

Risk Assessment			
Risk Assessment for the activity of	Ahlul Bayt Society General Activity throughout the academic year 2026-27, including Add or remove as appropriate which activities are covered, e.g. ○ Meetings ○ Workshops ○ Talks and Guest Speakers ○ Networking Events ○ Information Stands -		Date 28/09/2026
Group name	AhlulBayt Society	Assessor	Tiba Mobder Aziz
Supervisor	Zain Hirji	Signed off	SUSU USE ONLY
Description of event/activity	Additional information about regular activity, for example: 🎬 Meetings • Informal/committee meetings to plan society events and activities. • Typically held once every 2–4 weeks. • Location: University lecture rooms or society common rooms. 🎬 Workshops • Skill-building sessions (e.g., business planning, finance, pitching).		

- Usually **1–2 hours**, scheduled weekly or monthly depending on topic.
- **Location:** Seminar rooms or classrooms.

Talks and Guest Speakers

- Religious talks, majalis and educational sessions covering **Ahlul Bayt (AS), Islamic history, theology, spirituality and contemporary issues relevant to Muslim students.**
- Sessions may include **guest scholars/speakers, society members, or other invited speakers.**
- Scheduled **periodically throughout the academic year**, particularly around significant Islamic occasions such as Muharram, Safar, Ramadan and other important dates.
- Typical duration: **1–2 hours.**
- **Location:** University lecture theatres, seminar rooms or other SUSU-approved spaces.
- External Speaker Approval
- Where an external speaker is invited, the committee will submit an **External Speaker Registration Form to the SUSU Activities Team** and an **event-specific risk assessment** through the society's Groups Hub page.
- Requests and risk assessments must be submitted **at least three weeks before** the event.
- The speaker's attendance **must not** be confirmed or promoted **until approval has been received** from the SUSU Activities Team.
- The committee will follow any **additional control measures required by SUSU** before the event takes place.

	 Discussion Groups & Workshops • Interactive discussions, workshops and small-group sessions covering Islamic topics, student life, personal development and community/welfare matters. • May include Q&A sessions, study circles and practical workshops. • Scheduled periodically throughout the academic year. • Location: Common rooms, campus halls, or external venues.  Information Stands • Set up during university fairs or society open days. • Location: University atriums or student union spaces. • Equipment: Table, banners, flyers, laptops/tablets for sign-ups. -
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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	Inherent		Residual	Further controls (use the risk hierarchy)

		the vicinity; members of the public)	L i k e l i h o o d	I m p a c t	S c o r e	Control measures (use the risk hierarchy)	L i k e l i h o o d	I m p a c t	S c o r e	
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 Refer to number 7 in action plan	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	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 select 'student friendly' bars/clubs and contact them in advance to inform them of the event. 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 Refer to number 11 in action plan	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).	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.
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					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. 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.-</u> <u>Society to follow Code of conduct/Expect Respect policy</u>				Follow SUSU incident reporting guide
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Travel by foot Refer to number 10 in action plan	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.	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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					Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally 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.				
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Travel by car, train, bus, plane when leaving the local area. Refer to number 8 in the action plan	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
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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 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 Refer to number 9 in action plan	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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						Society to follow and share with members Code of conduct/SUSU Expect Respect policy.				
Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, 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

