

Student Group Annual Risk Assessment

On this form, we have included some examples of common activities. Please delete, edit or add to these as appropriate for your group and think about the control measures for each risk. At the end of the form there is a list to help you with this. Please consider what actually poses a risk– you don't need to include everything, just those things that might cause harm. Be realistic about what control measures you are actually able to put in place. Remember that the point of a risk assessment is not to show you have removed all risk, but that you have thought about how all potential risks can be reduced to an acceptable level. If you cannot reduce the risk, you must consider whether the activity can safely go ahead.

Name of student group:	SUKS
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Activity	How often will your activity happen? i.e. weekly/termly/one off	Where will your activity happen?
1. Meetings (trip sign-ups)	Online	Facebook
2. Bar meet up socials	Fortnightly	Stags, Clowns, The Mitre
3. Extended trip	Weekly	Assorted countryside locations
4. External speakers		
5. Event involving food	termly	Trips
6. Transportation	termly	Trips
Are any members under 18 years old? <i>If yes, you must include this as a risk and detail how you will control it</i>	No	
How will your risk assessment be communicated to attendees?	Facebook	

Assessment of Risks

Here you need to outline the risks associated with each event you will be putting on and how you will control these risks. You need to include anything that may pose a risk to any members, other attendees, or members of the public/other students. As well as physical risks, you also need to include things such as financial risks, organisational risks, data protection risks and risks to your society and the University's reputation. There are examples of some control measures below, but you will need to consider each event yourself too.

Name/Type of Event	Potential Hazard <i>What is the risk? What is posing it? What could happen?</i>	People at risk <i>Who could it affect?</i>	Potential Severity? <i>High, medium or low?</i>	Likelihood? <i>Very likely, quite, slight, low</i>	Control Measures <i>What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.</i>
1. Meetings	Room too small – people getting trapped if there is an emergency	All attendees	High	Low	Assess suitability of room before setting up. Remove hazards. Check for clear Fire Exit signage.
	People being offended by, or left out of, discussions within the meeting	All attendees	Medium	Quite likely	Make clear in pre-event promotion that everyone is welcome. Committee should make effort to engage new members.
	People's personal data being shared inappropriately.	All members	Low	Low	Ensure only committee members and trip co-ordinators see trip sheets. Keep all trip sheets in the society online drive as much as possible.
2. Bar Meet up Socials	Alcohol poisoning	All attendees	Medium	Low	Discourage excessive drinking.
	Aggressive behaviour	All attendees, general public, university/society reputation	Medium	Low	Ensure expected standards are understood at the beginning of the meeting. Committee should monitor the situation and address the problem as appropriate.
	Trips, falls, slips due to drunkenness	All attendees	Low	Quite likely	Look for, and remove, any hazards or obstacles. Give people physical support if it is needed.
	People not knowing where to go or getting lost	All attendees	Low	Low	Ensure everyone knows the location of the social and people can be escorted to and from a familiar location. Ensure all attendees have contact details for the committee present at the social.
4. Trips outside Southampton	People missing transport links and getting split up	All attendees	Medium	Low	Ensure all attendees have contact details for the committee members/trip coordinators. Make sure at least one committee member is with each group in case of separation. Agree beforehand a rendezvous point.

	The group does not have enough income to cover all the costs	Society	Medium	Low	Ensure all payments are made before the trip commences. Committee members should carry extra cash with them for emergencies.
	Students getting ill or injured whilst away from home	All attendees	High	Low	Have a database of medical conditions so to be prepared for any problems. Contact the nearest clinic or cancel the trip if necessary.
	People getting lost	All attendees	Low	Low	Ensure everyone knows the location we are heading too and what we plan on doing en route.
	People do not have adequate equipment, or do not have equipment in adequate condition	All attendees	Medium	Medium	Make clear beforehand what equipment is needed for the trip. Do not allow people with inadequate equipment to go on the water.
	Extreme weather	All attendees	High	Low	Check weather forecasts before kitesurfing.
	Fall from height	All attendees	High	Low	Climbing on structures at wake parks is not allowed, see wake park risk assessment
	Problems occurring in remote locations	All attendees	High	Low	Ensure the area is well-known before arrival. Plan the route on a map beforehand and take note of nearest facilities (eg phone box, houses). Keep a committee member in Birmingham who is easy to contact. Expect mobile phone reception to be unreliable.
	Lack of shelter	All attendees	High	Low	Ensure accommodation is booked ahead of trip, or adequate numbers of tents are taken for camping trips. Ensure committee members are carrying emergency shelters.
	Lack of first aid equipment and experience	All attendees	High	Low	Ensure at least 1 member on each trip have at least basic first aid training.
	Injury occurring from unsafe conduct in minibus and cars.	All attendees	Medium	Medium	Ensure all members are wearing seatbelts and all luggage is securely stowed. Allow drivers to take frequent breaks.
	Unacceptable behaviour of attendees bringing the University of Southampton or the society into disrepute	University, society	Medium	Low	Make clear beforehand what standards are expected of members while on a trip.
5. Event involving food	Food poisoning	All attendees	High	Low	Check that food is cooked properly and within its use by date.
	Food allergies	All attendees	High	Low	Check medical database and ask before running the social for any special dietary requirements.
	Burns from cooking	Cooks	Medium	Low	Ensure people cooking have experience and are not distracted.
	People feeling excluded due to dietary restrictions	All society members	Low	Low	Ask for dietary restrictions beforehand so to buy food which caters to all members and be clear about what is provided.

