

Risk Assessment

Risk Assessment for the activity of	SUBC 'Meet The Boats' Introductory Session 2025		Date	28/09/2025
Are you a sports club or society?	Sports Club- Southampton University Boat Club	Assessor	James Giannopoulos	
President/Captain Name/2nd Committee Member	Archie Street	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 Boat Club hosts an introductory trial session as a part of our recruitment process for those interested in joining from the Team Southampton Fair. We create a controlled environment for prospective members to try rowing on the water, try the rowing machine and give them a tour of our facilities at the Water Sports Centre. We also have a BBQ throughout the afternoon for prospective members to socialise and chat to existing club members. We plan to host this event 1pm-6pm, 27th & 28th September.</p> <p>This risk assessment is not a standalone document; it is in addition to the generic risk assessment.</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)
				Likelihood	Impact	Score		Likelihood	Impact	Score	

1	Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Links directly to weather and ground surfaces.	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • All boxes and equipment to be stored away from main meeting area, e.g. stored under tables • Any cables to be organised as best as possible • Cable ties/to be used if necessary • Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. • Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. 	1	4	4	<ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need • Contact facilities team via SUSU reception/venue staff • Contact emergency services if needed • All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
2	Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<ul style="list-style-type: none"> • Make stall operators aware of the potential risks, follow manual handling guidelines • Ensure that at least 2 people carry tables. 	1	3	3	<ul style="list-style-type: none"> • Seek assistance if in need of extra help from facilities staff/venue staff if needed • Seek medical attention from

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						<ul style="list-style-type: none"> Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable 				SUSU Reception if in need <ul style="list-style-type: none"> Contact emergency services if needed All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy 	

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3	Hitting/bumping head	Concussion or serious head injury. Otherwise, potential bruising or swelling.	All participants and organisers/staff and spectators as well as members of the public who may be walking past	2	4	8	All overhead equipment must be set up high enough for all users. Anything at risk of getting in the way must be highlighted with ribbon, high-vis, etc.	1	4	4	If the person who has been hit is showing signs of concussion or is confused, 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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4	Rain	Slipping Damage to Equipment	Event Organisers, Attendees	4	1	4	Ensure there are no weather warnings for the day of the event Committee to check location and ensure it is still suitable Do not allow running in the vicinity to reduce risk of slips	2	1	4	If there are weather warnings or rain is too heavy, or too constant, postpone the event Mop up puddles or move locations Any incidents to be logged through the incident report form

5	Setting up/moving the boat, trestles and other equipment	<p>Bruising or broken bones from tripping</p> <p>Damage to boat</p> <p>Damage to equipment</p>	Meeting organisers and attendees	3	3	9	<p>Make operators aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry the boat.</p> <p>Take riggers off to reduce boat area and weight, reducing risk of hitting anything</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p> <p>Check areas for hazards prior to session starting.</p> <p>Those leading the session must ensure they are aware of and fully understand the plan for set up and set down</p> <p>Have a sufficient number of people to step in if needed and help carry the boat</p>	2	3	6	<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 needed</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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							6Plan who will be taking any other equipment to campus				

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6	Setting up of marquee/gazebo	Bruising or broken bones from tripping Damage to boat Damage to equipment	Event organisers, attendees, general public, anyone in the vicinity	3	3	9	Ensure that marquees/gazebos are weighed down or tied down. Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable. Check areas for hazards prior to session starting. Those leading the session must ensure they are aware of and fully understand the plan for set up and set down.	2	3	6	Seek assistance if in need of extra help from facilities staff/venue staff if needed Seek medical attention from SUSU Reception if needed Contact emergency services if needed All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

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7	Wind (effect on boat)	Boat blowing away causing damage to equipment or person	Event organisers, attendees, general public, anyone in the vicinity	2	4	8	Use proper boat ties to tie boat to the trestles and ensure it doesn't move or cause damage Put oars into the gates to add weight to the boat and further prevent it moving	1	4	4	Increase weight within the boat If it starts to blow away, ensure no one leaves it and when the wind dies down, remove the boat Contact emergency services if needed

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8	Overcrowding	Physical injury Damage to equipment	Event organisers and attendees	1	3	3	Do not push/shove If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. Ensure people stay a safe distance from the equipment and limit handling of boat if unqualified Have senior club members present at all times	1	3	3	Seek medical attention if problem arises 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 need for security teams on the day Security team may inform police of the event if required (e.g. marches)

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9	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. Controversial social media posts Rude conduct during the showcase	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. Approve social media by other members of committee Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.	1	1	1	Remove any posts where controversy has arisen Remove any club member from the showcase if they are threatening the reputation of the club

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10	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. 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	

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11	Medical Issues: Pre-existing and process for any that appear during club or society activity	Illness, death	Members, committee	3	5	9	All people on the showcase know where the nearest first aider is. Contact SUSU reception or if no is present, campus security- 02380593311 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	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.

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12	Lighting	Organisers/Participants unable to see each other, the equipment or obstacles clearly, resulting in a higher risk of injury.	Organisers, General Public	3	3	9	Be aware of sunrise and sunset times to ensure all movement of the boat is done with sufficient light. Committee are deemed to be responsible for determining what is a safe light level. If lights are not working, this will be reported to SUSU and the session stopped	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.

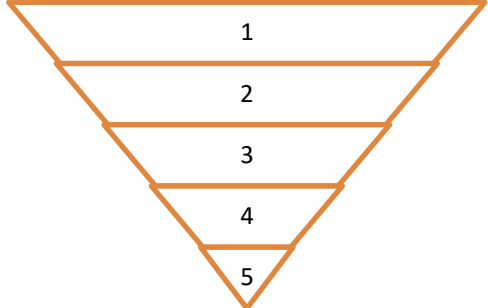
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13	Violent or aggressive behaviour or actions towards staff or other customers	<p>Inflicting physical injury, vandalising property, financial loss or reputation</p> <p>Conflict, noise, crowds</p>	Organisers, Club Members, General Public	3	3	9	<p>Abiding by facility rules, everyone should treat people with respect.</p> <p>In serious circumstances seek assistance from campus security</p> <p>Ensure SUSU is informed of the event to make the security team aware</p>	2	2	4	<p>Make SUSU aware of the incident and fill in an incident form</p> <p>Injuries to be reported to the SUSU via the reporting system</p> <p>Contact Report and Support Report + Support - University of Southampton</p>

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14	Improper food preparation or neglect of dietary requirements	Food poisoning, feeling unwell, allergic reactions Discomfort or stress	Organisers, members, attendees	3	3	9	At least one member must hold a Level 2 Food Safety Certificate, by SUSU regulations. At least one member must hold an Allergen Training Certificate, by SUSU regulations. Applicable foods must be cooked/served separately (e.g. meat and vegetarian options). Food and ingredients available must be clearly advertised. Food cooked on university premises requires written permission.	1	4	4	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.

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	Check ground conditions for holes, lumps and other obstacles.	Thomas Wilson	26/09/25		
4	Check the weather conditions and sun light hours	Thomas Wilson	26/09/25		
2, 5, 6	Have a plan for those in charge of setting up equipment for the session	Thomas Wilson	26/09/25		
Responsible committee member signature: James Giannopoulos				Responsible committee member signature: Archie Street	
Print name: James Giannopoulos			Date: 19/09/25	Print name: Archie Street	
				Date: 19/09/25	

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	

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