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: 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	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.	1	5	5	SUSU food hygiene level 2 course available for completion- requests made to Activities Team. Call for first aid/emergency services as required . Report incidents via SUSU incident report procedure.
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					Follow good food hygiene practices - no handling food when ill, tie back hair, wash hands regularly using warm water and soap, refrigerate necessary products. For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.				
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Financial Risk: For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society Members subject to lawsuits SUSU if required to assist.	1	1	1	Clubs and societies required to complete financial forecasting and budget for the year. All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs. SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.	1	1	1	
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 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.
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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.	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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					Ensure that people are aware that this is an open space for discussion to discourage protest.				
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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. Attendees will be informed in advance about the event topic and what to expect, particularly where sensitive or potentially distressing subjects may be discussed. Where an external speaker is invited, the committee must submit an External Speaker Registration Form to the SUSU Activities Team and an event-specific risk assessment through the society's Groups Hub page.	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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					The external speaker request and event-specific risk assessment must be submitted at least three weeks before the event to allow time for the required checks and any risk-management arrangements. The speaker's attendance must not be confirmed or promoted until approval has been received from the SUSU Activities Team. The committee will consider relevant risks associated with the speaker and event, including student wellbeing, health and safety, potentially controversial subject matter, reputational risks, the potential for disorder or unlawful activity, and compliance with relevant University and SUSU requirements.				
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					Any additional control measures required by SUSU as part of the approval process must be implemented before the event takes place. The committee will follow the University's Code of Practice on Freedom of Speech and Academic Freedom, and seek guidance from SUSU Activities Team where required. Attendees will be informed that they may leave the event at any time. Attendees who become distressed will be supported and signposted to the Student Hub or relevant support services. Any incidents or concerns will be reported through the SUSU incident reporting process.				
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					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.				
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Additional Hazards in relation to Dance/Fitness classes or rehearsals (If applicable) Examples for this here	Muscle strain, sprain, or injury from overexertion Falls from attempting advanced moves (pull-ups, handstands, dips) Bruising or cuts from equipment (bars, floor surface) Dehydration or exhaustion Rare: more serious injury (fracture, dislocation)	Participants (society members and attendees) Instructors/committee supervising the activity Bystanders if space is overcrowded			Qualified/experienced calisthenics instructor present at all sessions Pre-session warmup and post-session cool-down required Participants reminded to stay within their ability and not attempt dangerous skills without support Adequate space provided Water breaks encouraged throughout Inform SUSU and book suitable venue with safe flooring and equipment Accident/emergency procedure explained at the start of the session				(Additional measures)
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Additional Hazards in relation to Cinema Screenings (if applicable) Guidance for this here	Slips, trips, or falls in darkened room Eyestrain or headaches from extended screen time Fire risk from electrical equipment (projector, extension leads) Overcrowding or blocked fire exits in small venues Discomfort or fainting if ventilation/temperature poor	Society members Attendees (students, guests) Committee supervising the event University staff (venue support)				Ensure all exits and walkways kept clear of bags and equipment Clear signage to fire exits and committee briefed on evacuation procedure Adequate lighting before/after screening to reduce trip risk Extension leads PAT tested and safely taped down if used Limit numbers to venue capacity (as advised by SUSU/venue) Regular breaks if screening is over 2 hours Welfare officer/committee present to handle disruption or first aid incidents Snacks provided to be sealed, with allergy information available				(Additional measures)
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	Disruption or antisocial behaviour affecting attendees								
(Additional hazards if applicable)	(possible consequences)	(who may be affected)				(Control Measures)			(Additional measures)

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	Relevant committee members – president to ensure complete.	3 week prior to event	After each event	

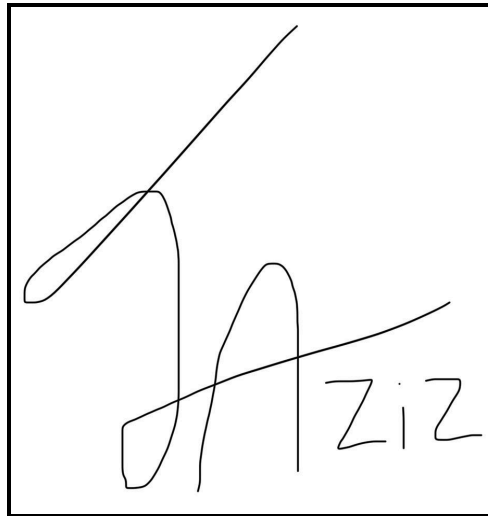
	- Fundraising events e.g. Bake Sales - External Speaker Events - Events involving home-cooked/prepared food or external catering - Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities...				
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	28/09/2026	28/09/2026	
3	Record incident in society log and submit report to SUSU within 3 days.	Zain Hirji	Within 3 days of incident	Within 1 week of incident	

4	Committee debrief held within 3 days to review what happened and update risk assessment.	Zain Hirji	Within 3 days of incident	Within 1 week of incident	
5	Contact affected individual(s) within 3 days to check welfare and offer support.	Zain Hirji	Within 3 days of incident	Within 1 week of incident	
6	Adjust event procedures (e.g. entry flow, speaker briefing, equipment setup) before the next event.	Zain Hirji	Within 3 days of incident	Within 1 week of incident	
7	Fire - 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	Zain Hirji	Within 3 days of incident	Within 1 week of incident	

8	Travel by car, train, bus, plane when leaving the local area - 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	Zain Hirji	Within 3 days of incident	Within 1 week of incident	
9	Anti-social, violent, or offensive behaviour - 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.	Zain Hirji	Within 3 days of incident	Within 1 week of incident	

10	Travel by foot - 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	Zain Hirji	Within 3 days of incident	Within 1 week of incident	
11	Spiked Drinks/Alcohol Poisoning - 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	Zain Hirji	Within 3 days of incident	Within 1 week of incident	

	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				
12	Events involving Food - 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.	Zain Hirji	Within 3 days of incident	Within 1 week of incident	

Responsible committee member signature 1:		Responsible committee member signature 2:	
			
Print name: ZAIN HIRJI	Date: 25/09/2026	Print name: Tiba Mobder Aziz	Date: 25/09/2026

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