

Risk Assessment

Risk Assessment for the activity of	Southampton University Archery Club Generic Risk Assessment		Date	22/09/2025
Are you a sports club or society?	Sports Club	Assessor	Parsa Riazi-Farзад – Captain	
President/Captain Name/2nd Committee Member	Parsa Riazi-Farзад – Captain Masha Ignatieva – Vice-president	Signed off	SUSU USE ONLY	
Risk Assessment Information (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)	<p>Southampton University Archery Club (SUAC) hosts general shooting all throughout the year, 3 days a week. This includes indoor target archery at the Team Southampton Sports Hall, and outdoor target archery and clout shooting at the Island site, Wide Lane. We also hold an archery taster session in the Team Southampton Sports Hall once yearly, and attend regular competitions against other universities including BUCS, Southeast Archery League, and Varsity.</p> <ul style="list-style-type: none"> • Coach: An individual who is trained through Archery GB and holds an official coaching qualification to safely advise archers on proper technique. Gary Carr – Head Coach • Keyholder: Experienced members of the club who have been trained appropriately to open and close the outdoor and indoor range and respond appropriately to any incidents that may occur. They must read and understand this risk assessment before becoming a keyholder and sign a document confirming they have done so. • Equipment Officer: Two committee members who are voted in by club members. They receive training from previous experienced equipment officers on how to manage and maintain club equipment. Minseok Kim – Equipment Officer 1 Harvey Bishop– Equipment Officer 2 			

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| | <ul style="list-style-type: none"> • Range Captain: An experienced archer with 1+ years of shooting in charge of range commands, telling people when it is safe to shoot, collect arrows, and make safety calls. (It must be noted that any archer can make the safety command if they feel it is appropriate to do so). • Experienced archer: Any archer with 1+ year of shooting following an AGB recognised beginners course.
<ul style="list-style-type: none"> • Archery GB Rules of Shooting
https://www.archerygb.org/about-us-structure-safeguard/about-us/the-rules-of-shooting/ • SUSU Incident Report Policy
https://www.susu.org/groups/admin/howto/protectionaccident • List of Keyholders
https://docs.google.com/spreadsheets/d/1xf1WAt7CCcJvssf01kcwPsCLfBZ6HKwDYM1i2B3PU2s/edit?usp=sharing • SUSU Risk Assessment Guidance
https://www.susu.org/groups/admin/howto/risk |
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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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
General Considerations (including group meetings)										
Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All participants and organisers/staff and spectators	2	3	6	Check ground conditions for holes, lumps, and other obstacles.	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.

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Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or locations 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>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. Follow SUSU incident report policy.</p>

Setting up/moving or chairs/tables/other objects in the area.	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<p>Make stall operators aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables. 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 move of heavy objects- 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 if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU 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. Follow SUSU incident report policy</p>
Overcrowding	Physical injury	Event organisers and attendees	1	3	3	<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>	1	3	3	<p>Seek medical attention if problem arises</p> <p>With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on</p>

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						Inform other bookings on the Redbrick/in the area of the event				<p>need for security teams on the day</p> <p>Security team may inform police of the event if required (e.g. marches)</p>
Electronics	Risk of eye strain, injury, electric shock	Committee 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>	1	4	4	<p>Request support and advice from SUSU IT/Tech teams e.g. via activities team</p> <p>For external venues pre-check equipment and last PAT testing dates</p> <p>Seek medical attention as required</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	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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Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents during club or society activity could pose a reputational risk to the club, 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 that any incidents involving public or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.	1	1	1	

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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	

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 <u>only</u> 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.
Bunfight: Bow handled by attendees	Misuse of equipment could cause injury to archers and others.	Members, committee, attendees	3	2	6	Only committee members present can handle the bow on display. The bow will be monitored by committee members running the bunfight stall.	1	2	2	

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Bunfight Arrows shot or handled by attendees	Anything from cuts and scrapes to impalement	Members, committee, attendees	2	4	8	No arrows are to be brought to the stall.	1	4	4	
Activity Considerations										

