

Risk Assessment

Risk Assessment for the activity of	Baseball and Softball Generic Risk Assessment		Date	18/09/2025
Are you a sports club or society?	Sports Club	Assessor	Paul Edgson (President)	
President/Captain Name/2nd Committee Member	Ben Howe (Treasurer)	Signed off	<i>SUSU USE ONLY</i>	
Risk Assessment Information (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)	<p>This risk assessment is for the day-to-day operations of the Baseball and Softball Club Name, including training sessions, games (both home and away), and social events. The club regularly engages in a variety of activities that require consideration of potential risks to ensure the safety and well-being of all participants.</p> <p>Training Sessions: These occur multiple times a week at designated facilities and involve physical exercises, drills, and practice games using club and personal equipment</p> <p>Games: The club competes in matches against other university teams and external clubs, both home and away. Risks include travel-related incidents.</p> <p>Social Events: The club organises various social activities. These events, whether held on or off university premises, present risks related to alcohol consumption, travel, and general behaviour.</p>			

PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
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			Likelihood	Impact	Score		Likelihood	Impact	Score	
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>

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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>

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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> <p>Inform other bookings on the Redbrick/in the area of the event</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>With support from a SUSU Activities coordinator</p> <p>Inform UoS security team of the event (– on campus 3311, off campus 02380 593311.</p> <p>unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day</p> <p>Security team may inform police of the event if required (e.g. marches)</p>

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Electronics	Risk of eye strain, injury, electric shock	Committee and attendees	2	4	8	Ensure regular breaks (ideally every 20mins) when using screens Ensure screen is set up to avoid glare, is at eye height where possible Ensure no liquids are placed near electrical equipment Ensure all leads are secured with cable ties/mats etc	1	4	4	Request support and advice from SUSU IT/Tech teams e.g. via activities team For external venues pre-check equipment and last PAT testing dates Seek medical attention as required

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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.
Activity Considerations										
Equipment										

Using equipment - nets, bases, tees, and pitching machine etc.	Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used?	All participants and bystanders.	2	2	4	<p>Check all equipment is safe to use.</p> <p>Using equipment as instructed by manufacturer.</p> <p>Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated.</p> <p>Equipment such as the pitching machine will only be controlled by committee members & coaches.</p> <p>Demonstrations will be given on how to use equipment safely</p> <p>Any members nearby or using the pitching machine must wear PPE – helmets, protective masks etc.</p>	1	1	2	<p>Via considering the control measures and making sure those are adhered to, the assessor should be able to reduce the likelihood and impact of anyone getting injured by the equipment. Seek medical attention if problem arises</p> <p>Is there a qualified first aider in attendance at the session? Do session organisers know the location of a first aid kit/ who the nearest first aider is?</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 the equipment – nets, bases, tees, and pitching machine etc.	Various forms of injuries up to and including possible sprains and breakages	All participants and organisers/staff.	2	3	6	<p>Large or heavy equipment to be carried by 2 or more people.</p> <p>Request tools to aid with the moving of heavy objects – SUSU facilities/venue e.g., hand truck, dolly, skates etc.</p>	1	2	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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						Complex equipment that requires assembling ie. Pitching machine, nets, bases will only be done by committee, or members who are being supervised by a committee member. Any equipment not in use that is not fixed should be removed from the activity area.				informed. Follow SUSU incident report policy.
Batting										
Being hit by pitch	Possible injury to batter	Members	2	2	4	Batters must wear PPE (helmets) when on the field in live play. Players are taught to focus on the ball to aid reading of direction, maximizing time to dodge a ball.	1	2	2	Extra PPE such as arm guards, face guards etc are available should the player wish.

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Hit by own ball	Possible injuries to any part of batter's body if hit.	Members	2	2	4	Batters must wear PPE when on the field in live play. Players are taught to how to hit before facing live pitching to minimize the risk of an incident occurring.	1	2	2	Extra PPE such as arm guards, face guards etc are available should the play
Hit by throw	Possible injuries to any part of batter's body if hit.	Members	2	1	2	Batters & base-runners must wear PPE when on the field in live play. Catchers are taught to step to the side of the batter to create an open lane for throwing	2	1	2	Extra PPE such as arm guards, face guards etc are available should the player wish.
Fielding										
Hit by ball	Possible injuries to any part of fielder's body if hit.	Members	1	2	2	Fielders are taught to watch the ball, for the entire time play is live, this reduces the likelihood of impact with a ball.	1	2	2	We have softball NOCSAE approved protective face masks that can be requested by any member who would like extra safety.

