

Risk Assessment			
Risk Assessment for the activity of	Sri Lanka Society's General Activity throughout the academic year 2025-26, including <ul style="list-style-type: none"> ○ Meetings ○ Games Nights ○ Information stands ○ Workshops ○ Cinema nights ○ Sporting activity (Sports Days) ○ Southampton Sport Facilities Considerations ○ Bunfight ○ Socials/ Meetups ○ Karaoke / Music socials ○ Socials involving arts and crafts 		Date Date of completing the RA (16/09/2025)
Group name	Sri Lanka Society	Assessor	Sanuth Menuja Fernando
Supervisor	Kithmal Chiranjaya Amarasinghe	Signed off	SUSU only
Description of event/activity	Various Bunfight location: Jubilee sports hall (B18) on the 26 th of September 2025		

PART A		
(1) Risk identification	(2) Risk assessment	(3) Risk management

(1) Risk identification

(2) Risk assessment

(3) Risk management	
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Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent				Residual	Further controls (use the risk hierarchy)			
			Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score		
General Considerations (including group meetings)											

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.</p> <p>Any cables to be organised as best as possible, e.g. cable ties to be used if necessary.</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.</p>	1	3	3	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</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 SUSU incident reporting guide</p>
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	2	5	10	<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	5	5	<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 SUSU incident reporting guide</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 organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with 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 on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident reporting guide</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 & accessibility of space (use AccessAble 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 SUSU incident reporting guide</p>
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						<p>Committee to consult members on needs and make reasonable adjustments where possible</p> <p>Provide remote meeting options for members where possible.</p>				
Electronics	Eye strain, electric shock, burns, injury due to trip hazards, causing fire	Event organisers and attendees	2	4	8	<p>Ensure regular breaks (ideally every 20mins) when using screens.</p> <p>Ensure screen is set up to avoid glare, is at eye height where possible.</p> <p>Ensure no liquids are placed near electrical equipment.</p> <p>Ensure all leads are secured with cable ties/mats, etc.</p> <p>For external venues, pre-check equipment and last PAT testing dates.</p>	1	4	4	<p>Request support and advice from SUSU IT/Tech teams e.g. via Activities Team.</p> <p>Seek medical attention as required.</p> <p>Follow SUSU incident reporting guide</p>

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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Accessibility: Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.	Participants, committee	1	5	5	All areas chosen for activity will have their suitability checked. If a closed activity for members, members will be consulted to ensure there are no accessibility requirements. If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	1	5	5	In case of an emergency, call the emergency services on 999. If those with accessibility problems have not been able to exit, make the building manager and emergency services aware. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants, Members of the public	2	1	2	<p>Ask members to only bring small items and use sensibly.</p> <p>Members of the society are responsible for their own possessions and the use of them.</p> <p>Choose a theme unlikely to cause offence.</p> <p>Any participant wearing items deemed offensive asked to remove these.</p> <p>Society to follow and share with members Code of Conduct/SUSU Expect Respect policy.</p>	1	1	1	<p>SUSU Expect Respect policy to be followed.</p> <p>Committee WIDE training.</p> <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Follow SUSU incident reporting guide</p>
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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</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 SUSU incident reporting guide</p> <p>Call emergency services as required 111/999.</p> <p>Welfare Officer to complete WIDE training.</p>
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					<p>contact them in advance to inform them of the event.</p> <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 Expect Respect policy.</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. Action organizers (Part B).</p> <p>The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to</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>
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					<p>and alcohol will not be served to customers who have drunk to excess.</p> <p>Members/participants are advised to watch their own drinks.</p> <p><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></p>				<p>Follow SUSU incident reporting guide</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	12	<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</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. 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 SUSU incident reporting guide</p>
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					<p>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).</p> <p>Be considerate of other pedestrians and road users, keep disturbance and noise down.</p>				
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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	<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 SUSU incident reporting guide</p>
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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	<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 SUSU incident reporting guide</p> <p>Call emergency services as required.</p>
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Medical emergency	<p>Members may sustain injury /become unwell</p> <p>Pre-existing medical conditions, sickness, distress</p>	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, studenthub@soton.ac.uk) 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 SUSU incident reporting guide</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>	1	3	3	<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 SUSU incident reporting guide</p> <p>Call emergency services as required.</p>
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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	<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 SUSU incident reporting guide</p>