<p>Equipment: any equipment the sport requires/uses needs to be risk assessed.</p>	<p>Cut/abrasion/ bruising from sharp edges.</p> <p>Misuse of equipment could cause injury to archers and others.</p> <p>Minor and major equipment failure could cause potential bruising or cuts to the participating archer.</p>	<p>All participants and spectators.</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>All members have undergone a beginner's course delivered by coaches, committee, and experienced archers. Non coaches are taught proper teaching techniques. A beginner must have a minimum of 6 hours training in accordance with Archery GB before they can be considered to pass the course. Any misuse of equipment during any club shooting sessions is to be dealt with severely. The club retains the right to expel members who misuse club equipment.</p> <p>Equipment is checked regularly by equipment officers to ensure maintenance and safety of all equipment used. Good maintenance is taught and encouraged to all members and any suspected faults are reported to an equipment officer or keyholder who will de-string the bow and cease use until inspection.</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Seek medical attention if problem arises</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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Moving/setting up equipment: Targets, tables, jigs, and mats.	Various forms of injuries up to and including possible sprains and breakages	All participants and organisers/staff.	2	3	6	When working with heavy objects members must not lift more than would be deemed sensible. Proper lifting practice should be followed. Using a straight back. Never lift heavy objects alone. Work with others. Trolley is provided for moving targets long distances outdoors.	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.

Person being hit by an arrow in flight.	Anything from minor cuts and scrapes to impalement.	All participants and organisers/staff and spectators as well as members of the public who may be walking past	2	4	8	All shooting will be controlled under Archery GB rules of shooting with the exception that denim may be worn during training. When archers are collecting arrows behind targets then one person must remain in front of the targets to ensure the command to shoot is not called while archers are obscured by targets. All archers are reminded that arrows are to be left in the injury until qualified medical staff arrives. The entire shooting area is booked out so that no members of the public can walk into active shooting. When there are split ranges active, areas are marked out according to ArcheryGB rules.	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.
Jewellery, plus any other objects in pockets, long hair, tags/strings on clothes caught by bowstring.	Entrapment/ things getting stuck/caught in equipment.	Participating archer.	4	1	4	Members are advised that only stud earrings are to be worn, all other piercings should be removed. No loose clothing, loose drawstrings, hanging jewellery is allowed while shooting – particularly on the upper body and draw arm. Hair should be tied back.	1	1	1	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

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										informed. Follow SUSU incident report policy.

Over-exertion or exhaustion. Strenuous exercise and the effect on the body from too heavy a draw weight.	Muscle injury – strains and pulls.	All participants and organisers/staff	3	3	9	<p>All members are taught ArcheryGB recommended warmups and are encouraged to practice them at the start of each session.</p> <p>All beginners will start at a maximum of 18lb draw weight and only progress once they are comfortable with the weight and a coach has agreed it would be safe to do so; beginners may reduce draw weight at any time and are encouraged to report discomfort. All members can request lower poundage limbs from the Equipment officer who must provide them if they are available. Coaches advise suitable draw weight per archer by viewing the archers technique and communicating with them.</p>	2	3	6	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency (although unlikely for muscular)</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>
Participant Attire: Appropriate clothing and footwear.	Injury can occur if people are not wearing appropriate attire, e.g., injury to feet from hidden arrows.	All participants.	2	3	6	<p>In accordance with Archery GB rules no open shoes are to be worn by any person on the archery field of shooting, this does not include spectators but this precludes spectators walking in front of the shooting line at any time.</p> <p>Hair should be tied back and clothing should not be too</p>	1	3	3	<p>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</p>

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						loose or have drawstrings that could get caught on the bowstring.				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 participants 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.

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Ground Surfaces	Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips, trips and falls (see section 1).	All participants and organisers/staff and spectators	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.

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Injury from insufficient warmups	Pulled or strained muscles	Participating archer	3	3	9	<p>All members are instructed in correct warm up techniques. Coaches are able to give further advice on recommended warm-ups as required.</p> <p>All new members take part in group warmups during the beginners course to learn ArcheryGB recommended warmups.</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.
Qualification of coaches/instructors	Participants could be hurt or hurt each other if the coach does not possess relevant qualifications to be able to deliver the sport or activity safely.	Players/Participants	3	3	9	Clubs will source coaches/instructors that have the relevant qualifications to deliver their sport to that target audience (for example, football coaches will need a UEFA C/FA level 2 to be able to coach a team). Clubs are to research this and liaise with the students union.	1	3	3	

Travel: Wide Lane, Highfield, Watersports or to away games	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues. Improper use of minibus accessibility adaptations for wheelchair users.	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 manner, 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. Accessibility aids and modification will only be used by members that are trained in usage, for example by the minibus provider. Accessibility aids will be double checked before transit to ensure they are secure and are safe to use	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 has been informed. Follow SUSU incident report policy
Lighting	Reduced vision can lead to unsafe practice and potential injury.	All participants.	2	3	6	Shooting should only take place in good lighting, outdoors this means that shooting should finish before dusk with all equipment	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.

