Risk Assessment

Risk Assessment for the activity of	**Enactus Laser Tag**	**Date**	4/12/2026
Group name	**Enactus Southampton**	**Assessor**	Minadi Weerasinghe
Supervisor	Kirtish Singam	**Signed off**	SUSU only
Description of event/activity	An event where members of Enactus take part in laser tag. Attendees will travel to and from the venue by public bus, with laser tag equipment provided by the venue. Date: 4th December 2026 from 7pm Location: Tenpin Southampton		

PART A						
(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	Potential Consequences	Who might be harmed (user; those nearby;	Inherent		Residual	Further controls (use the risk hierarchy)

		those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	
General Considerations										

Slips, trips and falls	Physical injury	Event organisers and attendees	**2**	**4**	**8**	All boxes and equipment to be stored away from main meeting area, e.g. stored under tables. Any cables to be organised as best as possible, e.g. cable ties to be used if necessary. Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers. Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.	**1**	**3**	**3**	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed. Follow SUSU incident reporting guide

Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	2	5	10	Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency. Avoid build-up of debris in the activity area. Consider accessibility requirements.	1	5	5	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident reporting guide

Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	**2**	**3**	**6**	Attendance will remain within Tenpin's venue and laser tag capacity. The society will coordinate attendee numbers in advance. Participants must not push or shove, particularly in waiting and activity areas. Committee members will ensure entrances, exits and walkways remain clear and will follow any instructions from Tenpin staff regarding capacity or crowd management. Accessibility requirements will be considered and reasonable adjustments made where possible.	**1**	**3**	**3**	Seek medical attention if problem arises. Inform Tenpin staff if overcrowding or unsafe crowding occurs. Committee members from the society will assist with managing attendees where required. Seek medical attention if an injury occurs and report significant incidents in line with SUSU procedures. Welfare Officer to complete WIDE training. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide

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

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	Members are responsible for their individual safety and are expected to act sensibly. Event organisers will communicate the meeting point, venue and travel information to attendees in advance. Event organisers will be available to direct attendees to and from the venue and bus stops where required. 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 journey where possible. Avoid large groups of people totally blocking the pavement or spilling into the road.	2	3	6	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

						Attendees should use designated pedestrian crossings where available and take care when crossing roads. Be considerate of other pedestrians and road users, and keep disturbance and noise down.				

Travel by bus	Road traffic collision causing injury, attendees becoming lost or separated, delays or disruption to travel.	Event organisers, event attendees, members of the public	2	5	10	Event organisers will communicate the planned bus route, meeting point and travel information to attendees in advance. Attendees will be encouraged to travel together or with a 'buddy' where possible. Members are responsible for their individual safety and are expected to behave sensibly while travelling. Attendees must follow instructions from the bus driver/operator and behave respectfully towards other passengers. Committee members from The society will be available to assist attendees with travel information where required.	1	5	5		In the event of significant delays, cancellations or disruption, organisers will communicate any changes or alternative travel arrangements to attendees. Contact emergency services on 999 in an emergency or 111 where appropriate. Significant incidents will be reported in line with SUSU incident reporting procedures.

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**	Attendees are responsible for their individual safety and should inform a committee member or their group if they leave the event early. The meeting point, venue and travel information will be communicated to attendees in advance. Attendees will be encouraged to travel with a buddy or group where possible. Committee members from The society will be present and contactable during the event. If an attendee becomes separated from the group, reasonable efforts will be made to contact them and ensure they are safe.	**2**	**2**	**4**	Follow SUSU incident reporting guide Call emergency services as required.

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 only if qualified and confident to do so. Contact emergency services as required 111/999. Contact Tenpin staff for first aid support. 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

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	Members are responsible for their own behaviour and are expected to act respectfully towards other attendees, venue staff and members of the public. Attendees must follow Tenpin's venue rules and any instructions given by Tenpin staff. Committee members from The society will be present and available to assist if any issues arise. Do not personally engage with violent or aggressive behaviour. Stay safe and move members away from the situation where possible, inform Tenpin staff/security and contact the police or emergency services if necessary.	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.

						Any participant displaying aggressive, threatening or seriously inappropriate behaviour may be asked to leave the event. Society to follow and share with members Code of conduct/SUSU Expect Respect policy.				

Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees,	**3**	**4**	**12**	Lead organiser to check that weather conditions are suitable for travel on the day of the event. Attendees will be advised to wear appropriate clothing and footwear for the weather conditions. Attendees should take extra care when walking in wet, icy or slippery conditions. In the event of severe weather or significant disruption to public transport, organisers will communicate any changes or alternative arrangements to attendees.	**2**	**2**	**4**	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date. Contact emergency services if needed. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide
Laser Tag specific										

