

Risk Assessment			
<b>Risk Assessment for the activity of</b>	Southampton University Photography Society's General Activity throughout the academic year 2025-26, including <ul style="list-style-type: none"> <li>o Meetings</li> <li>o Socials</li> <li>o Workshops</li> <li>o Photo walks</li> </ul>		<b>Date</b> 04/09/2025
<b>Group name</b>	Southampton University Photography Society	<b>Assessor</b>	Sonny Pedcenko
<b>Supervisor</b>	Terrence Lau	<b>Signed off</b>	<b>SUSU USE ONLY</b>
<b>Description of event/activity</b>	Meetings and workshops entail informal educational presentations, sometimes with the use of society-owned camera equipment. Casual socials will take place on campus and sometimes in nearby venues e.g. Portswood cafes, involving food and sometimes alcohol. Photo walks function as guided walks where attendees bring their cameras to take pictures of the surrounding scenery, mainly in the local area.		

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

General Considerations (including group meetings)									
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Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	All equipment to be stored away from the 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 the participant is 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 <a href="#">SUSU incident reporting guide</a>
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or location's 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>Avoid build-up of debris in the activity area.</p> <p>Consider accessibility requirements.</p>	1	4	4	<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.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
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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	<p>Follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables or other bulky items.</p> <p>Setting up tables will be done by the organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support the moving of heavy objects from SUSU Facilities/venue. 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 from facilities staff/venue staff if needed.</p> <p>Seek medical attention from SUSU/venue Reception if in need.</p> <p>Contact emergency services if needed.</p> <p>All incidents are to be reported as soon as possible, ensuring the duty manager/health and safety officer has been informed.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
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Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	<p>Do not push/shove.</p> <p>If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management.</p> <p>Committee checks on space, lighting, access, tech available, etc.</p> <p>Use ticketing system (SUSU Box Office) for regular sessions/meetings to avoid exceeding venue capacity.</p> <p>Ensure space meets needs of members e.g. considering location &amp; accessibility of space (use <a href="#">AccessAble</a> database to check accessibility information of venues).</p> <p>If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.</p>	1	3	3	<p>Seek medical attention if problem arises.</p> <p>Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings.</p> <p>Postpone meetings where space cannot be found.</p> <p>Welfare Officer to complete WIDE training.</p> <p>All 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 reporting guide</a></p>
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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 <a href="#">SUSU incident reporting guide</a>

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 <a href="#">SUSU incident reporting guide</a>
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Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers, event attendees	2	4	8	<p>Members are responsible for their individual safety though and are expected to act sensibly.</p> <p>Initiation behaviour not to be tolerated and drinking games to be discouraged.</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 friendly' bars/clubs and contact them in advance to inform them of the event.</p>	1	3	3	<p>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).</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p> <p>Call emergency services as required 111/999.</p> <p>Welfare Officer to complete WIDE training.</p>
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					<p>Committee to advise and remind members to always watch their own drinks.</p> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy.</a></p>				
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Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control	Event organisers, event attendees,	2	5	10	<p>Committee to supervise meetings/socials and 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.</p> <p>Report any suspicious/unusual behaviour to staff.</p> <p>Participants encouraged to stay with a nominated 'buddy' where possible.</p> <p>The organisers have confirmed the premise is licensed. <b>Action organizers (Part B).</b></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>	2	3	6	<p>Members are responsible for their individual safety and are expected to act sensibly when walking around.</p> <p>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).</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 manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
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					<p>Members/participants are advised to watch their own drinks.</p> <p><b><u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/<a href="#">Expect Respect policy</a></u></b></p>				
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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	<p>Members are responsible for their individual safety and are expected to act sensibly.</p> <p>Local venues known to 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.</p> <p>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 in to the road.</p> <p>Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally</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>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 reporting guide</a></p>
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					<p>with someone else. If required a taxi will be called for them (ideally SUSU Safety Bus will be used, or Radio Taxis).</p> <p>Be considerate of other pedestrians and road users, keep disturbance and noise down.</p>				
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	<p><b>10</b></p> <p>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.</p> <p>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).</p> <p>Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.</p>	1	5	5	<p>Contact emergency services as required 111/999.</p> <p>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 reporting guide</a></p>