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						packed away during daylight hours.				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.
Archers under the influence of drugs, alcohol or suffering from a lack of sleep.	Archer is not in control of themselves and could injure others through poor technique.	All participants and spectators	1	4	4	No archer shall be allowed to shoot when under the influence of drugs, alcohol or suffering from a lack of sleep. Archers are not permitted in the range under these conditions and shall be allowed to remain in the back room only if failure to do so would present further risk to the individual.	1	1	2	Follow SUSU incident report policy Individual to be sent home with someone or in a taxi Call emergency services as required 111/999

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Inadequately managed shooting range.	Incidents leading to injuries may occur.	All participants and spectators	2	2	4	Shooting line will always have an experienced archer present, this is an archer who has been shooting for over 1 year. Furthermore, experienced archers will still need to be deemed competent to manage the range by the Captain, a Keyholder will open and close the range and be present at all times, of whom will default to range captain. The range bookings are capped at 28 so as to not overwhelm the keyholder.	1	2	2	Follow SUSU incident report policy Call emergency services as required 111/999

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Unknown existing medical conditions: Requires immediate treatment, due to possible isolated locations and shooting late at night with no Sport and Wellbeing first aid staff on site.	Poor treatment may cause injury.	Participating archer with medical condition.	2	4	8	<p>All members receive a questionnaire asking about existing medical conditions, all first aiders briefed about serious medical conditions and the treatment of them. There is a defibrillator at the SUSU building which can be used in an emergency (when indoors) and reception at Wide Lane have one as well (for outdoors).</p> <p>At least one archer must carry a mobile phone. The number for security can be found inside our storage container or on university ID cards.</p>	1	3	3	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency (although unlikely for muscular)</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>

Tripping, slipping, falling, and sharp objects.	Could cause soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc.	All participants	4	3	12	<p>All boxes and equipment to be stored safely in storage cupboard, e.g., secured on shelves or not obstructing walkways.</p> <p>Any cables are to be organised as best as possible.</p> <p>Floors to be kept clear and dry with visual checks to be maintained throughout the session by members.</p> <p>Any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to nearby facilities asap. If hazard cannot safely be removed then mark off with hazard signs.</p>	1	3	3	<p>Seek medical attention from SUSU Reception/venue staff if in need or seek a qualified first aider.</p> <p>Contact facilities team via SUSU reception/venue staff</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. Follow SUSU incident report policy</p>
Mobile phones on shooting line causing distraction.	Distraction could cause injury to archer and others.	All participants and spectators.	4	3	12	<p>People are advised not to have mobile phones when shooting, those wishing to have mobile phones must keep them on silent and only use them when behind the waiting line, people should use mobile phones considerately and not distract other archers.</p>	2	3	6	<p>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</p>

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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
										informed. Follow SUSU incident report policy.

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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Interference at the shooting line causing archer to become distracted and an arrow to be shot at something other than target.	Distraction could cause injury to archer or others.	All participants and spectators.	3	3	9	Only those shooting or coaching allowed in front of the waiting line. No spectator is permitted past the waiting line and mobile phones are to be left behind the waiting line also. A safety call will be made if an arrow rebounds and becomes a distraction meaning all archers put away their arrows and step away from the shooting line, ceasing shooting. These are normally low velocity but recurrence will result in inspection of the target.	1	3	3	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.

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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Aggravation of old/existing injuries.	Muscle injury – strains and pulls. Exertion can aggravate existing injury.	Participating archer.	4	3	12	Members are expected to discuss old/existing injuries with coaches to discuss management and strategies for prevention.	1	3	3	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.

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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Use of personal music players during shooting, making archers unaware of safety calls.	Inability to hear safety calls could lead to incidents.	All participants and spectators.	4	4	16	Personal music players are not permitted on the shooting line. Any public music must be kept behind the waiting line and must be kept at a volume where safety calls and whistles can be heard. No in ear or noise cancelling headphones are permitted.	1	4	4	One speaker is controlled by the range captain so there is only one source of noise and can be kept at a safe volume.
Bow string hitting arm.	Bruising.	Participating archer.	4	1	4	Members are instructed in good technique which reduces the likelihood of them hitting their arm. More protective arm guards can be offered to those who struggle to adjust to correct technique to reduce bruising until the technique is correct.	2	1	2	If any injury occurs, seek medical attention If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.

