

Risk Assessment			
Risk Assessment for the activity of	Non-drinking socials		Date 12/10/2025
Unit/Faculty/Directorate/Club or Society	SUBLDS	Assessor	Amber Currid (Vice-President)
Line Manager/Supervisor/President	Tanvi Singhal	Signed off	N/A, please upload to Groups Hub for digital sign-off by SUSU Activities team
Description of activity/event	SUBLDS conducts various non-drinking socials throughout the year. These socials will take place on campus or at known venues local to UoS.		

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	
Participants getting lost or leaving without any one being aware	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees,	2	3	6	<ul style="list-style-type: none"> If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. Supervision, the event will be run by the society committee These attend each venue. Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas. 	1	2	2	<ul style="list-style-type: none"> Follow SUSU incident report policy Call emergency services as required

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Violent or offensive behaviour	Participants may become violent or offensive Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	<ul style="list-style-type: none"> Committee to select 'student friendly' venues and contact them in advance to inform them of the event Society to follow and share with members Code of conduct/SUSU Expect Respect policy 	1	3	3	<ul style="list-style-type: none"> 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. Follow SUSU incident report policy Call emergency services as required

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Adverse Weather	Injury, Illness, Slipping	Event organisers, event attendees,	2	3	6	<ul style="list-style-type: none"> Lead organiser to check the weather are suitable for activities on the day Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate 	2	1	2	<ul style="list-style-type: none"> If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
Falls/ slips	Physical injury	Event organisers, event attendees,	3	2	6	<ul style="list-style-type: none"> 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. 	2	1	2	<ul style="list-style-type: none"> 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	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	<ul style="list-style-type: none"> Attendees responsible for checking for food and drink allergens when out. First aid requested from staff as required Ask attendees to make committee aware of any allergens they have. 	1	5	5	<ul style="list-style-type: none"> Call Emergency Services/alert bar staff

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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	<ul style="list-style-type: none"> 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. 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	<ul style="list-style-type: none"> SUSU Expect Respect policy to be followed Committee WIDE training

Travel by foot	<p>Disturbance to neighbourhood, participants getting lost, increased risk to personal safety, vehicle collision causing serious injury</p> <p>Potentially exacerbated by alcohol consumption</p>	Event organisers, event attendees, Members of the public	4	3	12	<p>Members are responsible for their individual safety and are expected to act sensibly.</p> <p>Local venues known to UoS students chosen.</p> <p>Attendees briefed about the journeys before the event starts. For example, the list of venues will be printed on the score card or shared via social media. Event organisers to make it clear that travel to and from each venue is attendees' own responsibility.</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.</p> <p>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>Be considerate of other pedestrians and road users, keep disturbance and noise down.</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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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <p>Avoid build-up of debris in the activity area.</p> <p>Consider accessibility requirements.</p>	1	4	4	<p>In case of an emergency, pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy.</p>
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Risk of Injury while Dancing	Twisted or sprained ankle, pulled muscle, tripping, slipping	Dancers	2	3	6	<p>Experienced dancers on hand</p> <p>Encourage those not dancing to wear appropriate footwear.</p> <p>Ensure floor is clean and clear of equipment when dancing. Split lesson into smaller groups when dancing to avoid overcrowding of couples on the dance floor.</p> <p>Provide space for warmups, ensure all</p>	1	2	3	<p>Risk of injury while dancing is inherent to the activity, and our dancers are taught correct technique to avoid this happening</p> <p>If an incident occurs, contact emergency services/report to first aiders at venue/inform the SUSU duty manager (07775 732937)</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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						<p>participants take part in these warmups.</p> <p>Ensure that all participants make event coordinators aware of any potential injury they may have picked up</p> <p>Keep first aid kit on hand at lessons</p>				
Dehydration	Headaches, light-headedness	Dancers	3	1	3	Dancers to be reminded to bring water bottles to lessons	2	1	2	
Overcrowding	Physical injury	Dancers	1	3	3	Ensure to not exceed the capacity for the specified area	1	3	3	If the capacity for the lesson space has been reached, turn away any further attendees.
Spillages	Physical injury	Dancers	2	2	4	Check floor is clean before dancing. If any spillage occurs mop it up as soon as possible and warn others to stay clear of the area	1	2	2	<p>Seek medical attention if required</p> <p>If an incident occurs, contact emergency services/report to first aiders at venue/inform the SUSU duty manager (07775 732937)</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> <p>Seek medical attention from SUSU Reception/venue staff if in need</p>
Electrical equipment (speaker)	Physical injury	Committee respon	2	3	6	Ensure speaker is maintained and electrical cable is not damaged. Make sure speaker is not	1	3	3	<p>Seek medical attention if required</p> <p>If an incident occurs, contact emergency services/report to first aiders at venue/inform the SUSU duty manager (07775 732937)</p>