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	
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Legal Compliance: Club or society activity going against set law. This includes breaches of the freedom of speech act	Fines imposed upon the student group as well as SUSU. Jail sentences. Reputational risk to the student group, SUSU and the wider University	The club or society, committee and members, SUSU or the Wider University.	1	1	1	All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place. All who wish to bring in an external speaker must follow due process, available here This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.	1	1	1	
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Medical Issues: Pre-existing and process for any that appear during club or society activity	Illness, death	Members, committee	3	5	9	All clubs and societies should have a process for if a medical issue occurs. All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly. If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 593311 Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and only if qualified and confident to do so	1	1	1	In an emergency, contact 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
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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 SUSU incident reporting guide
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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 SUSU incident reporting guide</p>
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Events involving Food	Allergies Food poisoning Choking	All	3	5	15	<p>An additional event risk assessment needs to be carried out for gatherings involving members making and/or serving food.</p> <p>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</p> <p>Only order/buy food at establishments with appropriate food hygiene (EHO) rating.</p> <p>Food to only be provided/eaten when other activities are stopped.</p> <p>Follow good food hygiene practices - no handling food when ill, tie back hair, wash hands regularly using warm water and soap, refrigerate necessary products.</p>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to Activities Team.</p> <p>Call for first aid/emergency services as required.</p> <p>Report incidents via SUSU incident report procedure.</p>
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Overcrowding due to nature of demonstration event	Physical injury	Event organisers and attendees	2	3	6	<p>Do not push/shove.</p> <p>If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.</p> <p>Book during quieter times when less activities taking place on Redbrick/book all available space.</p> <p>Inform other bookings on the Redbrick/in the area of the event.</p> <p>With support from a SUSU Activities Coordinator, inform UoS Security Team of the event and any potential security needs on the day.</p> <p>To contact the Security Team on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk</p>	1	3	3	<p>Seek medical attention if problem arises.</p> <p>Security Team may inform the police of the event if required (e.g. marches).</p> <p>Follow SUSU incident reporting guide</p> <p>Call emergency services as required.</p>
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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	<p>Protest/demonstration events should be planned on University grounds (primarily Redbrick) avoiding residential areas.</p> <p>UoS Security Teams informed of the event.</p> <p>Everybody will be encouraged to stay together as a group.</p> <p>Shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas.</p> <p>If applicable, book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons).</p>	1	2	2	<p>With support from a SUSU Activities Coordinator, inform UoS Security Team of the event.</p> <p>University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk</p> <p>Inform UoS/SUSU teams of the event- Comms teams can brief others via SUSSED or social media posts.</p> <p>Follow SUSU incident reporting guide</p>
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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	<p>Event planned for Highfield campus - a route well signposted and known for students.</p> <p>Leaders to advise all participants to not engage/respond to any counter protests or aggressive behaviour.</p> <p>If safe to do so, encourage group to move on and remove themselves from situation.</p> <p>The event will be ended and students advised to return to campus if this continues.</p> <p>Prior information about event and what to expect given out so participants know what to expect, e.g. via Facebook/social media posts.</p> <p>Participants made aware they could join and leave the event at any time.</p>	1	4	4	<p>Event organisers to call University Security if necessary.</p> <p>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311)</p> <p>Building 32, University Road Highfield Campus.</p> <p>Any incidents will be reported via UoS reporting tools Contact emergency services if needed</p> <p>Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</p> <p>Follow SUSU incident reporting guide</p>
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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	<p>Prior information about event and what to expect given out so participants know what to expect.</p> <p>If inviting external speakers, follow UoS Code of Practice to Secure Freedom of Speech within the Law.</p> <p>Do not confirm speaker's attendance before final confirmation from UoS Legal Services & SUSU Activities Team is given. More info on the process for inviting external speakers can be found here.</p> <p>Be aware this process can take time, so be sure to give plenty of notice.</p> <p>Members made aware they could leave the event at any time.</p> <p>Members referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk),</p>	1	3	3	<p>Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter.</p> <p>Committee WIDE training.</p> <p>Seek guidance from Activities/SUSU Advice Centre/UoS Student Hub as required.</p>
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						and/or signpost to support organisations (e.g. via presentation slide, or by speakers/committee members).				
						SUSU reporting tool available.				
Sports days (including sports collabs with other societies)										
Slips, trips, and falls on pitches or courts	Sprains, bruises, broken bones	Participants, referees, spectators nearby	3	4	12	Inspect playing surface before use; clear debris; ensure suitable footwear is worn; mark hazards; first aid kit available, ensure proper sports wear is worn	2	3	6	Ensure duty first aider is always present 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
Collision between players	Cuts, bruises, concussions, fractures	Participants	3	4	8	Pre-event briefing on safe play; use referees/monitors to enforce rules; no reckless play tolerated	2	3	6	Ensure duty first aider is always present 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

