

Risk Assessment

Risk Assessment for the activity of	Southampton University Mountaineering Club Generic Risk Assessment		Date	02/10/2025
Unit/Faculty/Directorate	SUSU AU	Assessor	Christopher Hemmings	
President/Captain Name/2nd Committee Member	Holly Hamilton	Signed off (SUSU Staff)		
Club or Team Information	The Mountaineering Club provides the opportunity for members to participate in activities relating to climbing and mountaineering both indoor and outdoor across the country. Activities include weekend outdoor trips (meets), evenings at indoor climbing centres, skills and coaching sessions, and an overseas trip. Non-climbing related activities run by the club consist of a variety of socials as well as an annual first aid course.			

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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Weekend Meets (inc. day trips)										
Meets - Travel	Vehicle's collision - causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	Drivers must hold a suitable driving licence, feel confident driving, be medically fit to drive and hold valid and in-date insurance and MOT certificate for the vehicle. Breakdown cover is advised. If drivers are tired during the drive, breaks must be taken. Minibuses must only be driven by those who have undertaken the university minibus test. Minibuses are advised to have two drivers so drivers can swap throughout the drive for longer journeys. Drivers must ensure they are well fed and hydrated throughout drive. Drivers must drive safely and follow all traffic laws, ensuring all passengers feel comfortable.	1	3	3	Contact emergency services as required 111/999 (or relevant emergency number if abroad). Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

Meets - Travel	Navigation issues or breakdown, members lost or stranded	All participants	3	3	9	<p>All drivers must be given clear directions to locations before departures by meet secretaries.</p> <p>Meet secretaries must have the contact numbers of all drivers. Drivers must also have the contact numbers of the meet secretaries.</p> <p>Drivers to ensure vehicle is mechanically sound prior to departure including tyre tread, all lights/signals and fluids (oil, coolant, water, screen wash) as relevant.</p>	2	2	4	<p>Contact breakdown services and meet secretaries as required.</p> <p>Report incidents via SUSU incident report procedure</p>
Meets - Food preparation, cooking and consumption	Burns, cuts, food poisoning	All participants	4	4	16	<p>Person overseeing food prep, cooking and serving must hold a level 2 food hygiene certificate or higher.</p> <p>Small number of people must cook inside the kitchen to avoid congestion.</p> <p>All food requiring heating must be thoroughly heated before serving.</p> <p>All ingredients must be confirmed to be in date by cooks before use.</p> <p>All members with dietary requirements are responsible for alerting meet secretaries of requirements. All cooks must practice safe knife skills, as well as being careful around hobs/ovens.</p>	2	3	6	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services a required 111/999 (or relevant emergency number if abroad).</p> <p>Report incidents via SUSU incident report procedure</p>

Meets - Medical emergencies	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress Dehydration	All participants	3	5	15	Advise participants; to bring their personal medication and to carry sufficient water Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so Organise new training for more members to be qualified each year Contact emergency services as required 111/999 (or relevant emergency number if abroad).	2	4	8	Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/ staff	1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. 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.	1	4	4	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999 (or relevant emergency number if abroad). 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.
Slips, trips and falls (Walking/approach)	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e.	All participants and organisers/staff	2	3	6	Climbers are strongly advised bring and wear suitable footwear to meets (eg. walking shoes, trainers, shoes with high support). Climbers must stick	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 (or relevant emergency number if abroad).

	wrists etc. Links directly to weather (see below).					to paths where possible and use suggested approaches to crags.				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.
Weather	Heat or sun – risk of sunburn, heat exhaustion and dehydration. Cold – risk of hypothermia. Weather directly influences ground surfaces and the risk of slips, trips and falls (see above)	All participants and organisers/staff	3	3	9	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. Ensure participants have suitable attire to enable them to keep warm, including if the weather changes for the worse. Members made aware of kit list on SUMC website.	1	3	3	If anyone is affected by the heat or cold, seek immediate medical attention. If severe, call 999 in an emergency (or relevant emergency number if abroad) . 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. Weather forecasts should be checked before meets.
Navigation/benightment	Getting lost, leading to dehydration/fatigue (see medical emergencies above)	All participants	4	2	8	Climbers must bring guide books (if digital, have a backup) to lead them to activity and check approach notes using UKC/guidebooks before beginning approach. Appropriate navigational equipment must also be brought by group, this being arranged by meet secretaries / trip leader.	2	1	2	After call-out time, experienced members to check on late party and contact mountain rescue on 999 (or relevant emergency number if abroad) . Follow SUSU incident report policy

