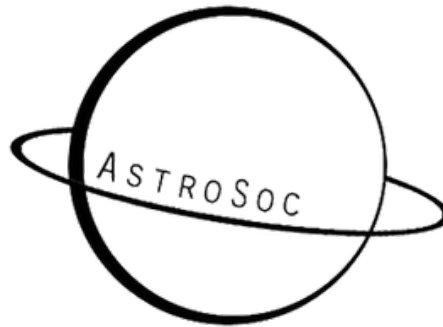


# AstroSoc Solar Observing Risk Assessment



## University of Southampton Health & Safety Risk Assessment

Risk Assessment			
Risk Assessment for the activity of	AstroSoc Solar Observing Risk Assessment Solar Observation		Date 20/04/2026
Unit/Faculty/Directorate	SUSU AstroSoc	Assessor	Alex Drew
Line Manager/Supervisor	President	Signed off	

## University of Southampton Health & Safety Risk Assessment

### Event Details:

Date: 06/05/2026

Expected no. of attendees: ~20

Location: The New Forest

Description: Solar observation with both members and committee in attendance. Event will be held just next to Beaulieu Road station in the New Forest on Wednesday the 6th May, 2026. Attendees will travel as group from Southampton Central Station to Beaulieu Road station at approx. 14:00hrs and return at approx. 16:00hrs. We will make use of a purpose built solar filter to allow for safe viewing of the sun through our telescope.

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PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed  (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Slips, trips and falls	Physical injury	Members participating in observing sessions	3	4	12	<ul style="list-style-type: none"> <li>Reminder before a session to wear appropriate footwear to avoid slipping due to mud</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Contact emergency services if needed</li> <li>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.</li> </ul>
Moving heavy equipment (from locker in Physics building to observation site)	Physical injury, strain in the back/shoulders	Members carrying the equipment	3	3	9	<ul style="list-style-type: none"> <li>Equipment officer coordinates who carry the equipment</li> <li>Make use of trolley purchased for moving equipment</li> <li>Rotate which members carry the equipment</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Make use of a wider range of committee members to move larger amounts of equipment</li> </ul>

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Pointing telescope at Sun	Eye injury by pointing at the Sun without solar filters. Burns caused by magnified light	Members looking through the telescope, other observers waiting	5	4	20	<ul style="list-style-type: none"> <li>• All the members are warned about the risks of solar observations</li> <li>• Members will be warned not to look at it with their eyes, and the observing officer will be there to ensure this does not happen</li> <li>• An appropriate solar filter will be used</li> <li>• Telescope will only be operated by a committee member that has carried out solar observation before</li> <li>• The telescope will only be directed at the sun while the solar filter is attached</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>• Safety briefing for new members before a session</li> <li>• Training session for committee before they can operate a telescope for members</li> </ul>
Adverse Weather	Injury Illness Slipping Sunburns	All who attend	3	2	6	<ul style="list-style-type: none"> <li>• Lead organiser to check the weather is suitable for activities on the day</li> <li>• SUSU/UoS Facilities team checks of spaces prior to the event</li> <li>• Those attending will wear appropriate clothing and footwear</li> <li>• Organisers are to advise participants to bring/wear appropriate sun protection and to hydrate</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>• If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date</li> <li>• Shade will be attempted to be provided by AstroSoc if location permits</li> </ul>

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Socials/ Meetings - Medical emergency	Members may sustain injury / become unwell Pre-existing medical conditions Sickness Distress	Members	4	3	12	<ul style="list-style-type: none"> <li>• Advise participants; to bring their personal medication</li> <li>• Members/Committee to carry out first aid if necessary and only if qualified and confident to do so</li> <li>• Contact emergency services as required 111/999</li> <li>• Contact SUSU Reception/Venue staff for first aid support</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow SUSU incident report policy</li> </ul>
Solar filter damage or removal	Eye injury by pointing at the Sun without solar filters. Burns caused by magnified light	Members looking through the telescope, other observers waiting	5	3	15	<ul style="list-style-type: none"> <li>• Members will not stand near the end of the telescope with the filter attached</li> <li>• Filter will be checked before and during the event for any damages</li> <li>• Filter will be securely fastened to the telescope while in operation</li> <li>• Telescope will only be operated by a committee member that has carried out solar observation before</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>• Safety briefing for new members before a session</li> <li>• Training session for committee members before offering to members</li> </ul>