Equipment hazards (balls, bats, posts, nets, or other sporting equipment)	Injury from impact, entanglement, collapse of equipment, cuts/abrasions/bruising from sharp edges or damage.	Participants, spectators, bystanders	3	3	9	<p>All equipment, including balls, bats, posts, nets, and stands, will be inspected before use to ensure it is safe, stable, undamaged, and free from sharp edges.</p> <p>Only suitable and approved equipment will be provided for activities; damaged or unsafe items will be removed from use immediately.</p> <p>Goalposts, nets, and stands will be properly secured and checked for stability before play begins.</p> <p>Exclusion zones will be marked around play areas to keep spectators and bystanders at a safe distance.</p> <p>Session leaders will have the appropriate training and knowledge to set up, demonstrate, and use equipment correctly.</p> <p>Those leading the session will remain vigilant throughout, actively supervising participants to ensure equipment is being used safely and as instructed.</p>	2	2	4	<p>Seek medical attention promptly if any injury occurs; incidents to be reported to SUSU/Duty Staff as soon as possible.</p> <p>Follow SUSU incident report policy</p>
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Weather conditions (heat, cold, rain, extreme weather)	Dehydration, sunburn, heat exhaustion, hypothermia, illness, slips from wet ground.	Participants, organisers/staff, spectators.	3	4	12	Weather forecast checked in advance of the event. Participants and staff advised to bring suitable clothing, sunscreen, hats, and personal water bottles. Regular drinks breaks scheduled to prevent dehydration. Shade and water stations provided where possible in hot conditions. Participants reminded to apply sun cream in sunny weather. In cold weather, participants encouraged to wear suitable warm attire. Ground surfaces monitored for increased risk of slips in wet conditions.	2	2	4	<p>If weather conditions severe cancel or postpone the event</p> <p>If anyone is affected by heat or cold, seek immediate medical attention; in severe cases call 999. All incidents to be reported promptly to SUSU Duty Manager/Health & Safety team in line with SUSU incident reporting policy.</p>
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Lack of warm-up or stretching	Muscle strains, sprains, cramps, pulled or torn muscles.	Players/participants	3	3	9	Participants will be informed of the benefits of effective warm-up and stretching. A committee member or qualified/experienced individual will lead a structured warm-up session before activities begin. Participants encouraged to carry out cool-down and recovery methods after play to reduce risk of injury. Warm-up sessions designed to ensure muscles are adequately prepared and pliable for exercise.	2	2	4	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 report policy
Medical emergencies / pre-existing conditions	Severe illness, collapse	Participants	2	5	10	Collect emergency contact/medical info if necessary; have first aider on-site; call 999 if required	1	4	4	No further action required
Overcrowding in play areas / spectator space	Trampling, exclusion, stress	Participants, spectators	2	3	6	Allocate designated areas for spectators; committee to monitor crowding; use barriers if needed	1	2	2	Ticketing system if high demand
Travel to/from sports venue	Road accidents, getting lost, fatigue	Participants, attendees	2	5	10	Use licensed transport; encourage group travel/buddy system	1	4	4	Share Google Maps, location /pick-up info in advance