		sible for speake r set up				plugged in to an area where dancing will take place to avoid tripping.				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 Seek medical attention from SUSU Reception/venue staff if in need
Pre-existing medical issues	Illness, death.	Dancer s, teache rs	3	5	9	Contact reception immediately incase of an emergency. Call 999 or 111 if necessary. Contact campus Security – 02380 593311 if cannot reach reception. 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.

University of Southampton Health & Safety Risk Assessment

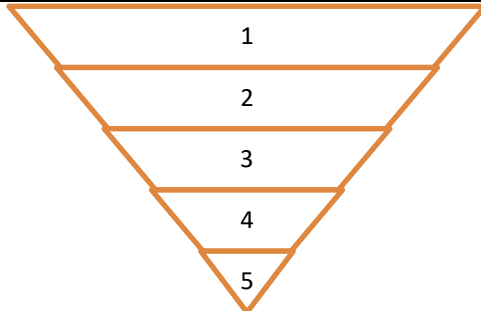
Facility defects, including, Lighting, Heating, Fire, Bomb Threat (unidentified package), fire exit blocked Wet floors, uneven surfaces or defects. Fire exits blocked	<p>Causing Slip, trip or Falls.</p> <p>Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment.</p> <p>Person or persons falling over or into objects and/or each other, due to fire exit blocked</p>	Dancers, Teachers	2	3	6	<p>Everyone to ensure they do visual checks of the facility before the lesson starts and report anything to SUSU.</p> <p>If lesson space is deemed unsafe then the lesson is not to go ahead.</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	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.
Participants not purchasing a valid membership or ticket for the social	Participants not being covered by SUSU's insurance Financial strain on the society.	Dancers, teachers, committee.	2	3	6	<p>Secretary will ensure all participants line up outside the lesson venue, and only allow dancers in when a valid ticket is presented.</p> <p>Ensure on box office the appropriate tickets can only be brought with the correct membership.</p> <p>Links to membership and lesson tickets will always be advertised through our</p>	1	2	2	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.

						weekly emails to make them easily accessible.				
People feeling excluded/ left out	Upset	Members	2	2	4	Committee will regularly check in with all members to ensure they are having a good time and enjoying themselves.	1	1	1	Welfare officer to release a mid-semester feedback form that anyone can submit feedback to.
Paper cuts	Physical injury	Members	3	2	6	First aid kit will be brought by committee.	2	1	2	In case of an emergency, call 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.
Participants uncomfortable at movie night	Upset	Members	2	2	2	Movie ratings and themes will be checked by social secretary before screening. Check-ins will be carried out throughout the movie.	1	1	1	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
	Organizers to ensure they have shared and read Expect respect policy with members	Social sec	30/09/2025	20/10/2025	
	Route planned and shared in advance with attendees	Social sec	1 week before social	Ongoing	
	Organizers to confirm each premise is licensed	Social sec	Before social is advertised	Ongoing	
	All major incidents will be logged with SUSU.	Social sec	As soon as possible.	Ongoing	
	Weather check prior to event start	Social sec	1 week before	Ongoing	
	Larger tech/events will have their own ad-hoc risk assessments.	Vice-President	3 weeks before event.	Ongoing	
Committee member: Vice President Print name: Amber Currid 				Committee member: President Print name: Tanvi Singhal 	
Date: 12/10/2025				Date: 12/10/25	

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					

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.

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.

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