					<p>Each group should update the trip chat or meet sec of their position and intentions, along with a timestamp and updated call out time if necessary</p> <p>Appropriate call-out times should be agreed with the meet secretaries so Mountain Rescue can be called if needed.</p>					
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.	2	3	6	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency (although unlikely for muscular) (or relevant emergency number if abroad).</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>
Climbing - Equipment breaking	Personal Injury from falling (Spinal, breaks , sprains, cuts, death)	All participants	2	5	10	Climbers must ensure that the equipment used is in a suitable condition before use. Gear secretary must also ensure that all equipment unsuitable for climbing is retired and not handed out for use.	1	5	5	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency, mountain rescue for evacuation.</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>
Climbing - Poor gear placement (Trad)	Personal Injury from falling (Spinal, breaks , sprains, cuts, death)	All participants	4	5	20	Climbers must be confident in their gear placements and ensure that gear placement is regular to reduce the risk if gear does fail.	2	4	8	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency, mountain rescue for evacuation. (or relevant emergency number if abroad).</p>

						Climbers to seek instruction and or supervision from experienced members before lead climbing or building anchors as a novice				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.
Climbing - Panic attack/ refusal to climb further	Personal Injury from falling (Spinal, breaks , sprains, cuts, death)	All participants	3	5	15	Climbers should not climb outside of their ability and ensure they do not feel uncomfortable before climbing. Knowledge of escape routes required before climbing	1	2	2	If hazard occurs, belayer / others in group must work to console / calm down climber. If this is unsuccessful another climber should carry out suitable rescue if confident; if no climber is confident in this, mountain rescue must be called.
Climbing - Falling from height	Personal Injury (Spinal, breaks , sprains, cuts, death)	All participants	4	5	20	Climber and belayer must ensure the climber is correctly tied into rope before climbing and that belayer is correctly set up, and that helmets are securely on all parties. Gear must be placed as regularly as possible to ensure falls are as short as possible. Climber should wear the correct sized harness when climbing. Climber must ensure that belayer is proficient before climbing. Climber should know their limitations and not take excessive risk. Control measures from equipment breaking, poor gear placement and panic attacks also considered	2	4	8	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue for evacuation (or relevant emergency number if abroad). 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.
Climbing - Abseiling	Personal Injury from falling (Spinal,	All participants	4	5	15	Climbers must ensure that a suitable anchor is chosen to abseil from. If possible, anchor should be made from several	2	5	10	If any injury occurs, seek medical attention.

	breaks , sprains, cuts, death)					points. Anchor must be made by climber with suitable proficiency. All climbers must be confident before beginning abseil, or can be placed on belay. Rope must not be able to rub on sharp edges without a rope protector. Ends of the rope should always have knots in. Ensure that helmets are securely on all parties.				<p>If severe, call 999 in an emergency, mountain rescue for evacuation (or relevant emergency number if abroad).</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> <p>Abseiling instruction available from experienced club members</p>
Climbing - Multipitch anchors	Personal Injury (cuts, breaks, sprains, falls, death, concussions), Injury to others (cuts, breaks, sprains, falls death, concussions)	All participants	3	5	15	Lead climber must be confident in making and securing anchors before climbing begins. All anchors made must be capable of holding multidirectional falls. Lead climber must ensure there is space for a second to be secured by at least two pieces of the anchor while the lead climber themselves is still secured.	2	5	10	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency, mountain rescue for evacuation (or relevant emergency number if abroad).</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> <p>Anchoring instruction available from experienced club members</p>
Climbing - escape from part way up route	Personal Injury (cuts, breaks, sprains, falls, death, concussions)	All participants	3	5	15	Lead climber should be confident in abseiling abilities before beginning climb. Climbers must also assess route before starting to climb to ensure they know of several escape routes if required. It is advised that at least one climber in the group should also be familiar with self rescue techniques.	2	5	10	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency, mountain rescue for evacuation (or relevant emergency number if abroad).</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>