6. Transportation	Driver competency and capability.	All attendees	Medium	Medium	All drivers will follow the highway code and must be medically fit to drive
	SUSU Minibus	All attendees	Medium	Medium	Drivers must have completed the SUSU minibus test
	Personal vehicles	All attendees	Medium	Medium	Vehicles must be roadworthy
	Long Trips	All attendees	Medium	Medium	Drivers must take breaks when driving for long periods of time to prevent distraction from tiredness. Recommended 15 mins break for 2 hours driving.

Additional notes:

Authorisation of Risk Assessment

Name of Risk Assessor	Noah Han
Phone Number	07402259080
Email	nh2g15@soton.ac.uk

For office use only	
Name of staff member	
Date	

If you need to add additional information about new events later in the year, please add it in the boxes below.

Control Measures Guidance

When completing your risk assessment, here are some ideas of control measures you might like to think about. These are only ideas and guidance – it is not meant to be an exhaustive list and not everything will be relevant for every event. Please think carefully about the events you are going to be doing and the control measures you need to

put in place to prevent harm. Be realistic about the things you do and don't have control over. There will be some crossover between sections (eg control measures relating to 'behaviour of members of society' will be relevant for socials).

Meetings

Book rooms that are big enough for number likely to attend.
Cancel, move or stop letting people in if too many people.
Only discuss information that is necessary. All attendees told to keep information confidential.

Financial Issues

Bookings taken in advance and people have to pay deposit. People made aware that if they sign up then they have to pay full amount unless place can be filled by someone else.
Ensure there is a contingency fund in society bank account to cover unexpected costs.
We will check finances before planning event to make sure that we can afford to run it.

Controversial Speakers/Feelings of members or general public

Content of event to be advertised before event. If it is a sensitive topic then announce at start that people can leave during the talk if they feel they need to.
Only invite speakers who are reputable. If it is a controversial topic then check what speaker is going to talk about beforehand (to ensure it isn't inciting hatred).
Have a well chaired discussion or question time as part of the talk to make sure that a balance of views is heard.
Committee to consider the diversity of the student population when planning events.

Socials, including Events Involving Alcohol

Have someone responsible who is not drinking/drinking minimal amounts to help anyone who is too drunk. Call taxi and help home if necessary. Organisers to make sure they have numbers of taxis.
Encourage attendees to drink responsibly.
All attendees told that getting too drunk and acting irresponsibly may result in them being asked to leave the society.
Call 999 in emergency.
Venue info emailed to mailing list and put on facebook group. Organiser phone number made available for if people get lost.
Encourage people to be quiet between venues. Get taxis for longer distances. Have stewards who can monitor this and ask people who are continually being too loud to be quiet or leave.
Stewards to make sure we leave bars as a group. Everyone to be given head stewards number and names of bars we'll be going to before the event.
Have this as one of a mix of social activities, some of which don't involve alcohol. No attendee to be pressured into drinking if they don't want to.
Committee to make an effort with new members to help them feel included.

Behaviour of members of the society

Everyone told that unacceptable behaviour may lead to them being asked to return early (at their own expense) or asked to leave the society. If necessary, police may be called.
Committee members to monitor behaviour of members of the society whilst on events.

Food

Ensure all food is cooked through.
Use separate utensils and plates for raw and cooked meats.
Ensure food is kept refrigerated before event.
If possible, find out about any allergies ahead of time. Buy 'free-from' alternatives if necessary.

Have packaging/recipes available so people can check about ingredients in regards to any dietary requirements.
Try to provide suitable food for anyone who has dietary requirements (including allergies and religious or moral reasons).
If preparing food for people with dietary requirements, be especially careful to prevent any cross contamination during cooking.

Sports Events

Everyone told to wear suitable shoes and warned about playing surface.
Ensure playing space is as clear and flat as possible.
Have a first aid kit available and someone first aid trained. Call 999 or go to A&E if there is a head injury or potential break/fracture.
Rules explained beforehand. All games informally refereed. Good sporting behaviour will be encouraged.

Trips

Everyone meets with lots of time to spare before train. Train tickets booked in advance with seats together if possible.
Everyone told transport plan ahead of time.
The minibus will only be driven by people who have passed the University's minibus test. Everyone will wear seatbelts at all times. Minibus not to be overloaded.
Each person attending needs to tell us name of an emergency contact and any medical issues ahead of time. All attendees reminded to bring any necessary medication with them and we will have a first aid kit. Contact doctor/A&E if necessary.
Ensure everyone has at least 2 committee members' numbers, and that the committee have a list of everyone's mobile numbers.

Working with Vulnerable people

Ensure everyone has training for working with that group and DBS check if necessary.
Make sure there aren't too many new volunteers on any one session.

Committee to constantly assess whether volunteers are suitable – if they aren't then talk to them about getting extra training or leaving the project.
Not let volunteers who are ill attend in case they make the vulnerable people ill.
Ensure children know boundaries and the consequences of breaking these. Follow through with consequences as necessary.
Safeguarding concerns to be dealt with asap and the Uni's safeguarding policy to be understood by all volunteers and followed.
Always have someone first aid trained on hand and make sure we know about any relevant medical conditions.
Have a parental consent form for anyone under 18.