

Risk Assessment			
Risk Assessment for the activity of	The Asian Cultural Society's General Activity throughout the academic year 2025-26, including <ul style="list-style-type: none"> ○ Meetings ○ Socials ○ Pub crawls ○ Career Workshops ○ Dance/fitness classes (additional info needed, see bottom of Part A) ○ Rehearsals (additional info needed, see bottom of Part A) ○ Sporting activity (additional info needed, see bottom of Part A) 		Date 10/09/2025
Group name	Asian Cultural Society	Assessor	Diya Shah
Supervisor	Kavin Soundararajan	Signed off	SUSU USE ONLY
Description of event/activity	<ul style="list-style-type: none"> - Dance Classes: To be held every two weeks (days/times TBC). Venue intended to be the SUSU building. - Football Sessions: To be held weekly (days/times TBC). Venue intended to be Wide Lane. <p>Equipment use TBC</p>		

PART A						
(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	Potential Consequen	Who might be	Inhere nt		Residu al	Further controls (use the risk hierarchy)

General Considerations (including group meetings)

Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	<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	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <p>Avoid build-up of debris in the activity area.</p> <p>Consider accessibility requirements.</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Follow 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> <p>Committee to consult members on needs and make reasonable adjustments where possible</p> <p>Provide remote meeting options for members where 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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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>
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Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents causing reputational damage to the group, Southampton University Students' Union or Southampton University itself. This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies , SUSU or the University's name into disrepute.	The club, SUSU or the University's reputation	2	1	2	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	<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 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>	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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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 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</u></p>	2	3	6	<p>Members are responsible for their individual safety and are expected to act sensibly when walking around.</p> <p>For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU Safety Bus, Radio Taxis options).</p> <p>If they need to go to the hospital they will also be accompanied there.</p> <p>Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow 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	1 2	<p>Members are responsible for their individual safety and are expected to act sensibly.</p> <p>Local venues known to UoS students chosen.</p> <p>Event organisers will be available to direct people between venues.</p> <p>Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together.</p> <p>They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</p> <p>Avoid large groups of people totally blocking the pavement or spilling in to the road.</p> <p>Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU Safety Bus will be used, or Radio Taxis).</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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Travel by car, train, bus, plane when leaving the local area.	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	2	5	10	Group committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU 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	<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	Members may sustain injury /become unwell Pre-existing medical conditions, sickness, distress	Members	1	5	5	Advise participants to bring their personal medication if it might be required. Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so. Contact emergency services as required 111/999. Contact SUSU Reception/venue staff for first aid support. Members can be referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk) in case of distress.	1	4	4	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide
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Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence	Event organisers, event attendees, public	2	5	10	<p>Bouncers/security will be present at most licensed venues.</p> <p>Bar/venue security staff will need to be alerted and emergency services called as required.</p> <p>Do not personally engage with any violent behaviour. Stay safe and move members away from the situation if possible, inform the bar staff/police if necessary.</p> <p>The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy.</p>	1	3	5	<p>If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.</p> <p>Follow SUSU incident reporting guide</p> <p>Call emergency services as required.</p>
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Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees,	3	4	1 2	<p>Lead organiser to check the weather are suitable for activities on the day.</p> <p>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites.</p> <p>In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, and to hydrate (especially if drinking alcohol).</p>	2	2	4	<p>If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date.</p> <p>Contact emergency services if needed.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident reporting guide</p>
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Fundraising Events & Cash Handling - *For own society or a charity*

Fundraising for own society	Financial loss, reputational damage	Members, Participants	2	3	6	<p>No cash transactions.</p> <p>Card Machines cannot be borrowed for non-charity fundraising.</p> <p>All fundraising to be completed via QR code to a GoFundMe or similar platform.</p> <p>Clearly state the purpose of fundraising activity on fundraising platform used.</p>	1	3	3	Follow 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	1 5	<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> <p>For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.</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 a required .</p> <p>Report incidents via SUSU incident report procedure.</p>
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Demonstration / Strike / Awareness Raising / Debating Activity										
Overcrowding due to nature of demonstration event	Physical injury	Event organisers and attendees	2	3	6	Do not push/shove. If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. Book during quieter times when less activities taking place on Redbrick/book all available space. Inform other bookings on the Redbrick/in the area of the event. With support from a SUSU Activities Coordinator, inform UoS Security Team of the event and any potential security needs on the day. To contact the Security Team on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk	1	3	3	Seek medical attention if problem arises. Security Team may inform the police of the event if required (e.g. marches). Follow SUSU incident reporting guide Call emergency services as required.

