

Risk Assessment			
Risk Assessment for the activity of	Southampton University Archery Club Committee and General Meetings throughout the academic year 2025-26, including <ul style="list-style-type: none"> o Meetings o Workshops 		Date 29/08/2025
Group name	Southampton University Archery Club	Assessor	Minseok Kim
Supervisor	Parsa Riazi-Farzad	Signed off	SUSU USE ONLY
Description of event/activity	Throughout the year, there will be committee meetings and similar assemblies, like the annual coaches meeting will be organised to discuss the ongoing duties of the members and plan future steps to ensure the club functions smoothly.		

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

Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	<p>6 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	<p>3 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	1	<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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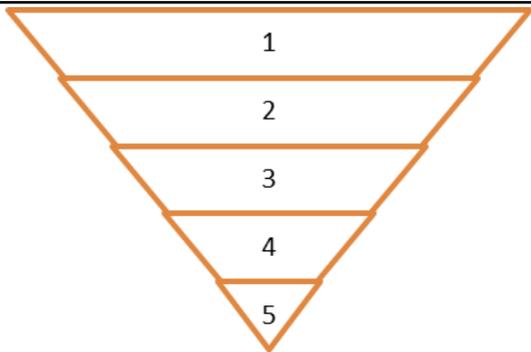
Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	<p>Do not push/shove.</p> <p>Committee checks on space, lighting, access, tech available, etc.</p> <p>Meetings will be booked with limited attendance, and booked rooms will be large enough to not cause any overcrowding</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>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 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>
Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers, event attendees	2	4	8	Alcohol will be forbidden during club-related meetings	1	2	2	<p>Call emergency services as required 111/999.</p> <p>Welfare Officer to complete WIDE training.</p>

<p>Medical emergency</p>	<p>Members may sustain injury /become unwell</p> <p>Pre-existing medical conditions, sickness, distress</p>	<p>Members</p>	<p>1</p>	<p>5</p>	<p>5</p> <p>Advise participants to bring their personal medication if it might be required.</p> <p>Members with signs of illness will be discouraged to attend meetings</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>	<p>1</p>	<p>3</p>	<p>3</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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<i>PART B - Action Plan</i>					
Risk Assessment Action Plan					
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment.	Relevant committee members – president to ensure complete.			
2	All members must be made aware of the fire procedures at the venue	President and responsible committee members.			
Responsible committee member signature 1: Minseok Kim				Responsible committee member signature 2: Parsa Riazi-Farzad	
Print name: Minseok Kim			Date: 29/08/2025	Print name: Parsa Riazi-Farzad	
				Date: 29/08/2025	

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 D	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
		IMPACT				

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first

		aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

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