

Risk Assessment			
Risk Assessment for the activity of	University of Southampton Trauma and Orthopaedic Society's General Activity throughout the academic year 2026-27, including: ○ Socials ○ Meetings ○ Webinars ○ Workshops ○ Events (Talks) ○ Revision Sessions ○ Fundraising events ○ Information stands ○ Southern Surgical Conference ○ Casting and Splinting Workshops ○ Hand Fracture Fixation Workshops ○ Fracture Series (Talks and Workshops) ○ Southern Trauma and Orthopaedic Conference		Date 08/09/2026
Group name	University of Southampton Trauma and Orthopaedic Society	Assessor	Nasif Bhuiyan
Supervisor	Nasif Bhuiyan (President)	Signed off	SUSU USE ONLY
Description of event/activity	Additional information about regular activity: - Regular activities include meetings, webinars, workshops, conferences, events (talks), revision sessions, casting and splinting workshops, hand fracture fixation workshops, and our fracture series (talks and workshops). All of our sessions are supervised by consultant trauma and orthopaedic surgeons, fellows, and registrars. They are involved in the creation and guidance of all our programmes, ensuring safety, equipment expertise and knowledge, and form the teaching faculty for our		

	sessions. Our sessions are to be regularly held on weekdays, following approval of the risk assessment, and in University of Southampton, Southampton General Hospital (University Southampton Hospital NHS Foundation Trust) spaces or online. For in person sessions, room booking is completed via RoomBook. Sessions are planned to be held during the evening, typically ranging from 18:00-21:00, accounting for delays and the overrunning of events. Conferences are planned to be full-day events, typically ranging from 09:00-17:00. These events are usually held at the Heartbeat Education Centre, Southampton General Hospital. - Meetings are typically held online and are for the committee to discuss events and plans for the society. However, some meetings may also happen in Southampton General Hospital, with supervising consultants, to discuss and plan events. Webinars will be held on Microsoft Teams. Workshops, events (talks), revision sessions, casting and splinting workshops, hand fracture fixation workshops, and our fracture series are a series of talks and workshops delivering educational content to medical students. These cover key procedures and information, which are guided and taught by trauma and orthopaedic surgeons (who may either be affiliated with the medical school, university, and/or frequently placement teaching staff). None of these events cater food. Facilitators, particularly the surgeons, are often gifted chocolates for their help, which are pre-packaged and bought from a store. These are labelled with allergens. - In the case food will be served, a committee member will complete the L2 Food Hygiene and Allergen Qualification and gain approval from the SUSU Activities Team via a separate Risk Assessment. - Equipment: stockinette, synthetic cast padding bandage, plaster of Paris, crepe cotton bandages, trauma shears, oscillating saws, fiberglass, plastic buckets, gloves, disposable aprons, incontinence pads, saw bones, intramedullary nails, compression plates, screws, suture material, needle drivers, tissue forceps, scissors, sharps bins, clamps, surgical saws, orthopaedic power drills, reamers, bone-holding forceps, mallets, drill guides, depth gauge, implant systems, locking screws, k-wires, guide
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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)
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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
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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
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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 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 pre-existing 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
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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 AccessAble 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. 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	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
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants, Members of the public	2	1	2	Ask members to only bring small items and use sensibly. Members of the society 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. Society to follow and share with members Code of Conduct/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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Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers, event attendees	2	4	8	Members are responsible for their individual safety though and are expected to act sensibly. Initiation behaviour not to be tolerated and drinking games to be discouraged. For socials at bars/pubs etc., bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. 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 Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.	1	3	3	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 (look at SUSU Safety Bus, Radio Taxis options). Follow SUSU incident reporting guide Call emergency services as required 111/999. Welfare Officer to complete WIDE training.
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					Committee to advise and remind members to always watch their own drinks. Society to follow and share with members Code of conduct/SUSU Expect Respect policy.				
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Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control	Event organisers, event attendees,	2	5	10	Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event. 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/unusual behaviour to staff. Participants encouraged to stay with a nominated 'buddy' where possible. The organisers have confirmed the premise is licensed. Action organizers (Part B). 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.	2	3	6	Members are responsible for their individual safety 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 (look at SUSU Safety Bus, Radio Taxis options). If they need to go to the hospital they will also be accompanied there. 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. 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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					Members/participants are advised to watch their own drinks. <u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u>				
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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 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
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					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 minibuss 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.
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Medical emergency	Members may sustain injury /become unwell Pre-existing medical conditions, sickness, distress	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 <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. Society to follow and share with members Code of conduct/SUSU Expect Respect policy.	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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Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees,	3	4	1 2	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
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Fundraising Events & Cash Handling - *For own society or a charity*