Anti-social behaviour (aggression, alcohol use)	Fights, injuries, reputational damage	Participants, attendees, public	2	5	10	No alcohol at sports events; follow SUSU "Expect Respect" policy; security if large event	1	3	3	Committee on hand to intervene, inform authorities if issue out of hand
Moving/setting up equipment: Goals, hoops, nets, carrying anything else.	Various forms of injuries up to and including possible sprains and breakages	All participants and organisers/st aff.	2	3	6	Large or heavy equipment to be carried by 2 people. Request tools to aid with the moving of heavy objects – SUSU facilities/venue e.g., hand truck, dolly, skates etc. Any equipment not in use that is not fixed should be removed from the activity area.	1	2	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 report policy.

Being hit by an object (ball, frisbee, hockey sticks etc.)	Concussion if hit on the head. Otherwise, potential bruising.	All participants and organisers/staff and spectators as well as members of the public who may be walking past	2	4	8	Activities will be carried out in designated play areas with sufficient space to reduce the risk of stray equipment hitting bystanders. Participants will be instructed not to throw, kick, or hit objects in the direction of others outside of the game. For activities where objects may leave the line of play (e.g. frisbee, balls), a spotter will be appointed to monitor and warn participants if needed. Spectators and non-participants will be kept behind exclusion zones and at a safe distance from play. Equipment will only be used in line with the rules of the game, and reckless/dangerous behaviour will not be tolerated. Committee members/session leaders will remain vigilant and intervene immediately if unsafe play is observed.	1	4	4	If the person who has been hit by the object is showing signs of concussion or is confused, 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 report policy.
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Removal of Jewellery, plus any other objects in pockets etc	Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises.	All participants and organisers/st aff.	2	2	4	Participants asked to remove jewellery and objects from pockets prior to joining in. Those leading the session must ensure this has been done.	1	2	2	If any injury occurs, seek medical attention. If severe, 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 report policy.
Over-exertion or exhaustion. Strenuous exercise and the effect on the body	Muscle injury – strains and pulls.	All participants and organisers/st aff	3	3	9	Those leading the session should ensure a proper and thorough warm up is carried out prior to the session that focuses on the areas that are likely to be used the most i.e., arms.	2	3	6	If any injury occurs, seek medical attention. If severe, call 999 in an emergency (although unlikely for muscular) Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
Participant Attire: Is the clothing they are wearing, including shoes, relevant to the sport or activity	Injury can occur if people are not wearing attire appropriate to the sport or activity.	All participants and organisers/st aff and spectators	2	3	6	Ensure all participants are wearing suitable clothing (nothing in pockets) and appropriate footwear. Is specific safety equipment required i.e., helmet, pads, gum shield etc	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 report policy.

Lighting	Players/Participants unable to see each other, the equipment or obstacles clearly, resulting in a higher risk of injury.	Players/Participants, Coaches/Instructors	5	4	20	Training and matches will only take place where there is sufficient light. Committee are deemed to be responsible for determining what is a safe light level. If lights are not working, this will be reported to Southampton Sport and the session stopped. SUSU Sports Coordinators will not schedule training or games in unlit areas past the predicted sunset.	1	4	4	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 report policy
Ability of players	Players could be placed at the wrong level or in the wrong teams, resulting in potential risk of injury to themselves or others.	Players/Participants, Coaches/Instructors	3	5	15	The committee will decide whether it is safe for a player/participant to be part of that team or sport. The participant will be asked if they are ok with participating in a certain sport. Committee to ensure that their team is playing against other teams of a similar level, training and in a safe environment. Where needed, use beginner-friendly rules or shorter matches to reduce mismatch risk	1	5	5	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 report policy