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	<p>If a person leaves without warning all efforts will be made to locate them. Stress however that attendees are responsible for their individual safety.</p> <p>Committee to supervise meetings/socials and 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.</p> <p>Will look to select venues known to UoS students and within student areas.</p>	2	2	4	<p>Follow <a href="#">SUSU incident reporting guide</a></p> <p>Call emergency services as required.</p>
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Medical emergency	Members may sustain injury /become unwell  Pre-existing medical conditions, sickness, distress	Members	1	5	5	<p>Advise participants to bring their personal medication if it might be required.</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so.</p> <p>Contact emergency services as required 111/999.</p> <p>Contact SUSU Reception/venue staff for first aid support.</p> <p>Members can be referred to The Student Hub (02380 599 599, <a href="mailto:studenthub@soton.ac.uk">studenthub@soton.ac.uk</a>) in case of distress.</p>	1	4	4	<p>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 reporting guide</a></p>
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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	<p>Bouncers/security will be present at most licensed venues.</p> <p>Bar/venue security staff will need to be alerted and emergency services called as required.</p> <p>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.</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	3	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 reporting guide</a></p> <p>Call emergency services as required.</p>
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Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees,	3	4	1 2	<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, and to hydrate (especially if drinking alcohol).</p>	2	2	4	<p>If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date.</p> <p>Contact emergency services if needed.</p> <p>All 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 reporting guide</a></p>
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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	<p>No cash transactions.</p> <p>Card Machines cannot be borrowed for non-charity fundraising.</p> <p>All fundraising to be completed via QR code to a GoFundMe or similar platform.</p> <p>Clearly state the purpose of fundraising activity on fundraising platform used.</p>	1	3	3	Follow <a href="#">SUSU incident reporting guide</a>
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Fundraising for charity	Financial Loss, reputational damage	Members, participants, charity	2	3	6	<p>Southampton RAG procedures will be followed:</p> <p>Charity Event form completed for each fundraising event, and RAG approval will be given.</p> <p>For bake sales: all food hygiene certificates and individual event risk assessment to be approved by the Activities Team.</p> <p>Request card machines from SUSU RAG if needed.</p> <p>Agree time for payment to the charity with SUSU Activities Team.</p> <p>Clearly state purpose of fundraising activity in event promotion and signage. Include the registered charity number if possible.</p>	1	3	3	<p>No cash to be accepted at all.</p> <p>No card machines to be left unattended.</p> <p>No volunteers to be left alone with the card machine.</p> <p>In the event of theft, committee members will: Highlight the incident to any community police officers in the area/report to 111.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
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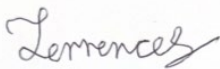
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Handling of personal and society camera gear	Injury (electric shock, cuts, bruises), damage to equipment, potential financial loss if equipment needs to be replaced	Members	3	3	9	<p>Members are educated in the proper handling and care of gear to ensure equipment is well-maintained and the person is at low risk of injury.</p> <p>Committee present when untrained members are handling studio equipment e.g. for workshops.</p> <p>Members are advised to wear camera straps when handling cameras to prevent damage/injury from dropping.</p>	1	3	3	<p>Seek assistance from facilities staff/venue staff if needed.</p> <p>Seek medical attention from SUSU/venue Reception if in need.</p> <p>Contact emergency services if needed.</p> <p>Report incidents via SUSU incident report procedure.</p>
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Theft or loss of equipment	Financial loss, individual distress	Members	3	4	1 2	<p>Ensure equipment is not visible/advertised when out in public.</p> <p>Equipment not to be left unattended, including in a vehicle if possible.</p> <p>Participants will prioritise their own safety and are advised not to confront any potential thief. If confronted will give up the equipment.</p> <p>Only take the tools you need for the job at hand, so there's no excess kit lying around.</p>	2	3	6	<p>Keep a record of equipment information so that if it does go missing, you have accurate descriptions of the model, serial number and any other identifying information that may help in recovery.</p> <p>Insure personal gear where possible.</p> <p>Carry a mobile phone.</p> <p>Highlight the incident to any community police officers in the area/report to 111.</p> <p>Report incidents via SUSU incident report procedure.</p>
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<b>PART B – Action Plan</b>					
<b>Risk Assessment Action Plan</b>					
<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	Individual risk assessments for individual events with higher risk levels and anything not covered by the generic assessment. This includes: <ul style="list-style-type: none"> <li>• Trips and Tours</li> <li>• Fundraising events e.g. Bake Sales</li> <li>• External Speaker Events</li> <li>• Events involving home-cooked/prepared food or external catering</li> <li>• Other large or medium- to high-risk events, e.g. balls, club nights, pub crawls, sporting activities...</li> </ul>	Relevant committee members – president to ensure complete.	3 weeks before the event		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members –	Start of term		

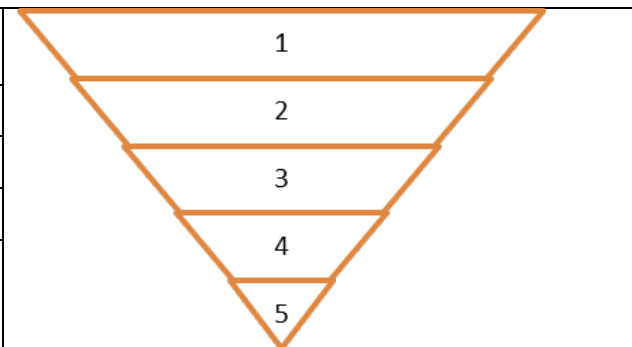


		president to ensure complete.			
3	Ensure all new committee members are familiar with the SUPS studio layout and are trained on equipment use and maintenance expectations.	Relevant committee members – studio manager to ensure complete.	End of October		
Responsible committee member signature 1:				Responsible committee member signature 2:	
					
Print name: SONNY PEDCENKO			Date: 05/09/25	Print name: TERRENCE LAU Date: 14/09/25	

## 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 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