					Climbers to prioritise safety of people over recovering personal or club gear. See abseiling and multipitch anchor sections					
Climbing - Falling rocks/objects	Personal Injury (Spinal, breaks, sprains, cuts, death)	All participants	3	5	15	Climbers and belayers must wear a helmet when climbing or belaying. Whenever the climber notices rockfall or falling objects they must alert those on the ground of the rockfall or falling objects to help to prevent injury.	2	4	8	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue for evacuation (or relevant emergency number if abroad). 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.
Climbing - Belaying	Personal injury (rope burn, head injury, sprains)	All participants	3	4	12	Ensure the area around belayer is clear of trip hazards. Dead end of rope must be held securely while belaying. Weight difference between climber and belayer must be minimised to decrease likelihood of belayer being pulled into the air.	2	4	8	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue for evacuation (or relevant emergency number if abroad). 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.
Climbing - Incorrect belay technique	Injury to others from falling (Spinal, breaks, sprains, cuts, death)	All participants	4	5	20	Belayer must practise correct technique, specifically including keeping control of the dead end of the rope. Climber must ensure person belaying is competent and has received adequate instruction beforehand. Belayer must notify climber if they are unsure about any aspect of	2	5	10	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue for evacuation (or relevant emergency number if abroad). 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.

						belaying and be tailed by another experienced climber if need be				
Climbing - Bolt failure (Sport)	Personal Injury from falling (Spinal, breaks, sprains, cuts, death)	All participants	2	5	10	Prior to climbing the climber(s) attempting the route must assess it, taking care to inspect the bolts to check for signs of degrading e.g. rust, discolouration, special care must be take when climbing in coastal regions, where saltwater leads to quicker corrosion of bolts. Any unsuitable bolts must be backed up and not relied on for a sole point of safety. Climbers are advised to read guide books available/UKC pages before climbing to check for wear which has been found by previous climbers.	1	5	5	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency, mountain rescue for evacuation (or relevant emergency number if abroad).</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>
Climbing - Interference by general public	Personal Injury from falling (Spinal, breaks, sprains, cuts, death)	All participants	2	5	10	<p>All participants should be aware of members of the public near the climbing area and ensure that none encroach on the climbing area.</p> <p>Choose less busy crags especially on trips with larger numbers of participants.</p>	1	5	5	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency, mountain rescue for evacuation (or relevant emergency number if abroad).</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>
Climbing - Climbing in inclement weather	<p>Personal Injury from falling (Spinal, breaks, sprains, cuts, death)</p> <p>Effects due to adverse weather</p>	All participants	3	5	15	Climber(s) and belayer(s) must inspect rock and overall crag before climbing to ensure the rock is safe to climb on. Climbing should not take place in very rainy/cold conditions,	2	5	10	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency, mountain rescue for evacuation (or relevant emergency number if abroad).</p>

	(see weather section above)					conditions to be assessed and reassessed by climber(s) and belayer(s) throughout stay at crag. If caught climbing in inclement weather, bailing and escaping from the route should be considered				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. Group shelters to be carried by a member to the crag in case of extreme cold or wind.
Climbing - Climbing near the sea - Tidal range	Being swept out to sea, drowning, personal injury (breaks, sprains, cuts), being trapped on crag, death	All Participants	2	5	10	Climbers must check tidal range before activity and must ensure they leave crag if risk of being cut-off by the tide. Alternate methods of leaving crag must be assessed to ensure there are alternative exit paths. Abseil rope must be left in for tidal cliffs so ascending the rope is always a suitable method of escape. All climbers descending must be competent and able to ascend without supervision	1	5	5	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue or RNLI for evacuation (or relevant emergency number if abroad). 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.
Climbing - Climbing near the sea - Large/rogue waves	Personal Injury (breaks, cuts sprains), drowning, death	All Participants	3	5	15	Climbing must not be attempted at dangerously high tide (tide very close to climbing area), climbing must also not be attempted in stormy conditions or when large waves are occurring. Belayers to make anchors on the ground to secure themselves to the rock. Throw line to be taken by trained personnel to potentially rescue members	1	5	5	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue or RNLI for evacuation (or relevant emergency number if abroad). 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.