<p>Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked (Applicable to indoor activities)</p> <p>Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked (Applicable to outdoor activities)</p> <p>Uneven surfaces or defects</p>	<p>Causing Slip, trip or Falls. Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment. Person or persons falling over or into objects and/or each other, due to fire exit blocked</p>	<p>Participants involved in the activity, referees, spectators and customers of the facility</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Everyone to ensure they do visual checks of the facility / pitch/ court before the session starts and report anything to the Southampton Sport Staff. If playing surface is deemed unsafe then the session is not to go ahead. If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club. Excessive Heat Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff. Fire exit blocked Everyone to ensure they do not put anything in front of fire exits. Everyone to ensure they remove anything put in front of fire exits. Clear walkways are maintained in all areas accessing the fire exits.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>QR codes to report any defects to the Southampton Sport Staff. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system</p>
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Equipment provided by Southampton Sport failure	Minor bruising, sprain, fracture, dislocation, concussion,	Participants in the activity, referees, spectators	2	3	6	Everyone to report equipment failure to the Southampton Sport Staff. If equipment is unsafe, take it out of action.	2	2	4	QR code to report any equipment failure to the Southampton Sport Staff. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.
Violent or aggressive behaviour or actions towards staff or other customers	Inflicting physical injury, vandalising property, financial loss or reputation	Staff, customers, members	3	3	9	Abiding by facility rules, everyone should treat people with respect. In serious circumstances seek assistance.	2	2	4	Make Southampton Sport Staff aware, call security. Injuries to be reported to the Southampton Sport Staff ad via the SUSU reporting system. Contact Report and Support Report + Support - Report + Support - University of Southampton
Cinema Screenings										
Slips, trips, and falls in darkened venue	Bruises, sprains, broken bones	Attendees, committee	3	3	9	Ensure walkways/exits are clear; use floor lighting; secure cables; spillages cleaned immediately	2	2	4	Assign committee member to monitor venue during screening

Overcrowding in venue	Tripping, distress, evacuation issues	Attendees	2	3	6	Adhere to room capacity; ticketed entry; keep aisles/exits free	1	2	2	Committee to count attendees and prevent entry if full, or if possible, moving of venue if worst case.
Content sensitivity (graphic/triggering material)	Distress, complaints, reputational risk	Attendees	2	3	6	Add trigger/content warnings in event publicity; allow attendees to leave freely, give choice of the attendees to pick movies	1	2	2	Signpost Student Hub or SUSU Advice for support
Anti-social behaviour (talking, disruption, aggression)	Disturbance, reputational damage, fights	Attendees, public	2	5	10	Follow SUSU Code of Conduct; committee to intervene politely.	1	5	5	Security will be involved if behaviour is violent.
Health issues from prolonged sitting	Back/neck discomfort, circulation issues	Attendees	2	2	4	Encourage breaks between screenings; provide accessible seating options	1	2	2	Remind attendees they can move/stretch during event

COVID-19 or infectious illness spread (if applicable)	Illness	Attendees	3	4	12	Provide hand sanitiser; ensure ventilation; encourage sick members not to attend	3	3	9	Follow latest University/SUSU health guidance, if the environment situation is unfavourable cancel the event or move event online.
Electrical equipment malfunctions (projector, laptop, sound system)	Equipment not functioning, Electric shock, burns worst case	Organisers, persons who handle the equipment	2	4	8	Only organizers can handle the equipment. PAT-tested kit only; do not overload sockets	2	3	6	Request SUSU Tech Crew support if needed
Games Nights										
Slips, trips, and falls	Bruises, sprains	Attendees	3	3	9	Keep walkways clear; secure/tape projector cables; organisers to check for trip hazards; store bags/coats away from main area	2	2	4	Assign committee member to check venue during event
Manual handling	Strains, minor injuries	Attendees	2	2	4	Handle items carefully, if objects heavy do not allow to lift alone, give assistance.	1	2	2	Seek help from SUSU facilities or from university staff if needed