Anti-social, Violent or offensive behaviour due to nature of demonstratio n event	Distress, Physical Injury	Event organisers, event attendees	2	5	1 0	No alcohol served/consumed as part of demonstration/protest events. Society to follow and share with members Code of Conduct/SUSU Expect Respect policy.	1	3	3	If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station. Follow SUSU incident reporting guide Call emergency services as required.
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Disturbance to public, students and staff	Conflict, noise pollution, crowds	Event organisers and attendees, general public	2	2	4	<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.</p> <p>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> <p>Ensure that people are aware that this is an open space for discussion to discourage protest.</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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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), and/or signpost to support organisations (e.g. via presentation slide, or by speakers/committee members).</p> <p>SUSU reporting tool available.</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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Physical Exertion/injury in class	People may trip, fall, or slip, due to generally slippery flooring or due to trip hazards	All those participating in the class	2	3	6	<ul style="list-style-type: none"> Encourage all dancers to wear appropriate footwear and advise on what this is. Ensure that trip hazards are identified and removed. Ensure there are regular drinks breaks in class especially in hot weather. <p>Ensure there is access to a first aid kit and ice packs encase of injury.</p>	1	3	3	<p>Ask the students at the start of class if they have had any recent injuries so the teacher can accommodate for these.</p> <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. Follow SUSU incident report policy.</p>
Falling while participating in activity	Injuries and Bruising	All those in the class	3	1	3	<p>Maintain split ability classes to ensure students are not pushed beyond what is safe for them.</p> <p>· When learning new tricks make sure the students are fully comfortable and have spotters/support around them.</p>	2	1	2	<p>If an individual is at risk of falling due to slippery footwear, ask them to change and dance in a more suitable and safe clothing.</p> <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. Follow SUSU incident report policy.</p>

Exhaustion	Could Lead to an increased likelihood of injury or when hot, fainting.	All those participating in the class	2	1	2	<ul style="list-style-type: none"> • Ensure all dancers are aware of where they can get water. • Ensure there are plenty of water breaks in the classes. Especially in adverse weather conditions. <p>Ensure no dancer feels obligated to over- exert themselves.</p>	1	1	1	<p>If a student appears exhausted, be proactive in advising them to sit out and eliminate risk of further exhaustion.</p> <p>If Weather conditions are adverse eg: very hot president to make a call on if class should be on.</p> <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 report policy.</p>
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Setting up of class equipment: Matts	Cause strain , injury, bruising or grazing	Students and teacher	2	2	4	<ul style="list-style-type: none"> Limit carrying equipment to just committee members who have practice in handling them. <p>Train committee members in manual handling.</p>	1	2	2	<p>Ensure equipment is set up prior to letting students into class If a student appears hurt, be proactive in advising them to sit out and eliminate risk of further strain.</p> <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 report policy.</p>
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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	<p>All areas chosen for activity will have their suitability checked.</p> <p>If a closed activity for members, members will be consulted to ensure there are no accessibility requirements.</p> <ul style="list-style-type: none"> If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible. 	1	5	5	<p>In case of an emergency, call the emergency services on 999.</p> <p>If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.</p> <p>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>
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Footwear: Trainers	Injury, bruising, damage.	All participants and staff wearing these shoes	2	3	6	<ul style="list-style-type: none"> • Ensure all dancers have proper dance footwear. • Ensure the space is equipped for wearing shoes such as tap shoes. • Ensure any shoes and styles that require adequate training eg: pointe is checked before individuals are allowed to participate. <p>Ensure if people are borrowing dance shoes a committee member will advise on what size is correct.</p>	1	3	6	<p>Ensure equipment is set up prior to letting students into class. If a student appears hurt, be proactive in advising them to sit out and eliminate risk of further strain.</p> <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 report policy.</p>
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Any equipment for sports activities needs to be assessed	Possible injuries if unsafe equipment is being used	All participants and bystanders	2	2	4	Check all equipment prior to use. Is it safe to use? Does it have any sharp edges? Is it damaged in any way?	1	1	2	Seek medical attention as soon as this issue arises
Moving/setting up equipment: Goals, hoops, nets, carrying anything else	Various forms of injuries up to and including possible sprains and breakages	All participants	2	3	6	<p>Large or heavy equipment is to be carried by 2 people</p> <p>Request tools to aid moving more heavier objects</p> <p>Any equipment that is not going to be used should be removed from the area</p>	1	2	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. Follow SUSU incident report policy.</p>

Removal of Jewellery, plus any other objects in pockets etc	Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises	All participant s and organisers/ staff.	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.
Extreme weather	Heat or sun – risk of sunburn, heat exhaustion and dehydration. Cold – risk of hypothermia. Weather directly influences ground surfaces (see below) and the risk of slips, trips and falls (see above)	All participant s and organisers/ staff and spectators	3	3	9	Ensure regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle. If it is hot or sunny, ensure participants have taken steps to reduce their chance of harm – i.e., use of sun cream, hats and having available shaded area. If it is cold, ensure participants have suitable attire to enable them to keep warm.	1	3	3	If anyone is affected by the heat or cold, seek immediate 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.