Climbing - Fall while bouldering	Personal Injury (breaks, cuts sprains)	All participants	4	4	16	Climbers must ensure that they have one additional spotter per hazard (eg. sharp rock, falling off edge, etc.) Climbers must use a suitable amount of crash pads for climb, pads must be moved appropriately by spotters as climber climbs to cover hazards.	2	4	8	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency, mountain rescue for evacuation (or relevant emergency number if abroad).</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>
Climbing - Descending from boulders	Personal Injury (breaks, cuts sprains)	All participants	4	4	16	Climbers must assess descent from boulder before climb begins and pick a suitable method of descent. For top-out boulders, climbers must keep away from edges once the climber has topped-out. Care must be taken during descent. Crash pads to be used to protect the descent in case of a fall	2	4	8	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency, mountain rescue for evacuation (or relevant emergency number if abroad).</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>
Climbing - Spotting	Personal Injury (breaks, cuts sprains)	All participants	3	4	12	Spotters to receive instruction on how to spot safely by experienced club members. Spotters must not stand under a climber, and should only aim to guide a falling climber onto the pads.	2	4	8	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency, mountain rescue for evacuation (or relevant emergency number if abroad).</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>
COVID Guidelines	All those in attendance must adhere to the latest COVID guidelines as set out by the UK Government as	All participants and organisers/staff	3	2	6	<p>Always adhere to the latest COVID guidance.</p> <p>Where applicable, ensure areas where people meet is</p>	2	2	4	Encourage participants or staff who test positive to inform group leaders so they can pass this information on if applicable.

	well as the University.				well ventilated i.e. opening windows. Encourage those with symptoms to test and avoid sessions if positive.				
Swimming - Swimming	Personal Injury (breaks, cuts sprains) Drowning, hypothermia	All those participating in Swimming	3	4	1 2 All participants MUST be able to swim confidently. No body of water should be entered if it is unknown the depth / hidden obstacles or if the water could be poisonous. Members advised to stick to well known and clean bodies of water that the bottom can be seen in. A throw line must be taken by a trained member incase it is needed to rescue someone Each member must get out if they start feeling cold and warm back up by bringing a suitable amount of clothing	2	2	4	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue or RNLI for evacuation (or relevant emergency number if abroad). 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.
Swimming - Entering / exiting the water	Personal Injury (breaks, cuts sprains), hypothermia	All those participating in Swimming	4	3	1 2 All participants must enter the water carefully, sticking to paths and avoiding slippery surfaces when possible. Sufficient clothes must be worn and brought in order to keep members warm. Towels must be brought by each participant to dry off	2	2	4	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue or RNLI for evacuation (or relevant emergency number if abroad). 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.

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 (or relevant emergency number if abroad). 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.
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	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	

	University's name intro disrepute.								
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
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								
Indoor Climbing									
Overexertion	Muscle, tendon, and other injuries	Climber	3	3	9	Climbers should climb within their grade, and should ensure to take regular breaks to minimise the risk of injury.	3	2	6
Fire	Burns and death	All	1	5	5	Climbers should follow the centre's fire safety operating procedures. It is the climber's duty to ensure that they are	1	2	2

						aware of the centre's fire procedures before the activity begins. These can be found in most centres' safety waiver.				
Entanglement	Asphyxiation	Climber and those around them	2	1	2	Appropriate clothing to be worn, no jewellery to be worn.	2	3	6	
Previous medical conditions	Various	All	3	4	12	Ensure that members of climbing party are aware of any previous medical conditions (through the website profiles or otherwise), and are aware of any action that may need to be taken. Climbers participate at their own risk.	3	2	6	Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
Dehydration	Personal Injury	Climber	2	2	4	Climbers must bring a water bottle, with a suitable amount of water to each centre. Water fountains are usually available at each centre.	2	2	4	
Supervision of novice members, not signed in as competent climbers.	Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	Climber and those around them	4	4	16	The person(s) running the session must be aware of who all novice climbers are. All novice climbers must be paired up with a more experienced climber to ensure their safety. If using the Southampton Sport climbing wall, users must abide by the terms and conditions outlined in the contract: All centre rules must be	3	2	6	

						followed. Instructors are responsible for the safety of all in the session				
Novice members leading, belaying	Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	All participants	4	4	16	Novice members must not lead climb until they have been taught by a more experience climber, and have demonstrated their rope skills. Novice members must be supervised while belaying, and if necessary, a more experienced member must trail the end of the rope while they are belaying. If using the Southampton Sport climbing wall, users must abide by the terms and conditions outlined in the contract: All centre rules must be followed Instructors are responsible for the safety of all in the session	3	2	6	
Travel to centre	Personal Injury	All participants	1	4	4	Those driving the minibus must have passed the university minibus test. All other drivers must be comfortable driving in heavier traffic conditions. For longer journeys, drivers must take regular breaks	1	2	2	Contact emergency services as required 111/999 (or relevant emergency number if abroad). Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
Members incorrectly signing themselves as a competent climber	Personal Injury (cuts, sprains, breaks, falls	All participants	3	4	12	Members must ensure they sign truthfully, if new members are unsure about their abilities,	2	3	6	