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Collision with another fielder	Possible injuries to any part of fielder's body.	Members	2	1	2	Players are taught the superiority of positions and are encouraged to 'call' for a ball to alert all other players to their intention to catch the ball. In the beginning stages, we will have more experienced players demonstrate the etiquette and ensure members know the order of priority before being put in live fielding.	2	1	2	-
Collision with a runner	Possible injuries to any part of fielder's body	Members	1	1	1	Fielders are taught to avoid the running line when fielding the ball unless unavoidable. In which case they are taught to give right of way to the runner.	1	1	1	-

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Hit by throw	Possible injuries to any part of fielder's body	Members	1	2	2	Fielders are taught to watch the ball, for the entire time play is live, this reduces the likelihood of impact with a ball.	1	2	2	-
Collision with foreign object	Possible injuries to any part of the body	Members	1	2	2	All equipment is removed from the field/area of play before play commences. Field is checked by appropriate person before use	1	2	2	-
Pitching										

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Hit by ball	Possible injuries to any part of pitcher's body	Members	2	3	6	<p>Appropriate first aid person must be present, along with all necessary first aid equipment to minimize the impact should the hazard occur.</p> <p>Softball pitchers are recommended to wear PPE in the form of shin guards and protective face masks.</p> <p>Baseball pitchers are taught to always keep their eye on the ball when they pitch, so that they have as much reaction time as possible to catch or dodge the ball.</p>	2	3	6	-
Catching										

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Hit by ball	Possible injuries to any part of catcher's body	Members	1	1	1	Catchers must wear PPE when on the field in live play – this includes a hockey-style catchers helmet, a chest protector, shin guards and a box for all players. This gear is provided to members by the club.	1	1	1	-
Hit by pitch	Possible injuries to any part of the body hit	Members	3	2	6	Catchers must wear PPE – helmet, chest protector, box & shin guards - when on the field in live play. Appropriate first aid person must be present, along with all necessary first aid equipment to minimize the impact should the hazard occur.	3	2	6	-

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Hit by bat	Possible injuries to any part of the body hit	Members	1	3	3	<p>Catchers must wear PPE when on the field in live play.</p> <p>Appropriate first aid person must be present, along with all necessary first aid equipment to minimize the impact should the hazard occur.</p> <p>Players are taught where to drop the bat after hitting to minimize the likelihood of hazard.</p>	1	1	1	-
Base Running										

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Collision with another player	Possible injuries to any part of the body	Members	1	2	2	<p>Batters are taught that they cannot interfere with a fielder when they are fielding a ball as per the rules.</p> <p>Runners are not allowed to slide into fielders that are not blocking a base. Members will be warned at every outdoor session to not slide with studs up when wearing football boots. Any members who do not comply will be disciplined and banned in the case of repeat offenders.</p>	1	2	2	-

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Hit by ball	Possible injuries to any part of the body.	Members	1	2	2	<p>Runners must wear PPE when on the field in live play.</p> <p>Runners are taught to watch the ball when hit off the bat to gauge whether they need to dodge the ball.</p> <p>Base coaches will be instructing the runners on if they need to move if in the ball's path. They will be positioned outside the field of play, along the foul lines and nearby the 1st and 3rd base bags.</p>	1	1	1	Extra PPE such as arm guards, face guards etc are available should the player wish.
Colliding with foreign object.	Possible injuries to any part of the body.	Members	1	2	2	All equipment is removed from the field/area of play before play commences. Field is checked by appropriate person before use.	1	2	2	-
Base Coaching										

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Hit by ball	Possible injuries to any part of the body	Members	1	2	2	Base coaches must wear PPE when on the field in live play	1	1	1	Extra PPE such as arm guards, face guards etc are available should the player wish.
Hit by throw	Possible injuries to any part of the body	Members	1	2	2	Base coaches must wear PPE when on the field in live play	1	1	1	Extra PPE such as arm guards, face guards etc are available should the player wish.
All Tasks										
Jewellery and other objects in pockets	Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises.	All participants and organisers/staff.	2	2	4	Participants asked to remove jewellery and objects from pockets prior to joining in. Those leading the session must ensure this has been done.	1	2	2	If any injury occurs, seek medical attention. If severe, call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Participant's over-exerting themselves	Muscle injury – strains and pulls.	All participants and organisers/staff	3	3	9	Those leading the session should ensure a proper and thorough warm up is carried out prior to the session that focuses on the areas that are likely to be used the most. Coaches and captains will instruct members on how to properly perform tasks like throwing, catching and batting so that members do not strain their muscles or injure themselves	2	3	6	If any injury occurs, seek medical attention. If severe, call 999 in an emergency (although unlikely for muscular) 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>	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>

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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 (see below).	All participants and organisers/staff and spectators	2	3	6	<p>Check ground conditions for holes, lumps and other obstacles especially between bases. Committee will regularly be performing maintenance on the diamond at wide lane to ensure the dirt on the bases and the pitching mound are safe and usable.</p> <p>Players are taught the most effective and safest way to run between bases. They are made aware of how to slow down before the base and the harsh gravel surrounding the bases.</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.

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Participant Attire	Injury can occur if people are not wearing attire appropriate to the sport or activity.	All participants and organisers/staff and spectators	2	3	6	<p>Members are told in advance whether sessions will be taking place indoors or outdoors. Whoever is running the session will advise on appropriate clothing for the terrain ie. Long trousers or long socks, long sleeved / warm upper body clothing and studded football boots for outdoor sessions, and trainers with strong grip for indoor sessions.</p> <p>All participating members will be taught how to use the fielding gloves and bats prior to use to avoid injury.</p> <p>Catcher must wear all protective gear required including helmet, cup, etc.</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.