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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Falling onto an arrow.	Failure to follow safe practice when carrying arrows could lead to injury.	All participants and spectators.	2	3	6	Members instructed in a safe manner to carry arrows. This is point facing down and hand around the base of the arrow but not covering the tip. Arrows must be held straight along the arm to avoid any impalement. Archers are taught to approach the target from the side to pull arrows. This is always possible due to the targets being at least 50 cm apart according to Archery GB rules. There is no running permitted in the range, indoors or outdoors.	1	3	3	If the injury is serious, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring the welfare officer has been informed. Follow SUSU incident report policy.

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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Arrow coming off the arrow rest from being overdrawn.	Arrow could be fired when not on the rest, causing injury.	Participating archer.	3	3	9	All beginners are given arrows at least 2 inches longer than their draw length (which will be measured on their first session), members are to inform each other if a change in draw length is noticed, experienced archers are responsible for checking this during the beginners' course.	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.
Single archers receive injury and are unable to seek help.	Injury could occur while archer is alone.	Participating archer.	2	2	4	There must always be 2 archers present, one of whom must be an experienced archer. There must always be a first aider present who may be one of the 2 adults. Nobody is permitted to shoot alone.	1	2	2	Range opening will be cancelled, and wider club notified if there aren't enough bookings.

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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Injury caused through incorrect setup of the bow, including string not on properly, or bow limbs coming out of their sockets when drawing the bow.	Could cause injury if improper set up of equipment.	Participating and nearby archers.	4	2	8	All members are shown how to set up a bow and keyholders are responsible for helping new members. Stringers must be used when setting up any bow.	1	2	2	Seek medical attention if a problem arises.

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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Injury from improper use of specialist equipment (Such as arrow cutter).	Cut/abrasion/bruising from sharp edges. Inhalation of dust.	Participating archer and others nearby.	2	4	8	Members wishing to use this type of equipment are taught by other members of the club who have experience using it, and can only use it when training has been given and the captain or equipment officers are satisfied that they are using it safely. Safety manuals must be read, masks will be provided for when cutting multiple carbon arrows for individuals to use to prevent inhalation of dust or shards of carbon. No member will use specialist equipment alone and will be supervised by another member of the club.	1	2	2	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.

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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Arrows lost in the ground at Wide Lane.	Injury can occur to other facility users if unaware of arrows in the grass.	Anyone using the Island Site at Wide Lane.	3	2	6	<p>No full carbon arrows are permitted for outdoor shooting. Only wooden, aluminium, and carbon aluminium are allowed.</p> <p>Every effort should be made to recover all arrows, metal detectors are provided by the club in order to aid detection of arrows. Any arrows that miss the target are searched for immediately upon collection. All archers keep track of how many arrows they are shooting, and arrows lost at the end of the session are reported to the captain immediately to report to Wide Lane staff.</p>	1	2	2	<p>If any injury occurs, seek medical attention.</p> <p>If severe, 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>

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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Hit by falling target.	Various forms of injury. Concussion if hit on the head or other potential bruising.	Archers near the target.	2	4	8	Correct removal of arrows demonstrated putting weight onto the target – this is taught to archers in the beginner's course by coaches and experienced archers and is persistently practiced. Indoors the targets have blocks of wood to stop the legs closing and making them unstable, outdoors targets are pegged down and secured with rope.	1	4	4	Nobody is permitted to set up or take down targets alone.