Overcrowding / inadequate space	Distress, evacuation difficulties, trip hazards	Attendees	2	3	6	Adhere to room capacity; ticketed entry if needed; keep aisles/exits free	1	2	2	Committee to count attendees and prevent entry if full
Anti-social behaviour (arguments over games, disruptive behaviour)	Disturbance, reputational damage	Attendees	2	3	6	Committee present to monitor; apply SUSU Code of Conduct; intervene politely if disruptive behaviour occurs	1	2	2	If behaviour is violent report to security
Prolonged sitting	Back/neck discomfort, fatigue	Attendees	2	2	4	Provide breaks between games; encourage attendees to move/stretch	1	2	2	Remind attendees they can stand/stretch at any time
Food/snacks during games	Allergic reaction, choking, spillages causing slips	Attendees	3	4	12	Food ordered taking allergens into consideration. Only food from approved outlets; packaging kept for allergens; handwashing before/after eating; stop play during food.	2	3	6	Food Hygiene trained committee member present; committee to clean spills immediately

Use of screens for games	Risk of eye strain	Attendees	2	4	8	Provide breaks from screens, use of screens with protective effects (eye saver modes)	1	3	3	Avoiding projector/screen use if it causes accessibility or health issues for attendees.
Socials/ Meetups										
Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	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	2	2	SUSU Expect Respect policy to be followed Committee WIDE training

Alcohol consumption	Participants may become at risk as a result of alcohol consumption Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	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 Society to follow and share with members Code of conduct/SUSU Expect Respect policy	1	3	3	Follow SUSU incident report policy Call emergency services as required 111/999 Committee WIDE training
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Travel	Vehicle's 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 University of Southampton (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 with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).	2	2	4	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 report policy
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						Be considerate of other pedestrians & road users, keep disturbance & 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	4	3	12	Club 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 manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded. Where possible, end points will be near bus stops/taxi ranks to reduce walking distances	2	2	4	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 report policy

Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and only if qualified and confident to do so Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support	2	5	10	Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and only if qualified and confident to do so Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support
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Spiked Drinks/Alcohol Poisoning	Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self- control	Event organisers, event attendees,	2	5	10	Supervision, the event will be run by the society committee These 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 behaviour to staff. Participants encouraged to stay with a nominated 'buddy' where possible. The organizers have confirmed the premise is licensed. Action organizers (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. Action licensee. Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken. - Society to	2	3	6	Members are responsible for their individual safety though 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 report policy
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						follow Code of conduct/Expect Respect policy				
Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees,	3	3	9	If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. Supervision, the event will be run by the society committee These 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 report policy Call emergency services as required

Violent or offensive behaviour	Participants may become violent or offensive due to the consumption of too much alcohol. Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	Bouncers will be present at most venues. Bar Security staff will need to be alerted, and emergency services called as required. 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	5	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 report policy Call emergency services as required
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Adverse weather	Injury, illness, Slipping, Burns	Event organisers, event attendees,	4	3	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, hydrate	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
Slips, trips and falls because of alcohol	Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.	Event organisers, event attendees,	3	2	6	Committee to check that chosen venues meet the following requirements: - Venue is in good condition with no major trip hazards. - Bar staff monitor the condition of the floors & mop up split drinks. - Security staff & Bar Staff provide first aid cover . DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down.	3	1	3	If necessary, emergency services will be called Request first aid at venue Follow SUSU incident report policy

Allergies - food and drink	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	Attendees responsible for own welfare I such instances- follow guidelines of venues. First aid requested from bar staff as required.	1	5	5	Call Emergency Services/alert bar staff
Karaoke / Music socials (Hazards in the socials section also implies to this event as well)										
Manual handling, including setting up of equipment. E.g. table and chairs.	Bruising or broken bones from tripping over table and chairs	Committee	2	3	6	Make those involved aware of the potential risks, 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 move 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 if in need of extra help from facilities/venue staff. Seek medical attention from SUSU Reception if in need. All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