Fundraising for own society	Financial loss, reputational damage	Members, Participants	2	3	6	No cash transactions. Card Machines cannot be borrowed for non-charity fundraising. All fundraising to be completed via QR code to a GoFundMe or similar platform. Clearly state the purpose of fundraising activity on fundraising platform used.	1	3	3	Follow SUSU incident reporting guide
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Fundraising for charity	Financial Loss, reputational damage	Members, participants, charity	2	3	6	Southampton RAG procedures will be followed: Charity Event form completed for each fundraising event, and RAG approval will be given. For bake sales: a separate risk assessment is needed and all food hygiene certificates and individual event risk assessment to be approved by the Activities Team. Request card machines from SUSU RAG if needed. Agree time for payment to the charity with SUSU Activities Team. Clearly state purpose of fundraising activity in event promotion and signage. Include the registered charity number if possible.	1	3	3	No cash to be accepted at all. No card machines to be left unattended. No volunteers to be left alone with the card machine. In the event of theft, committee members will: Highlight the incident to any community police officers in the area/report to 111. Follow SUSU incident reporting guide
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Events involving Food	Allergies Food poisoning Choking	All	3	5	1 5	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.
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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. To contact the Security Team on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk	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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Anti-social, Violent or offensive behaviour due to nature of demonstratio n event	Distress, Physical Injury	Event organisers, event attendees	2	5	1 0	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.
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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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Counter protest, discrimination against the demonstration/Campaign	Distress due to threatening/aggressive behaviour, injury due to assault/violence	Event organisers and attendees	2	4	8	Event planned for Highfield campus - a route well signposted and known for students. Leaders to advise all participants to not engage/respond to any counter protests or aggressive behaviour. If safe to do so, encourage group to move on and remove themselves from situation. The event will be ended and students advised to return to campus if this continues. Prior information about event and what to expect given out so participants know what to expect, e.g. via Facebook/social media posts. Participants made aware they could join and leave the event at any time. Ensure that people are aware that this is an open space for discussion to discourage protest.	1	4	4	Event organisers to call University Security if necessary. Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Building 32, University Road Highfield Campus. Any incidents will be reported via UoS reporting tools Contact emergency services if needed Organisers will, following the event, share relevant information on support/signpost via social media channels etc. Follow SUSU incident reporting guide
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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/or signpost to support organisations (e.g. via presentation slide, or by speakers/committee members).	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.
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					SUSU reporting tool available.				
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Trauma and orthopaedic activities (involving the equipment listed in the description on "Page 2"). This includes sharps, needles, screws, power drills, fracture fixation devices, casting and splinting materials and other equipment.	Equipment causing injury. Potential water spillage causing slippage and injury. Water causing scalding or freezing injuries.	Session attendees, including for talks and workshops. This may include educational and revision sessions, casting and splinting workshops, hand fracture fixation workshops, and fracture series.	2	2	4	Incontinence pads to prevent slippage. These absorb any water that falls out of the working range. Water will be at a normal temperature to avoid injury. Ensure members are informed and advised on how to use equipment safely. Provide appropriate PPE for the activities including gloves, aprons, etc. When necessary, ensure participants follow hand hygiene protocols, by having hand washing instructions, using hand sanitiser and/or use wipes. When necessary, a trained individual, e.g., supervising surgeon, will be involved in the removal of equipment or materials, to prevent injury, e.g., removal of a plaster cast with trauma shears. Provide sharps bins for disposal of single-use sharps and needles.	1	1	2	Follow SUSU incident report policy Seek medical attention as required Call emergency services as required 111/999
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					These will be disposed by Southampton General Hospital. Provide adequate supervision by trained and experienced staff and facilitators during workshop sessions, including trained orthopaedic surgeons or deliverers of equipment involved in the activities of this nature. Maintain an inventory of (surgical) equipment before, during, and after sessions. Provide and maintain safe storage for equipment.				
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Security/privacy issues related to use of video or voice call software. Data protection breach	Data protection breach	All participants	3	2	6	Create password for participants Ask participants to verify whether they are a student/member of SUSU Avoid publishing links and passwords on social media or in public forums Participants to be directed not to pass on link details to persons who are not members of SUSU, regardless as to how well they know them Non-members should only be allowed to join if they are trusted by the committee, provide a clear benefit to the society such as instruction/guidance and can be verified by the host Meeting host to compare the list of participants within the digital platform against the list of those expected to be in attendance at the start of every meeting.	1	2	2	Virtual meeting host to remove uninvited participants from the meeting where possible
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Using other person's personal details to host or participate in public events	Data protection breach	Person whose details are used	3	2	6	Students to stream and join sessions using their own software account and identity rather than using another person's details If a participant is using another person's device, they should change the automatic participation name where applicable (e.g. John's iPad)	1	2	2	
Participants have remote access to other's devices	Data protection breach	All participants	2	3	6	Activity host to switch off device access in account settings Participants to be reminded not to give access to or request access from the activity host	1	3	3	