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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Injury sustained from being hit from the rear end of an arrow when it is pulled from the target.	Could cause bleeding, cuts, or bruising.	Archers near the targets while collecting arrows.	3	2	6	All members have undergone a beginner's course, either with the club or prior to joining, including safe instruction of pulling arrows. This involves looking behind to ensure nobody is standing too closely to the arrow while it is being pulled.	1	2	2	If an injury occurs, seek medical attention. 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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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Longer distance required for Clout archery.	Conflict with other activities on the field.	All participants and spectators.	2	3	6	A clout shoot may only be conducted if no other shooting is taking place that session, and it has been prearranged as a club event. The whole field must be booked for use by the archery club, and in order to ensure safety of all those present, the shoot will take place diagonally (across the field) rather than on the usual target archer range, The Archery GB Rules of Shooting will be followed at all times.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention 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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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Different archery technique required for Clout archery	Could cause injury such as strains and muscle injury.	All participants.	2	3	6	Archers taking part in a clout shoot will be briefed on the different techniques required, in advance of the shoot taking place. In particular, this should include a safety briefing and a discussion of appropriate aiming points and bow elevation. The Archery GB Rules of Shooting will be followed at all times. No shooting is permitted in extreme weather conditions.	1	2	2	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention 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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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Road safety at SU facilities.	Incidents involving vehicles may occur causing injury.	All participants arriving and leaving.	2	4	8	Clearly marked roads. Speed limits of 5mph at Centre entrance. Speed bumps and an area designated for cars in the car park. Members advised to be wary of cars and drivers warned of heavy pedestrian presence.	1	4	4	<p>If any injury occurs, seek medical attention.</p> <p>If severe, 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>

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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Fire.	Smoke inhalation, burns, and more severe. Risk of extreme harm.	All participants and spectators.	1	5	5	<p>SUSU building is fitted with fire and smoke detectors. Fire extinguisher is located in the corridor outside the hall. Evacuation through the fire escape door in the hall, assembly point at the entrance to valley gardens.</p> <p>Wide Lane storage is fitted with fire and smoke detectors. Fire extinguisher located in the storage cupboard. Evacuation through footpath under the motorway, assembly point in the car park.</p> <p>All archers are made aware of evacuation routes, extinguishers, and assembly points.</p>	1	4	4	<p>In case of an emergency, please pull the 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. Follow SUSU incident report policy.</p>

Encroachment of non-participants into shooting or safety areas.	Encroacher could be shot.	Individual(s) encroaching.	3	4	12	<p>The viewing gallery will be locked during shooting sessions with a key provided. The fire escape will be locked from the outside to prevent encroachers entering. Signs will be put on the main door to prevent others entering and will be monitored by keyholders and other members easily while shooting.</p> <p>The only entrance to the island site is roped off and clearly signed with warning archery signs as part of setting up the site.</p> <p>If encroachers are causing danger to others, there is an emergency button in the corridor by the martial arts room with an emergency telephone on the opposite side to contact reception.</p>	1	4	4	<p>If an incident occurs, seek medical attention. If severe, 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>
Netting forgotten/drawn incorrectly.	Arrows could hit the wall, causing damage.	All participants.	2	1	2	<p>Keyholders will be trained on setting up the Sports Hall for shooting and correct usage of the netting will be covered.</p> <p>When archers have gone behind netting to recover arrows that went underneath, the range</p>	1	1	1	Any damage to the walls/flooring will be reported to SUSU staff immediately.

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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
						captain will ensure the net has been placed correctly afterwards.				
Shooting resumes while people are collecting things from behind the curtain.	Risk of being hit by an arrow in flight.	Individual behind curtain.	2	4	8	When collecting things from behind the curtain a second person is to remain standing in front of the targets until the item is retrieved from behind the curtain to stop people resuming shooting while someone is in front of the shooting line.	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.

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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Things falling into the shooting area from the balcony in Team Southampton Sports Hall.	Falling objects could cause distraction or injury.	All participants and spectators.	1	2	2	The balcony will be locked with a key provided so that no one may enter while shooting is taking place. There are to be no spectators on the balcony unless arranged in advance and with an experienced archer present.	1	1	1	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.
Southampton Sport Facilities Considerations										