Cables/wires in area	Tripping over wires and causing injury · Pulling over equipment and causing it damage or further injury	Committee, participants	3	3	9	Any cables to be organised as best as possible and trailed away from walkways · Cable ties/to be used if necessary · Hazardous sections to be blocked off e.g. using chairs & signage	1	3	3	Seek medical attention from SUSU Reception/venue staff if in need • Contact facilities team via SUSU reception/venue staff • 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 report policy
Loud noise / prolonged microphone use	Hearing discomfort, temporary hearing loss, sore throat	Attendees, performers	4	2	8	Volume kept to safe level; no shouting into microphones; performers reminded to rest voices if needed. Provide quieter seating area for those sensitive to noise.	3	2	6	Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff 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 report policy
Electrical equipment (karaoke machine, microphones, speakers)	Electric shock, fire hazard, trip hazard from cables	Attendees, committee	3	4	12	Use PAT-tested equipment provided by venue; only trained staff/committee to set up; all cables taped securely; equipment kept dry and away from drinks. Do not allow attendees to tamper with equipment; venue staff to supervise setup.	2	2	4	Request support and advice from SUSU IT/Tech teams e.g. via Activities Team. 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 report policy

Accessibility issues (noise, lighting, participation pressure)	Exclusion, sensory overload, distress	Attendees	3	3	9	Quiter seating made available; no pressure to participate; sign-up voluntary; committee check accessibility in venue.	2	2	4	
Socials involving arts and crafts (Hazards in the socials section also implies to this event as well)										
Using sharp craft tools	Physical Injury	Committee and attendees	2	4	8	<p>Inspection of tools carried out by responsible person in advance of activity.</p> <p>Any damaged or unsafe tools to be disposed of safely.</p> <p>Clear safety guidelines to be explained to participants before access to tools.</p> <p>Ensure sharp objects are put away when not in use.</p> <p>Ensure sharp craft tools are not carried where possible or carried walking blade down.</p> <p>Members/Committee to carry out first aid if necessary and only if qualified and confident to do so. Contact SUSU Reception/venue staff for first aid support if needed.</p>	1	2	2	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Seek assistance from venue staff if needed. Follow SUSU incident report policy. Contact emergency services as required 111/999.

Small items, e.g. small beads for bracelet making, buttons, etc.	Choking Hazard Slip	Attendees	2	4	8	Ensure attendees do not put anything in their mouth. Clear away any spills quickly and thoroughly.	1	4	4	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Seek assistance from venue staff if needed. 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 report policy
Art Supplies e.g. paint, glue, etc.	Ingestion Eye contamination Poor ventilation/inhalati on Skin irritation	Attendees	2	3	6	Clear away any spills quickly and thoroughly. Ensure location is well ventilated if necessary, including opening windows. If food and/or drinks are being offered, ensure this will be in a separate area to the craft activity. Inform attendees of the location of sinks/running water for washing eyes/hands. Choose low toxicity options. Keep lids of glue closed when not in use. Keep packaging for information on ingredients.	1	3	3	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Seek assistance from venue staff if needed. Follow SUSU incident report policy. Contact emergency services as required 111/999.

Mess from art activities	Increased risk of slips Reputational damage of club/society/SUSU/ UoS loss of permission to continue activity Damage to property	Committee, attendees, club/society, SUSU, UoS	5	3	15	<p>Committee/event organisers are responsible for leaving the venue as they found it.</p> <p>Ensure enough time is planned into activity for comprehensive clean up (especially if the space is booked after you).</p> <p>Prompt clean up to avoid damage to equipment, so that it can be used again next time. Use table and floor coverings where necessary. Ensure the location of a sink is known, and that you have permission to use the sink. Clear away any spills quickly and thoroughly.</p> <p>Ensure having cleaning materials (e.g. cleaning spray and blue roll), or you have permission to borrow them from the venue for the purposes of cleaning up. Ensure attendees adequately wash their hands to avoid</p>	4	2	8	<p>Choose water-based materials for easier cleaning. Report any big spills that you are unable to adequately clean to venue staff.</p> <p>Report any potential issues to SUSU Activities Team.</p>
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						transference. Provide wipes to attendees				
BUNFIGHT										
Participation in "Eye of the Elephant" (whiteboard drawing game with marker and blindfold)	Trips/collisions while blindfolded minor injuries from falls	Participants, nearby attendees, committee	3	3	9	Clear, unobstructed pathway to whiteboard; chairs/bags removed from play area. Only one participant blindfolded at a time; guided by committee member.	2	2	4	Explain the rules of the game clearly
	Marker contact with eyes/skin					Only non-toxic whiteboard markers use.				
	Spread of germs from shared equipment					Hand sanitiser provided before/after each turn; markers wiped between uses;				

