

Risk Assessment			
Risk Assessment for the activity of	SUMC Ceilidh social in The Bridge, SUSU.		Date 21/10/2025
Group name	Southampton University Mountaineering Club (SUMC)	Assessor	Christopher Hemmings (Safety & Skills Sec)
Supervisor	Abdulsalam Khalil	Signed off	SUSU USE ONLY
Description of event/activity	This Risk Assessment covers the use of The Bridge for a SUMC Ceilidh social.		

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	
Collision of dancers	Physical injury, bruises, broken bones	Dancers	5	2	10	Choose dances appropriate for the space and ability level. Ensure dance sets are spaced sufficiently. The caller should alert dancers to potential risks	4	1	4	Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999 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
Manual handling speakers and other heavy	Muscle strains, bruises, other minor injuries	Those helping with set-up	3	3	9	Only confident society members should move heavy equipment, safe manual handling precautions to be used (lifting with knees and	1	3	3	Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999

sound equipment						having a clear path), 2 people on the larger equipment if necessary.				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
Overcrowding	Physical injury, distress, exclusion	Dancers and band	3	3	9	Numbers should be estimated in advance and appropriate spaces should be chosen in order to provide sufficient space. If there are too many people for everyone to dance at once then try to limit total dancers and do 2 rounds.	1	3	3	<ul style="list-style-type: none">Seek medical attention if problem arisesLiaise with SUSU reception/activities team on available spaces for meetingsPostpone meetings where space cannot be foundLook at remote meeting options for members Committee WIDE training
Obstructions/wires	Tripping and minor injury	Attendees, particularly society members moving around sound equipment	2	3	6	Advise players to be cautious when moving around the sound equipment. Keep cables/ wires out the way where possible.	1	2	2	<ul style="list-style-type: none">Seek medical attention if problem arisesLiaise with SUSU reception/activities team on available spaces for meetingsPostpone meetings where space cannot be foundLook at remote meeting options for members Committee WIDE training
Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	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	1	4	4	Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff

						<p>Cable ties/to be used if necessary</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</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>
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	<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>	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</p>

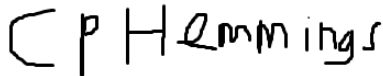
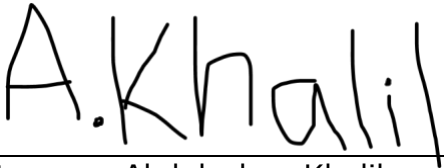
						Request tools to support the moving of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable				been informed. Follow SUSU incident report policy
Inadequate meeting space- overcrowding , not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	Committee check on room pre-booking, checks on space, lighting, access, tech available Ensure space meets needs of members e.g., considering location & accessibility of space Committee to consult members on needs and make reasonable adjustments where possible	1	3	3	Seek medical attention if problem arises Liaise with SUSU reception/activities team on available spaces for meetings Postpone meetings where space cannot be found Look at remote meeting options for members Committee WIDE training
Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	Ensure regular breaks (ideally every 20 mins) when using screens Ensure screen is set up to avoid glare, is at eye height where possible	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

						Ensure no liquids are placed near electrical equipment Ensure all leads are secured with cable ties/mats etc				
Socials- alcohol consumption	Participants may become at risk as a result of alcohol consumption Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	Members are responsible for their individual safety though and are expected to act sensibly Initiation behaviour not to be tolerated and drinking games to be discouraged For socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. Where possible 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	1	3	3	Follow SUSU incident report policy Call emergency services as required 111/999 Committee WIDE training

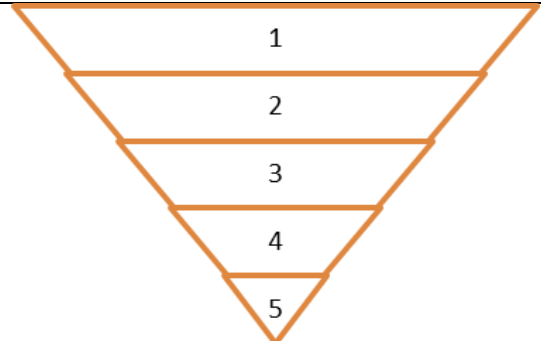
						Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event Society to follow and share with members Code of conduct/SUSU Expect Respect policy				
Socials/Meetings- Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and only 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
Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from	Members	2	10	5	Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.	1	5	5	All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Call emergency services and University Security: Emergency contact number for Campus Security: <ul style="list-style-type: none">Tel: +44 (0)23 8059 3311

	induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.								(Ext:3311).	
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	Make stall operators aware of the potential risks, follow manual handling guidelines Ensure that at least 2 people carry tables. Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. Request tools to support the moving of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates	1	3	3	Seek assistance if in need of extra help from facilities staff/venue staff if needed Seek medical attention from SUSU Reception if in need 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

					Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable				
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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	Committee to read and share SUSU Expect Respect Policy.	Relevant committee members – president to ensure complete.	Before beginning of first event on 30/09/2025	27/09/2025	Completed at time of RA
2	President and Social Secs to complete Welfare Officer Training	Holly Hamilton, Abdulsalam Khalil, Katie Hathway	Before beginning of first event on 30/09/2025	Completed at time of RA	Completed at time of RA
Responsible committee member signature 1: 			Responsible committee member signature 2: 		
Print name: Christopher Hemmings			Date: 22/10/2025	Print name: Abdulsalam Khalil	
				Date: 22/10/25	

Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
• Admin controls	Examples: training, supervision, signage		
• 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.

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