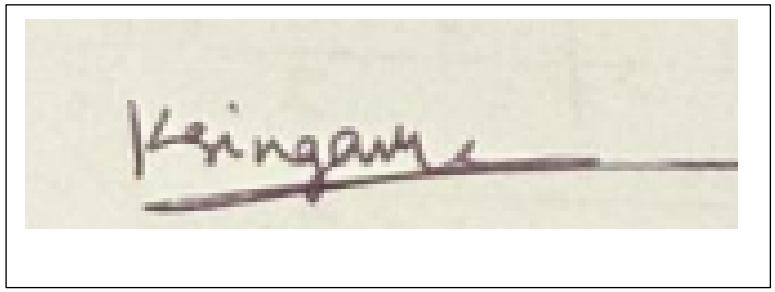
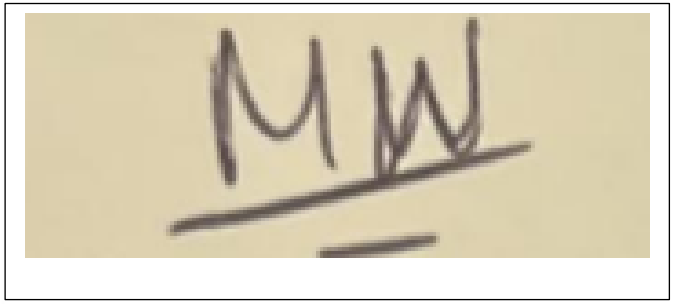
Slips, trips, falls and collisions	Bruising, cuts, sprains, strains, head injury or fractures.	Participants	**3**	**4**	**12**	Follow Tenpin safety briefing and arena rules. No running, pushing or reckless movement. Move at a controlled pace; remain aware of walls, barriers, steps and other players. Wear suitable closed-toe footwear.	**1**	**4**	**4**	Stop play after a significant collision or identified hazard. Notify venue staff and obtain first aid. Call 999 for serious injury and report significant incidents to SUSU.
Laser tag equipment / incorrect use	Impact injury, bruising, discomfort or damage to equipment.	Participants	**2**	**3**	**6**	Use only equipment supplied by Tenpin and only as instructed. Do not throw, swing or deliberately strike equipment or use it for physical contact. Report faulty equipment.	**1**	**3**	**3**	Stop using faulty/damaged equipment and return it to venue staff. Seek first aid if injury occurs.
Crowding / overly competitive play	Collision, falls, distress, conflict or physical injury.	Participants	**3**	**3**	**9**	Remain within venue capacity. No pushing, grabbing, deliberate physical contact, blocking or aggressive play. Follow staff instructions. Committee members from Enactus reinforce respectful behaviour.	**1**	**3**	**3**	Pause play and inform venue staff if unsafe behaviour develops. Committee members from Enactus should coordinate the response. A participant may be removed from the activity if necessary.
Low lighting / flashing or effect lighting	Dizziness, disorientation, headache, distress, collision or aggravation of photosensitivity.	Participants	**2**	**4**	**8**	Advise attendees that the arena is darkened and may use effect/flashing lighting. Anyone who may be affected should consider suitability and may raise support needs privately. No running.	**1**	**4**	**4**	Anyone feeling dizzy, unwell or distressed should stop and move to a safe/well-lit area. Seek medical support if required.

Physical exertion / fatigue	Breathlessness, muscle strain, dehydration, dizziness or aggravation of a pre-existing condition	Participants	**2**	**3**	**6**	Play within individual ability, take breaks and stay hydrated. Bring personal medication if required. Participation is voluntary; nobody should be pressured to continue.	**1**	**3**	**3**	Stop and rest if symptoms occur. Seek venue first aid/medical assistance; call 111/999 as appropriate.
Climbing/jumping or misuse of arena structures	Falls, impact injuries, sprains or fractures.	Participants	**2**	**4**	**8**	Do not climb, jump from, sit on or move arena barriers/structures unless explicitly permitted by venue staff. Follow the safety briefing.	**1**	**4**	**4**	Stop unsafe behaviour and notify venue staff. Remove participant from play if necessary; seek first aid as required.

PART B – Action Plan

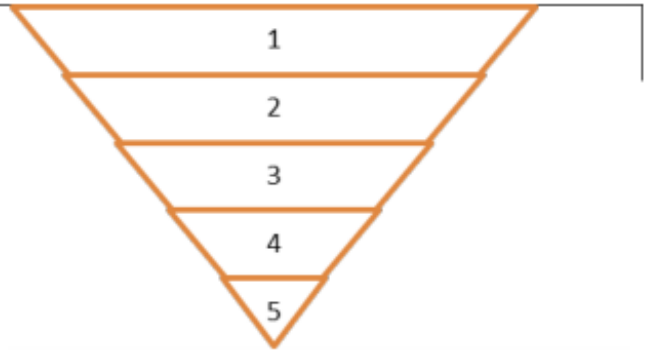
Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Confirm booking, Tenpin safety rules and laser tag briefing arrangements. No additional cost beyond event booking.	Kirtish Singam	Before 23/11/2026		
2	Enactus send event time, venue, bus/travel information, meeting point, committee contact details and reminder to wear suitable closed-toe footwear to their members.	Kirtish Singam	Before 23/11/2026		
3	Before play, committee members from Enactus reinforce no running, pushing, climbing or physical contact and the requirement to follow Tenpin staff instructions.	Committee members attending	23/11/2026		
4	Committee members from Enactus have familiarised themselves with venue emergency/first-aid arrangements, identify the group meeting point and agree who the	Committee	23/11/2026		

	main contacts are during the event.				
5	Committee follow SUSU Expect Respect/Code of Conduct requirements and coordinate the reporting of any significant incidents after the event.	Committee members attending	Before/After event date		
Responsible committee member signature 1: 				Responsible committee member signature 2: 	
Print name: Kirtish Singam		Date: 23/11/2026		Print name: Minadi Weerasinghe	Date: 23/11/2026

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.