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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	2	3	6	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. Frequent breaks will be taken in hot weather to avoid heat exhaustion. If it is cold, ensure participants have suitable attire to enable them to keep warm, ie. Long sleeves, full-length joggers etc. to stay healthy.	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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COVID Guidelines	All those in attendance must adhere to the latest COVID guidelines as set out by the UK Government as well as the University.	All participants and organisers/staff and spectators	3	2	6	<p>Always adhere to the latest COVID guidance.</p> <p>Where applicable, ensure areas where people meet is well ventilated i.e. opening windows.</p> <p>Encourage those with symptoms to test and avoid sessions if positive.</p> <p>Encourage members to purchase their own fielding gloves and/or batting gloves to limit the sharing of equipment and spreading of germs.</p>	2	2	4	Encourage participants or staff who test positive to inform group leaders so they can pass this information on if applicable.
Southampton Sport Facilities										

<p>Facility defects, including, Lighting, Heating, Fire, Bomb Threat (unidentified package), fire exit blocked</p> <p>Wet floors, uneven surfaces or defects. 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 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 and frequent breaks 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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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)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
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	Abiding by facility rules, everyone should treat people with respect. In serious circumstances seek assistance.	2	2	4	Make Southampton Sport Staff aware, call security. Injuries to be reported to the Southampton Sport Staff ad via the SUSU reporting system. Contact Report and Support Report + Support - University of Southampton
Socials										

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	<p>Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.</p> <p>Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy</p>	1	2	2	<p>SUSU Expect Respect policy to be followed</p> <p>Committee WIDE training</p>

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.</p> <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>
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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)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
						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	3	3	9	<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 minibuss test.</p> <p>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.</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>

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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)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	2	5	10	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 Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support	2	5	10	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 encouraged to stay with a nominated 'buddy' where possible.</p> <p>The organizers have confirmed the premise is licensed. Action organizers (b).</p> <ul style="list-style-type: none"> 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. 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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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)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
						alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy				

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. This will include contact through WhatsApp (either in the designated Socials chat, or directly through DM). 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> <p>Upon the end of a social outing, the Social Secretary (or the committee member running the social) will check that every member has a suitable method to get home safe and are in such a state to return home – supervision will be given otherwise, ie. Ordering an uber / a taxi, or walking people home.</p>	2	2	4	<p>Follow SUSU incident report policy</p> <p>Call emergency services as required</p>
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			Likelihood	Impact	Score		Likelihood	Impact	Score	
						Travelling back home in groups, or by use of public / private transport is highly recommended and will be enforced for members who are not in good enough condition to be left alone.				

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 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> <p>Any members who cause harm or are a threat to others' safety will be made aware to the committee member. This will result in the committee reviewing the situation and enforcing a sanction on offending members (being banned from socials or banded from the club as a whole, unless valid evidence is given to excuse them.)</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)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	3	3	9	<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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			Likelihood	Impact	Score		Likelihood	Impact	Score	
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 split 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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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Allergies - food and drink	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	Attendees responsible for own welfare, but the member running the event will put out a message in our WhatsApp group chat to ask all attendees is they have any allergies.	1	5	5	Call Emergency Services/alert bar staff

PART B – Action Plan

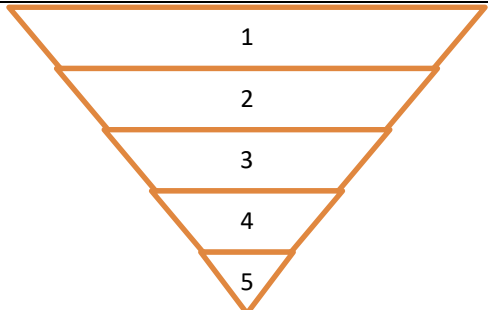
Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: <ul style="list-style-type: none"> Trips and Tours Fundraising events e.g. Bake Sales (including cash handling) 	Relevant committee members – president to ensure completion.	Tasks will be set out on the first committee meeting on freshers week.		

	<ul style="list-style-type: none"> External Speaker Events 		Committee members will be given their respective tasks and a risk assessment will be expected 3 weeks before any such event is scheduled.		
2	Any new equipment bought not covered by this risk assessment will be assessed and this document will be updated in accord with the guidelines.	Relevant committee members – president to ensure complete.	Ideally before any such equipment is purchased, but definitely before its used.		
3	All training sessions will require at least one member who has undergone first aid training in order to happen. Currently our welfare officer and our softball captain have taken this training,	Any relevant committee member – the president is ultimately responsible to ensure this is met.	The first committee meeting on freshers week.		

Responsible committee member signature: 	Responsible committee member signature: 
Print name: Paul Edgson Date: 19/09/2025	Print name: Ben Howe Date: 19/09/2025

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	

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					

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. 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.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. 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