	concussions), injury to others (falls, cuts breaks sprains, concussions)				they should sign as a less competent member, and complete all teaching available to them. Controls such as belay tests in centres should help to remove this risk. Club members who are supervising novice members are responsible for them at all times. If using the Southampton Sport climbing wall, users must abide by the terms and conditions outlined in the contract: -All participants must have had an induction (by a Southampton sport approved instructor) and signed both the AoR and Competent climber waiver following the induction. -All personal equipment must be checked regularly and recorded to ensure no defects -All centre rules must be followed Instructors are responsible for the safety of all in the session					
Additional members	Overcrowding, insufficient number of experienced members to supervise novice members leading to: Personal Injury (cuts, sprains, breaks, falls concussions), injury	All participants	3	4	12	All climbers participating in activity must ensure that they have signed onto event using the SUMC website. The person(s) leading the activity must ensure they take a register before departure for the activity and any person(s) who have not signed up for event must not come.	3	2	6	

	to others (falls, cuts breaks sprains, concussions)					Person(s) organising the event must ensure that there is a good ratio of experienced climbers to novice climbers.				
Personal equipment failure	Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	All participants	3	4	12	All personal equipment must be checked regularly and recorded to ensure no defects If a member is unsure of their equipment, they should not use it, and get it checked by a more experienced member (e.g. Gear Sec)	2	3	6	
Southampton Sport Wall										
Overexertion	Muscle, tendon, and other injuries	Climber	3	3	9	Climbers should climb within their grade, and should ensure to take regular breaks to minimise the risk of injury.	3	2	6	
Fire	Burns and death	All	1	5	5	Climbers should follow the centre's fire safety operating procedures. It is the climber's duty to ensure that they are aware of the centre's fire procedures before the activity begins. These can be found in most centres' safety waiver.	1	2	2	
Entanglement	Asphyxiation	Climber and those around them	2	1	2	Appropriate clothing to be worn, no jewellery to be worn.	2	3	6	
Previous medical conditions	Various	All	3	4	12	Ensure that members of climbing party are aware of any previous medical conditions (through the website profiles or otherwise), and are aware of any action that may need to be taken. Climbers participate at their own risk.	3	2	6	Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

Dehydration	Personal Injury	Climber	2	2	4	Climbers must bring a water bottle, with a suitable amount of water to each centre. Water fountains are usually available at each centre.	2	2	4	
Supervision of novice members, not signed in as competent climbers.	Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	Climber and those around them	4	4	16	<p>The person(s) running the session must be aware of who all novice climbers are. All novice climbers must be paired up with a more experienced climber to ensure their safety.</p> <p>If using the Southampton Sport climbing wall, users must abide by the terms and conditions outlined in the contract: All centre rules must be followed Instructors are responsible for the safety of all in the session</p>	3	2	6	
Novice members leading, belaying	Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	All participants	4	4	16	<p>Novice members must not lead climb until they have been taught by a more experienced climber, and have demonstrated their rope skills. Novice members must be supervised while belaying, and if necessary, a more experienced member must trail the end of the rope while they are belaying.</p> <p>Users must abide by the terms and conditions outlined in the contract: All centre rules must be followed Instructors are responsible for</p>	3	2	6	

						the safety of all in the session				
Travel to centre	Personal Injury	All participants	1	4	4	Those driving the minibus must have passed the university minibus test. All other drivers must be comfortable driving in heavier traffic conditions. For longer journeys, drivers must take regular breaks Roads must be crossed safely and at pedestrian crossings where possible	1	2	2	Contact emergency services as required 111/999 (or relevant emergency number if abroad). Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
Members incorrectly signing themselves as a competent climber	Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	All participants	3	4	12	Members must ensure they sign truthfully, if new members are unsure about their abilities, they should sign as a less competent member, and complete all teaching available to them. Controls such as belay tests in centres should help to remove this risk. Club members who are supervising novice members are responsible for them at all times. Users must abide by the terms and conditions outlined in the contract: All participants must have had an induction (by a Southampton sport approved instructor) and signed both the AoR and Competent climber waiver following the induction. recorded to ensure no defects All centre rules must be followed	2	3	6	