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Fire	Smoke inhalation, burns. Risk of extreme harm.	All who attend  If incident occurs on observation session, members of the public situated nearby	5	2	10	<ul style="list-style-type: none"> <li>• Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures.</li> <li>• Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</li> <li>• 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.</li> <li>• Avoid build-up of debris in the activity area. Consider accessibility requirements.</li> <li>• Ensure that observing equipment does not obstruct any emergency exits</li> <li>• The telescope will only be directed at the sun while the solar filter is attached so that there is no fire risk due to the magnification.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>• In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</li> <li>• Once in a safe position to do so, call the emergency services on 999.</li> <li>• Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</li> </ul>
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.	The club, SUSU or the University's reputation	2	1	2	<ul style="list-style-type: none"> <li>• Ensuring all parts of this risk assessment are adhered to.</li> <li>• Ensuring all members are reminded that they are representing the society, SUSU and the University.</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>• Ensure that any incidents involving public or others are recorded and addressed.</li> <li>• Follow SUSU incident reporting guide</li> </ul>

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	This could be controversial posts, conduct during social, or anything else that brings the societies, SUSU, or the University's name into disrepute.					<ul style="list-style-type: none"> <li>Members are reminded that they need to adhere to SUSU's Code of Conduct.</li> <li>Consider risks at activities as well as digital presence (e.g. social media posts)</li> </ul>				
Travel by foot	<ul style="list-style-type: none"> <li>Disturbance to neighbourhood</li> <li>Participants getting lost,</li> <li>Increased risk to personal safety</li> <li>Vehicle collision causing serious injury</li> </ul>	Event organisers, event attendees, members of the public	3	3	9	<ul style="list-style-type: none"> <li>Members are responsible for their individual safety and are expected to act sensibly.</li> <li>Local venues known to UoS students chosen.</li> <li>Event organisers will be available to direct people between venues.</li> <li>Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together.</li> <li>They will be encouraged (but not expected) to look out for one another and check in throughout the session where possible.</li> <li>Avoid large groups of people totally blocking the pavement or spilling in to the road.</li> <li>Anybody in the group who appears unwell and therefore not safe should be encouraged to go home</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Where possible venues chosen for socials will be local/known to members and within a short distance from each other.</li> <li>Contact emergency services as required 111/999</li> <li>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Follow SUSU incident reporting guide</li> </ul>

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Members getting lost or separated. Members leaving the event/activity alone or without notifying others	Getting lost, increased risk to personal safety.	Event organisers, event attendees,	3	3	9	<ul style="list-style-type: none"> <li>• If a person leaves without warning all efforts will be made to locate them. Stress however that attendees are responsible for their individual safety.</li> <li>• Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event.</li> <li>• Venues chosen local and within a short distance from each other.</li> <li>• Will look to select venues known to UoS students and within student areas.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Follow SUSU incident reporting guide.</li> <li>• Call emergency services as required</li> </ul>
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	5	2	10	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Members expected to drive or travel in a sensible manner, with those doing otherwise to face disciplinary action.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>• Contact emergency services as required 111/999.</li> <li>• Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow SUSU incident reporting guide</li> </ul>

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					<ul style="list-style-type: none"><li>• Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.</li></ul>				
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# University of Southampton Health & Safety Risk Assessment

PART B – Action Plan	Risk Assessment Action Plan
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Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Participant health and safety briefing (via social media and in-person on the day)	Alex Drew	At least 1 week prior to the date of the event		
2	Committee to read and share SUSU Expect Respect Policy	All committee members	01/05/2026		
3	Committee to undergo solar observation training session before operating the telescope for members	All committee members that have not done solar observing prior to event	At least 1 week prior to the date of the event		

Responsible manager's signature:



Print name: Alex Drew, President Date: 20/04/2022

Responsible manager's signature:



Print name: Grace Clarke, Social Secretary Date: 20/04/2026