<p>Facility defects, including, Lighting, Heating, Fire, Bomb Threat (unidentified package), fire exit blocked</p> <p>Wet floors, uneven surfaces or defects.</p> <p>Extreme heat, fire exits blocked</p> <p>Uneven surfaces or defects</p>	<p>Causing Slip, trip or Falls.</p> <p>Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment.</p> <p>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>	2	3	6	<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.</p> <p>If the playing surface is deemed unsafe then the session is not to go ahead.</p> <p>If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club.</p> <p><i>Excessive Heat</i> Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff.</p> <p><i>Fire exit blocked</i> Everyone to ensure they do not put anything in front of fire exits.</p> <p>Everyone to ensure they remove anything put in front of fire exits.</p> <p>Clear walkways are maintained in all areas accessing the fire exits.</p>	2	2	4	<p>QR codes to report any defects to the Southampton Sport Staff.</p> <p>Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.</p>
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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
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	<p>Abiding by facility rules, everyone should treat people with respect.</p> <p>In serious circumstances seek assistance.</p>	2	2	4	<p>Make Southampton Sport Staff aware, call security.</p> <p>Injuries to be reported to the Southampton Sport Staff ad via the SUSU reporting system.</p> <p>Contact Report and Support Report + Support - University of Southampton</p>
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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Socials										
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 them 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	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees,	2	5	10	<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>Society to follow and share with members Code of conduct/SUSU Expect Respect policy</p>	1	3	5	<p>Follow SUSU incident report policy</p> <p>Call emergency services as required 111/999</p> <p>Committee WIDE training</p>
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Travel	Vehicle's collision -causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	<p>Members are responsible for their individual safety though and are expected to act sensibly</p> <p>Local venues known to University of Southampton (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. 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	2	4	<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 report policy</p>
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			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
						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	<p>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.</p> <p>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.</p>	2	2	4	<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 report policy</p>

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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
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 <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	2	5	15	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

Spiked Drinks/Alcohol Poisoning	<p>Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self-control</p>	<p>Event organisers, event attendees,</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Supervision, the event will be run by the society committee These 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. Report any suspicious behaviour to staff.</p> <p>Participants are encouraged to stay with a nominated 'buddy' where possible.</p> <p>The organisers have confirmed the premise is licensed. Action organisers (b).</p> <ul style="list-style-type: none"> • The consumption of alcohol will take place at licensed premises. The conditions on the licence will be adhered to and alcohol will not be served to customers who have drunk to excess. Action licensee. <p><u>Games involving binge drinking or the consumption of excessive amounts of</u></p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>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)</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 report policy</p>
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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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
						<u>alcohol are not to be undertaken.- Society to follow Code of conduct/</u> <u>Expect Respect policy</u>				

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(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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
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	<p>If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.</p> <p>Supervision, the event will be run by the society committee These 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. Will look to select venues known to UoS students and within student areas.</p>	2	2	4	<p>Follow SUSU incident report policy</p> <p>Call emergency services as required</p>

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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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Violent or offensive behaviour	<p>Participants may become violent or offensive due to the consumption of too much alcohol.</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees,	2	5	10	<p>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>The consumption of alcohol will take place at licensed premises. The conditions on the licence 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 report policy</p> <p>Call emergency services as required</p>

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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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	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, hydrate</p>	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

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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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Slips, trips and falls as a result 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: <ul style="list-style-type: none"> - Venue is in good condition with no major trip hazards. - Bar staff monitor the condition of the floors & mop up spilt 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

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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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Allergies - food and drink	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	Attendees responsible for their own welfare in such instances- follow guidelines of venues. First aid requested from bar staff as required.	1	5	5	Call Emergency Services/alert bar staff

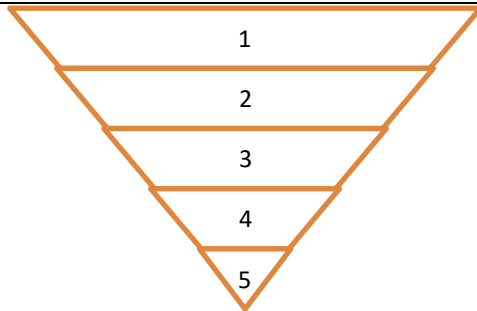
PART B – Action Plan

Risk Assessment Action Plan

Par t no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
	Individual risk assessments for events with higher risk levels or those not covered in the generic risk assessments must be completed and approved.	President with relevance committee member.			

	All members must be made aware of the new fire procedures in the sports hall	President and keyholders.			
	Updated risk assessment must be reviewed by existing keyholders to ensure knowledge of new risks and procedures for the sports hall.	President.			
	Enforcement of policies for phone and headphone usage while shooting since these rules have not been followed.	President and keyholders.			
Responsible committee member signature: Parsa Riazi-Farzad				Responsible committee member signature: Masha Ignatieva	
Print name: Parsa Riazi-Farzad			Date : 22/09/25	Print name: Masha Ignatieva	
				Date: 22/09/25	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

L I K E L I H O O 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	5
		IMPACT				

Risk process

Identify the impact and likelihood using the tables above.
 Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
 If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
 If the residual risk is green, additional controls are not necessary.
 If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
 If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
 Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
 The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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