Ground Surfaces	Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips trips and falls (see section 1).	players/participants	2	3	6	Check areas for hazards prior to session starting. Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear.	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.
Tackling (mainly football)	Players can get injured from dangerous tackles – worst case broken legs or other limbs	players/participants	2	4	8	Ensure players are wearing relevant safety equipment i.e. shin pads, mouth guards etc	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.
Injury from Insufficient warmups	Pulled or strained muscles	players/participants	3	3	9	Players/participants told the benefits of an effective warm up and encouraged to complete. Warmups led by an appropriately qualified or experienced individual. Appropriate recovery methods also discussed to ensure muscles are more pliable to warm up.	1	3	9	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.



Travel: To wide lane	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	4	5	20	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.	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
lighting	Players/Participants unable to see each other, the equipment or obstacles clearly, resulting in a higher risk of injury.	Players/Participants, spectators	5	4	20	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 the relevant venue and the session stopped.	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, spectators	3	5	15	Some clubs will run trials to ensure players are located in the right teams with others of a similar level. Coaches to decide whether it is safe for a player/participant to be part of that team or training. Coaches and committee to ensure that their team is playing against other teams of a similar level, training and in a safe environment.	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.
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/staff and spectators	2	3	6	<p>☐ Advise participants to wear suitable clothing that allows free movement and reduces trip hazards.</p> <p>☐ Require appropriate footwear (e.g. trainers or dance shoes) to provide grip and support.</p> <p>☐ Remind participants to remove jewellery and secure long hair to prevent injury.</p>	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.

Electrical Equipment eg. Laptops/computers, speakers etc	Trip hazard and Fire hazard	All participants and organisers/staff and spectators	2	3	6	<ul style="list-style-type: none"> Ensure no liquids are placed near electrical equipment. Remind Dancers not to leave trailing wires. <p>Turn off plug sockets when not in use.</p>	1	3	3	<p>Seek medical attention if 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 report policy.</p>
Security of Personal Belongings	Belongings being damaged or stolen	All participants and organisers/staff and spectators	2	3	6	<ul style="list-style-type: none"> Remind Dancers to only bring essential items. <p>Remind dancers to take care of their belongings and that they are responsible for them.</p>	1	3	3	<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 report policy.</p>

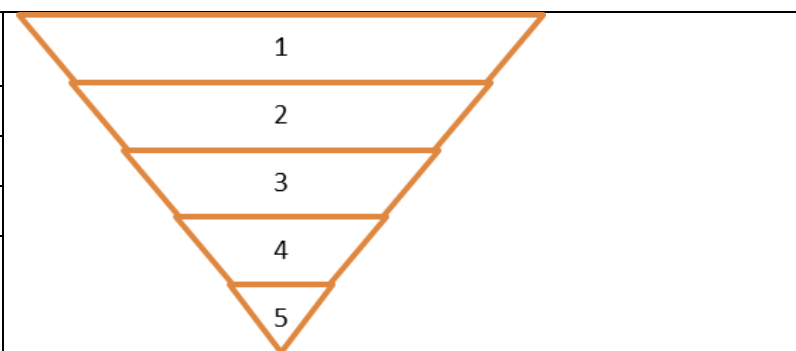
PART B – Action Plan					
Risk Assessment Action Plan					
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Individual risk assessments for individual events with higher risk	Relevant committee	To be completed before each event.	After each event	

	<p>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, sporting activities... 	members – president to ensure complete.			
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	Completed		
3	Purchase/confirm availability of first aid kit for dance and football sessions	Charity and Welfare	TBC		
4	Complete Food Hygiene Certification	Charity and Welfare, Secretary, Events	20/09/2025		

		Representatives, President			
5	Checking Weather beforehand	President	Before each event and session		
6	Ensure all premises used is licensed	Secretary	To be completed before each event		
Responsible committee member signature 1:				Responsible committee member signature 2:	
					
At least 2 committee members need to sign Part B				At least 2 committee members need to sign Part B	
Print name: Diya Shah			Date: 10/09/2025	Print name: Gavin Soundararajan	
				Date: 10/09/2025	

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	4	3	2	1
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 -	Fatality or multiple serious injuries

	extremely significant	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