						Instructors are responsible for the safety of all in the session				
Additional members	Overcrowding, insufficient number of experienced members to supervise novice members leading to: Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	All participants	3	4	12	All climbers participating in activity must ensure that they have signed onto event using the SUMC website. The person(s) leading the activity must ensure they take a register before departure for the activity and any person(s) who have not signed up for event must not come. Person(s) organising the event must ensure that there is a good ratio of experienced climbers to novice climbers. Users must abide by the terms and conditions outlined in the contract, not exceed the maximum number of members and each member must have received an induction by a trained instructor (Southampton Sport approved)	3	2	6	
Personal equipment failure	Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	All participants	3	4	12	All personal equipment must be checked regularly and recorded to ensure no defects If a member is unsure of their equipment, they should not use it, and get it checked by a more experienced member (e.g. Gear Sec)	2	3	6	
Travel										
Exhaustion	Crashes	All participants, members of	3	4	12	Drivers are encouraged to have regular breaks. For longer journeys it is advised to have	2	3	6	Contact emergency services as required 111/999 (or relevant emergency number if abroad).

		the public				two drivers so that they can swap throughout the journey. All drivers must be confident in driving the length of journey required before driving begins				Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
Incompetent drivers	Crashes	All participants, members of the public	3	3	9	Drivers must be confident in driving the length of journey required before beginning the journey. All those driving the minibus must have passed the university minibus test.	2	2	4	Contact emergency services as required 111/999 (or relevant emergency number if abroad). Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
Varsity, Competition Climbing										
Overexertion	Muscle, tendon, and other injuries	Climber	3	3	9	Climbers should climb within their grade, and should ensure to take regular breaks to minimise the risk of injury.	3	2	6	
Fire	Burns and death	All present	1	5	5	Climbers should follow the centre's fire safety operating procedures. It is the climbers duty to ensure that they are aware of the centres, fire procedures before the activity begins. These can be found in most centres' safety waiver.	1	2	2	
Entanglement	Asphyxiation	Climber	2	1	2	Appropriate clothing to be worn, no jewellery to be worn.	2	3	6	
Previous medical conditions	Various	Climber	3	4	12	Ensure that members of the climbing party are aware of any previous medical conditions (through the website profiles or otherwise), and are aware of any action that may need to be taken. Climbers participate at their	3	2	6	Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

						own risk.				
Danger due to additional obstructions in landing spaces	Personal Injury	Climber	3	3	9	A separate space shall be made available for climbers to put all their belongings by competition organisers. Climbers should not take any belongings onto the mat. Competition organisers must brief climbers on dangers of bringing items on mat before competition commences.	1	2	2	
Dehydration	Personal Injury	Climber	2	2	4	Climbers must bring a water bottle, with a suitable amount of water to each centre. Water fountains are usually available at each centre.	2	2	4	
Supervision of notice members, not signed in as competent climbers.	Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	Climber	4	4	16	The person(s) running the session must be aware of who al novice climbers are. All novice climbers must be paired up with a more experienced climber to ensure their safety.	3	2	6	
Travel to centre	Personal Injury	All present	5	3	15	Drivers must be comfortable driving in heavier traffic conditions. For longer journeys, drivers must take regular breaks.	2	3	6	Contact emergency services as required 111/999 (or relevant emergency number if abroad). Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
Members incorrectly signing themselves as a competent climber	Personal Injury (cuts, sprains, breaks, falls concussions), injury	Climber	3	4	12	Members must ensure they sign truthfully, if new members are unsure about their abilities, they should sign as a less	2	3	6	

	to others (falls, cuts breaks sprains, concussions)					competent member, and complete all teaching available to them. Controls such as belay tests in centres should help to remove this risk. Club members who are watching novice members are responsible for them at all times.				
Additional members	Overcrowding, insufficient number of experienced members to supervise novice members leading to: Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	All present	3	4	12	All climbers participating in activity must ensure that they have signed onto the event using the SUMC website. The person(s) leading the activity must ensure they take a register before departure for the activity and any person(s) who have not signed up for the event can not come. Person(s) organising the event must ensure that there is a good ratio of experienced climbers to novice climbers.	3	2	6	
Large number of people using the wall	Overcrowding, falling onto others, concussions, breaks, sprains	All present	4	4	16	Number of climbers inside the wall is to be limited by the person(s) running the competition. Competitions routes must be adequately spaced by route setters in order to avoid climbers climbing to close. The number of climbers on the wall by also be limited by those person(s)	2	2	4	