Promotion materials	Litter, allergies, choking	Attendees	3	4	12	Food will include allergen info Provide a litter box close to stall Encourage attendees to dispose of packaging responsibly.	2	3	6	
Over crowding	Stress, minor crush injuries, evacuation delays	Attendees, committee	4	3	12	Stall staffed at all times by at least two committee members. Politely manage queues and ensure attendees do not block walkways or emergency exits. Committee to familiarise themselves with nearest fire exits.	2	2	4	Escalate overcrowding issues to SUSU staff/security immediately.
Interaction with public (offensive behaviour, harassment)	Distress, reputational damage	Committee, attendees	3	3	9	All members to uphold SUSU "Expect Respect" policy at all times. Committee to monitor interactions, de-escalate politely, and disengage if necessary.	2	2	4	Any incidents escalated to SUSU staff/security.



Manuel handling	Strains, back injury	Committee	3	2	6	Follow correct manual handling technique At least two people to lift/move heavy or awkward items. Use trolleys for larger loads.	2	2	4	Request SUSU Facilities staff assistance if needed
Slips, trips and falls due to objects	Sprains, bruises, fractures	Attendees, committee,	3	3	9	Stall area to be kept clear and tidy throughout the event. Personal belongings to be stored under or behind tables, not in walkways. All cables to be taped down securely or protected with cable mats.	2	2	4	Committee member to check stall area regularly and report hazards immediately to SUSU staff.

PART B – Action Plan

Risk Assessment Action Plan

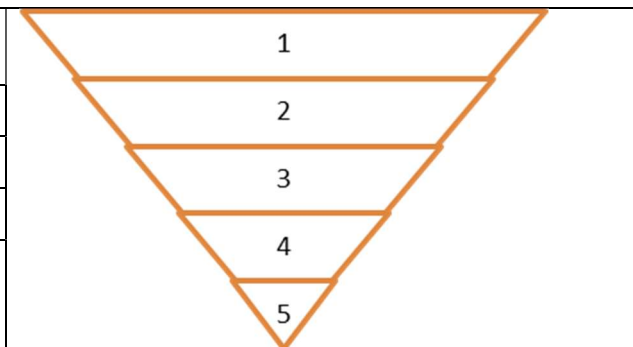
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	<p>Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:</p> <ul style="list-style-type: none"> • Trips and Tours • Fundraising events e.g. Bake Sales • External Speaker Events • Events involving home-cooked/prepared food or external catering • Other large or medium- to high risk events e.g. balls, club nights, pub crawls, 	Relevant committee members – president to ensure complete.	Three weeks before event takes place.		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.			

3	Socials / Alcohol- Nominate a sober duty committee member at every social to supervise and ensure no unsafe drinking behaviour.	Events Co-ordinator / Welfare Officer.	Before each social.		
5	Spiked Drinks- Provide drink stoppers/covers at socials and encourage use.	Welfare Officer.	Before start of each social.		
6	Travel (Walking home)- Implement buddy system with committee leading "sweeps" at the end of the night to ensure no one walks home alone.	President / Welfare Officer.	End of each social event.		
7	Socials (Alcohol consumption)- Non-alcoholic options will always be available at social.	Welfare Officer / Events co-ordinator	Before each social		
8	Food Provision at events- When possible, provide a range of culturally inclusive food options (vegetarian, vegan, halal etc) and ensure allergen information is displayed.	Events co-coordinator	Each event including foods		
9	Ensure rooms used for socials/events are cleaned up after event.	President	After event		

Responsible committee member signature 1:		Responsible committee member signature 2:	
			
Print name: Sanuth Menuja Fernando	Date: 16/09/2025	Print name: Kithmal Chiranjaya Amarasinghe	Date: 16/09/2025

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					

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

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.