor	Muhammad Nauman
Supervisor	Umer Urooj	Signed off	SUSU USE ONLY
Description of event/activity	Event details: A campus-wide scavenger hunt for ticket holders. Attendees will be placed into teams in advance and given clues leading to buildings across the University of Southampton Highfield Campus. Clues will be placed outside buildings 100, 46, 54, 2, 18, 32, 67, 37. We can confirm that the facilities/estates team has notified university security and the individual building managers about our event plan. They've been made aware that the clues will be a piece of paper with the PakSoc logo on it. Teams will make their own way between checkpoints. A prize will be awarded to each member of the winning team at the end of the event. Around 25 to 30 attendees are expected. Teams will have no more than 5 members. The event will be led by Pakistan Society committee members. Date of event: 07/10/26 Location: Highfield Campus, University of Southampton. Time: 5:00pm - 7:00pm		

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				Residual	Further controls (use the risk hierarchy)	
			L	I	S	Control measures (use the risk hierarchy)	L	I	S
			i	n	c		i	n	c
			k	p	o		k	p	o
			e	a	r		e	a	r
			I	c	e		I	c	e
			i	t			i	t	
			h				h		
			o				o		
			d				d		
General Considerations (including group meetings)									

Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	Keep boxes and equipment clear of the main activity area, for example under tables or in a designated storage place. Arrange cables neatly and secure them with cable ties where needed. Keep floors clear and dry, with organisers checking the area during the activity. Clean up spilled food or loose items promptly. Tell facilities or venue staff about trip hazards as soon as possible. If the hazard cannot be removed, mark the area with a sign.	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
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	2	5	10	Event leaders must know and understand the fire procedures for the venue or location. Keep exit routes clear and clearly marked. Report any issue to venue staff straight away. At the start, point out the nearest emergency exits and remind everyone to leave calmly if there is an emergency. Keep rubbish and other debris from building up in the activity area. Take accessibility needs into account.	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
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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 safe manual handling guidance. Have at least two people move tables or other bulky items. Organisers will be responsible for setting up tables. Work as a team when moving large or heavy items. Ask SUSU Facilities or venue staff for suitable equipment, such as a trolley, to move heavy objects. Anyone with a pre-existing condition should avoid unnecessary lifting and only help if they feel 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
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Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	Do not push or shove. If a large crowd forms, ask SUSU Facilities or the venue for barriers to help manage it. Before the event, the committee will check the space, lighting, access and available technology. Use the SUSU Box Office ticketing system for regular meetings to avoid exceeding venue capacity. Choose a space that meets members' needs, including location and accessibility. Use the AccessAble database to check venue information. For open activities, consider access needs and choose an area that is as accessible as possible. Ask members about their needs and make reasonable adjustments where 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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Electronics	Eye strain, electric shock, burns, injury due to trip hazards, causing fire	Event organisers and attendees	2	4	8	Take regular breaks, ideally every 20 minutes, when using screens. Set screens to reduce glare and place them at eye level where possible. Keep liquids away from electrical equipment. Secure leads with cable ties or floor covers. At an external venue, check equipment and its most recent PAT test date.	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
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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. This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies , SUSU or the University's name into disrepute.	The club, SUSU or the University's reputation	2	1	2	Follow all parts of this risk assessment. Remind members that they represent the Society, SUSU and the University, including when wearing branded clothing. Members must follow the SUSU Code of Conduct. Consider behaviour during activities and online, including social media posts.	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants, Members of the public	2	1	2	Ask members to bring only small items and to use them sensibly. Members are responsible for their own possessions and how they use them. Choose a theme that is unlikely to cause offence. Ask anyone wearing an item considered offensive to remove it. Share and follow the Society Code of Conduct and SUSU Expect Respect policy.	1	1	1	SUSU Expect Respect policy to be followed. Committee WIDE training. Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide
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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	1 2	Members are responsible for their own safety and should act sensibly. Choose familiar local venues known to University of Southampton students. Event organisers will be available to guide people between locations. Encourage attendees to choose a buddy so they can stay together. Encourage attendees to look out for one another and check in during the event where possible. Do not allow large groups to block pavements or spill into the road.	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
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					If someone is very drunk or unwell and cannot travel safely, encourage them to go home with someone else. Call a taxi if required, ideally the SUSU Safety Bus or Radio Taxis. Respect other pedestrians and road users and keep noise and disturbance to a minimum.				
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Travel by car, bus 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	The committee must check that drivers have the right licence and insurance for their mode of travel, including completion of any SUSU minibuss test. Members must travel sensibly. Anyone who does not may face disciplinary action from the Society. Remind members that poor conduct could harm the Society's reputation, especially when using a SUSU-branded vehicle.	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
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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 someone leaves without telling the group, make reasonable efforts to find them. Remind attendees they are responsible for their own safety. Committee members will oversee the activity and attend each location. Give each participant or team a bright wristband or similar item so they can be identified and guided if needed. Add participants to a WhatsApp group and give them an organiser's number to call if they are lost. Choose nearby venues that members know. Where possible, use places familiar to University of Southampton students and in student areas.	2	2	4	Follow SUSU incident reporting guide Call emergency services as required.
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Medical emergency	Members may sustain injury /become unwell Pre-existing medical conditions, sickness, distress	All attendees	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 <u>only if</u> 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
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Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence	Event organisers, event attendees, public	2	5	10	Bouncers/security will be present at most licensed venues. Bar/venue security staff will need to be alerted and emergency services called as required. Do not personally engage with any violent behaviour. Stay safe and move members away from the situation if possible, inform the bar staff/police if necessary. 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. Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.	1	3	5	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. Follow SUSU incident reporting guide Call emergency services as required.
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Demonstration / Strike / Awareness Raising / Debating Activity