						running the competition. All participating climbers must be briefed by those running the competition of the dangers of a busy wall before competition commences. Maximum number of climbers in the centre must be considered and chosen in conjunction with the centre				
Meetings & Socials										
Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<p>All boxes and equipment to be stored away from main meeting area, e.g., stored under tables</p> <p>Any cables to be organised as best as possible</p> <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>	1	4	4	<p>Seek medical attention from SUSU Reception/venue staff if in need</p> <p>Contact facilities team via SUSU reception/venue staff</p> <p>Contact emergency services if needed – 999 (or relevant emergency number if abroad).</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> <p>Request tools to support the moving 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 – 999 (or relevant emergency number if abroad).</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>
Inadequate meeting space- overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<p>Committee check on room pre-booking, checks on space, lighting, access, tech available</p> <p>Ensure space meets needs of members e.g., considering location & accessibility of space</p> <p>Committee to consult members on needs and make reasonable adjustments where possible</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>Liaise with SUSU reception/activities team on available spaces for meetings</p> <p>Postpone meetings where space cannot be found</p> <p>Look at remote meeting options for members</p> <p>Committee WIDE training</p>

Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<p>Ensure regular breaks (ideally every 20 mins) when using screens</p> <p>Ensure screen is set up to avoid glare, is at eye height where possible</p> <p>Ensure no liquids are placed near electrical equipment</p> <p>Ensure all leads are secured with cable ties/mats etc</p>	1	4	4	<p>Request support and advice from SUSU IT/Tech teams e.g., via activities team</p> <p>For external venues pre-check equipment and last PAT testing dates</p> <p>Seek medical attention as required</p>
Socials: 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 them 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>
Socials- alcohol consumption	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act</p>	Event organisers, event attendees,	2	5	10	<p>Members are responsible for their individual safety though and are expected to act sensibly</p>	1	3	3	<p>Follow SUSU incident report policy</p> <p>Call emergency services as required 111/999 (or relevant emergency number if abroad).</p> <p>Committee WIDE training</p>

	violently towards participants.					<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 licence 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>				
Socials-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>	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 (or relevant emergency number if abroad).</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 into 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> <p>Be considerate of other pedestrians & road users, keep disturbance & noise down.</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>	
Socials/Meetings- Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	<p>Advise participants; to bring their personal medication</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</p>	2	5	10	<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>

						Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support				
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 induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.	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 999 (or relevant emergency number if abroad) and University Security: Emergency contact number for Campus Security: <ul style="list-style-type: none"> Tel: +44 (0)23 8059 3311 (Ext:3311).
Fundraising Events & Cash Handling - For own society or Charity										
Handling & Storing Money- Own Society fundraising	Theft Individuals being mugged/robbed Loss/ misplacement leading to financial loss	Members, Participants	3	4	12	Avoid using cash if possible. Card readers for charity available from the activities team. Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open.	2	3	6	In the event of theft committee members will: <ul style="list-style-type: none"> Highlight the incident to any community police officers in the area/report to 111 Report incident to SUSU duty manager and c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report

						<p>Money to be kept in lockable box</p> <p>Avoid giving cash to committee members if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)</p> <p>Where possible offer option to pre-buy tickets to avoid cash purchases E.g., use of SUSU box office, hire/loan of contactless payment machines</p> <p>Money to not be left unattended</p> <p>Collectors will prioritise their own safety, advised to not confront any potential thief. If confronted, give up the funds.</p>				
Handling & Storing Money- Charity fundraiser	<p>Theft</p> <p>Individuals being mugged/robbed</p> <p>Loss/ misplacement leading to financial loss</p>	Members, Participants, Charity	3	4	12	<p>Southampton RAG procedures will be followed:</p> <ul style="list-style-type: none"> Charity Event form completed, and RAG approval will be given All food hygiene certificates and event risk assessment to be approved by activities team Sealed collection buckets with charity banner to be requested and collected 	2	3	6	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> Highlight the incident to any community police officers in the area/report to 111 Report to SUSU Duty manager and Complete a SUSU incident report