Unauthorised recording of sessions	Data protection breach	All participants	2	3	6	Switch off in software settings where applicable. Ensure all participants are aware that the session must not be recorded by any person unless agreed and publicised clearly beforehand and with a clear description of how the recording will be used and who it will be available to.	1	3	3	Activity hosts to make participants aware if they notice a person is recording session without prior agreement If observed to be recording; activity hosts to ask the person to stop. Refusal justifies removal from the activity.
Inappropriate behaviour	Bullying and harassment of participants	All participants	2	3	6	SUSU believes everyone should be able to enjoy their time at university and all the experiences that go along with that. SUSU has a zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct, and any victimisation through any activity, including online - Participants to be reminded to be respectful of others - Activity host to have read SUSU's Expect Respect Policy https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf	1	3	3	Activity host to remove participants from the online activity if they are behaving inappropriately Activity host to report inappropriate behaviour to SUSU's Activities team (activities@susu.org)

PART B – Action Plan

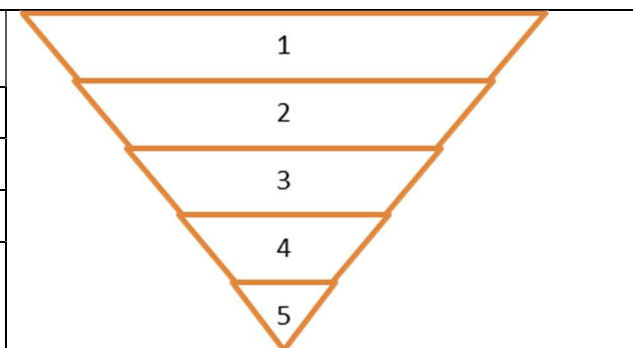
Risk Assessment Action Plan

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 • 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.	In advance of events (2-3 weeks minimum).	Immediately after events and overall review in July 2027.	N/A
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	Immediately	By the end of the submission deadline for SUSU (in September).	Completed
3	Ensuring safe disposal or removal of sharps and any other equipment that may pose a risk should inadequate	Relevant committee members –	Immediately after an event	After any workshop sessions or	N/A

	storage or disposal occur. All settings will also be safely cleaned up and protected before and after an event.	president to ensure complete. This includes the president, vice president and any members involved in the hosting or organisation of the event.		events involving equipment.	
4	Fire and Safety mandatory training (completed by all medical students as part of VLE training).	All committee	Immediately	Immediately	Everyone has successfully completed their VLE Fire and Safety Mandatory Training and has been awarded a certificate from the hospital trust.
5	Undertake VLE Mandatory Training including Fire Safety, Prevent Strategy, Safeguarding Adults, Health and Safety Awareness, Infection Prevention, Equality, Diversity and Inclusion, Data Security and Child Protection.	All committee	Immediately	Immediately	All committee have successfully completed their VLE Mandatory Training and have obtained certificates from University Hospital Southampton.
Responsible committee member signature 1:				Responsible committee member signature 2:	
					
Print name: NASIF BHUIYAN			Date: 08/09/2026	Print name: SNEHA SARAH THOMAS	Date: 08/09/2026

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	25
3	3	6	9	12	15	20
2	2	4	6	8	10	15
1	1	2	3	4	5	10
	1	2	3	4	5	

IMPACT

Impact	Health & Safety
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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.

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