Overcrowding due to nature of demonstration event	Physical injury	Event organisers and attendees	2	3	6	Do not push/shove. If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. Book during quieter times when less activities taking place on Redbrick/book all available space. Inform other bookings on the Redbrick/in the area of the event. With support from a SUSU Activities Coordinator, inform UoS Security Team of the event and any potential security needs on the day. Routes chosen to avoid overcrowding	1	3	3	Seek medical attention if problem arises. Security Team may inform the police of the event if required (e.g. marches). Follow SUSU incident reporting guide Call emergency services as required.
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						To contact the Security Team on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk				
Anti-social, Violent or offensive behaviour due to nature of demonstration event	Distress, Physical Injury	Event organisers, event attendees	2	5	10	No alcohol served/consumed as part of demonstration/protest events. Society to follow and share with members Code of Conduct/SUSU Expect Respect policy .	1	3	3	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. Follow SUSU incident reporting guide Call emergency services as required.

Disturbance to public, students and staff	Conflict, noise pollution, crowds	Event organisers and attendees, general public	2	2	4	Protest/demonstration events should be planned on University grounds (primarily Redbrick) avoiding residential areas. UoS Security Teams informed of the event. Everybody will be encouraged to stay together as a group. Shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas. If applicable, book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons).	1	2	2	With support from a SUSU Activities Coordinator, inform UoS Security Team of the event. University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk Inform UoS/SUSU teams of the event- Comms teams can brief others via SUSSED or social media posts. Follow SUSU incident reporting guide
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Participants moving independently around campus after dark	Getting lost, personal safety risk, vehicle collision, distress	All attendees	2	5	10	Event takes place on Highfield Campus, a well-lit and familiar environment for members. All routes pre-mapped to well-known campus buildings and shared with teams at briefing. Teams advised to stay together and not split up at any point. All participants will be part of a WhatsApp group or will be given an organiser's number to call if they are lost or in difficulty Organisers contactable by phone throughout; emergency contact number shared with all teams before departure. Teams advised not to enter any building outside their designated route. Committee members will be stationed at checkpoints	1	5	5	Organiser to call team if not returned to end point within expected time. Call 999 if a participant cannot be located. Follow SUSU incident reporting guide.
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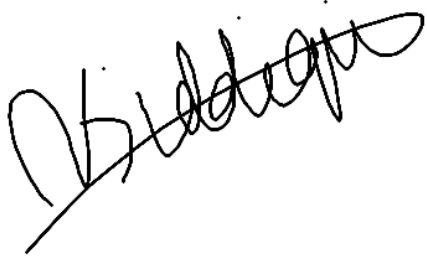
						Teams advised to walk, not run, between locations and to be considerate of other campus users.				
Prize handling and competitive behaviour - subjects that could be sensitive or personal to some members	Disputes between teams, unsportsmanlike conduct, reputational damage	Members	2	3	6	Prior information about event and what to expect given out so participants know what to expect. 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/or signpost to support organisations (e.g. via presentation slide, or by speakers/committee members). SUSU reporting tool available.	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.

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
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 home-cooked/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.	Before 07/10/2026		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	Start of term		

3	Brief all attendees on route rules, safety expectations and emergency contact before departure	President / VP	07/10/2026		
4	Confirm team sizes and routes with all committee leads before event day. Ensure identifiable items (wristbands of sorts in bright colour) are sourced and ready	Events Rep	07/10/2026		
5	Conduct a walkthrough of all route buildings before 6pm to identify hazards and confirm access. Obtain permission from Hartley Library and any other buildings with a reception to place clues inside	Events Rep	Before 07/10/2026		
6	Ensure all organisers have each other's phone numbers and a shared contact list for teams	Committee	07/10/2026		
7	Confirm prize arrangements before event day	Committee	At each event		
8	Student IDs checked on entry	Committee	At 07/10/2026		

Responsible committee member signature 1:		Responsible committee member signature 2:	
			
Print name: Muhammad Nauman	Date: 01/10/26	Print name: Muhammad Umer Urooj	Date: 01/10/26

The diagram shows an inverted triangle with a black border, divided into five horizontal sections by four black lines. The sections are numbered 1 through 5, starting from the top and moving downwards. Section 1 is the largest, and section 5 is the smallest, at the bottom vertex.

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.
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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