					<p>from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5)</p> <ul style="list-style-type: none">• Avoid using cash where possible and use a card reader.• Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity. <ul style="list-style-type: none">• Collection buckets to remain sealed and to not be left unattended• Collectors will prioritise their own safety, advised to not confront any potential thief. If confronted will give up the funds.• Nominated person will be tasked with storing cash in the nominated location when the SUSU office is not open.• Avoid giving cash to committee members if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)				
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Events involving Food	Allergies Food poisoning Choking	All	3	5	15	Individual event risk assessment to be carried out for events involving members making/serving food. Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) Only order/buy food at establishments with appropriate food hygiene rating Food to only be provided/eaten when other activities are stopped Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products	1	5	5	SUSU food hygiene level 2 course available for completion- requests made to activities team Call for first aid/emergency services as required 111/999 (or relevant emergency number if abroad). Report incidents via SUSU incident report procedure
Demonstration/Strike/ Awareness Raising Activity										
Adverse Weather	Injury Illness Slipping Burns	All who attend	4	3	12	Lead organiser to check the weather are suitable for activities on the day SUSU/UoS Facilities team checks of buildings and spaces prior to the event Warn those attending to prepare by wearing	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

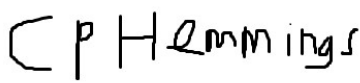

						appropriate clothing and footwear e.g., via social media posts, email invites In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate				
Overcrowding	Physical injury	Event organisers and attendees	1	3	3	Do not push/shove If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. Book during quieter times when less activities taking place on Redbrick/book all available space Inform other bookings on the Redbrick/in the area of the event	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)
Disturbance to public, students and staff	Conflict, noise, crowds	Event organisers and attendees, general public	2	2	4	Events planned for redbrick avoiding residential areas UoS Security Teams informed of the event Everybody will be encouraged to stay together as a group shouting, chants, whistles etc. will be kept to a minimum	1	2	2	With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk Inform UoS/SUSU communications team of the event- can brief others via SUSSED

					around busy university buildings and residential areas If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)					
Counter protest, discrimination against the demonstration/Campaign	Assault, Violence or threatening/ Aggressive Behaviour	Event organisers and attendees	2	4	8	Event planned for Highfield campus- a route well signposted and known for students Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts Participants made aware they could join and leave the event at any time. Ensure that people are aware that this is an open space for discussion to discourage protest.	1	4	4	Event organisers to call University Security if necessary. Emergency contact number for Campus Security: <ul style="list-style-type: none">Tel: +44 (0)23 8059 3311(Ext: 3311)Building 32, University Road Highfield Campus. Any incidents will be reported via UoS reporting tools Contact emergency services if needed Organisers will, following the event, share relevant information on support/signpost via social media channels etc.

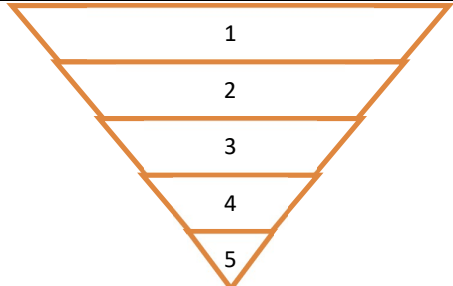
Talks/debates - subjects that could be sensitive or personal to some members	The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.	Members	2	3	6	<p>Prior information about the event and what to expect is given out so participants know what to expect.</p> <p>Members made aware they could leave the event at any time.</p> <p>Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)</p> <p>SUSU reporting tool available</p>	1	3	3	<p>Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter</p> <p>Committee Wide Training</p> <p>Seek guidance from activities/SUSU advice centre/UoS enabling team as required</p> <p>Committee WIDE training</p>
Awareness/Promotional Stand e.g. Bunfight *excluding items covered above										
Overcrowding at Stall	<p>Reduced space in walkways and entrances.</p> <p>Risk of Students panicking because of tight spaces / confinement.</p> <p>Crushing against fixed structures from pushing and shoving. Aggressive behaviour.</p>	Members, visitors	2	3	6	<p>A maximum of 2 representatives to be at the stall at any one time</p> <p>Request that orderly ques are formed</p> <p>Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear</p> <p>Ensure that organisers /volunteers do not block walkways when engaging with attendees</p> <p>Follow instructions given by support staff/staff on directions and entry and exit points</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>Seek support from facilities staff</p>

						Do not move tables if this has been placed for you by staff.				
Falling Objects e.g. banners	Injury Bruising Damage to equipment	Members, visitors	2	3	6	Tables to be safely secured by staff where possible – ask for support from facilities team Ensure banner is secured and on a flat surface Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders	1	2	2	Seek medical attention if problem arises Seek support from facilities 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	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: Holly Hamilton	Date: 22/10/25

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	

L I K E L I H O O D	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

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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