

Risk Assessment			
Risk Assessment for the activity of	Southampton University Mountaineering Club's General Activity throughout the academic year 2026-27		Date 06/09/2026
Are you a sports club or society?	Sports club	Assessor	Emma Wiggins (Safety & Skills Secretary 2026/27)
Supervisor	Isaac Puffett	Signed off	SUSU USE ONLY
Risk Assessment Information (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)	Sections of this risk assessment: - o Weekend Meets and Day Trips - o Indoor Climbing - o Travel - o Competition Climbing (incl. Varsity) - o Meetings and Socials - o Fundraising events and cash handling - o Demonstration/Strike/Awareness-raising activity - o Promotional Events e.g. Bunfight - o General considerations relevant to all sections		

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 and Day Trips (general, climbing, swimming, slack lining)										

Travel	RTC causing injury	Event organisers, attendees, Members of the public	4	3	1 2	• Drivers must hold a suitable driving license, be confident and medically fit to drive • Drivers must hold valid and in-date insurance and MOT for their vehicle • Breaks during long journeys are strongly encouraged, and drivers are asked to stay adequately fed and hydrated • Drivers must follow traffic laws and drive safely, ensuring their passengers feel comfortable • Minibuses may only be driven by those who have undergone the SUSU minibus test. 2 drivers per minibus is encouraged so that drivers can swap during longer journeys • Filling cars (e.g. having 4 passengers in a 5-seater car) is to be avoided where possible, especially for long journeys • Drivers should especially take care on unlit roads at night, and be aware that they should drive to conditions	1	3	3	Contact emergency services as required using 111/999/112 in Europe without delay Meet secretaries to be contacted once emergency services have been contacted Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed. Follow SUSU incident reporting guide
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						Alternative arrangements should be looked into in the event of Met Office-issued weather warnings of amber or red severity				
Travel	Navigation issues or breakdown, members lost or stranded	All participants	3	3	9	- Meet Secs will provide drivers with accurate locations for destinations - Meet secs and drivers will have each others' contact details and means of contacting each other - Drivers will ensure that vehicles are mechanically sound before journeys, including tyre tread, lights and fluids - Drivers are encouraged to have comprehensive breakdown cover	2	2	4	Contact breakdown services and meet secretaries as required. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident reporting guide

Food preparation, cooking and consumption	Burns, cuts, food poisoning, allergic reactions	All participants	4	4	1 6	- At least 1 person overseeing food prep, cooking and serving must hold relevant food hygiene training - Restrict number of people in the kitchen to reduce congestion - All ingredients are to be in-date, which should be confirmed by chefs - Food requiring heating should be thoroughly heated before serving - Members with dietary requirements are responsible for alerting meet secretaries. Suitable procedures should be in place to avoid cross-contamination. - Safe knife skills should be practiced by all involved and care should be taken around hobs and ovens.	2	3	6	SUSU food training available for completion, should be undertaken by meet secretaries and other members of committee. Seek medical attention from 999/111 if required. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident reporting guide</u>
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Medical emergency	Injury Illness Pre-existing medical conditions Distress Dehydration	All participants	3	5	1 5	• Participants must bring any personal medication • Participants must carry sufficient water • First aid to be carried out by trained and competent members if necessary • Training for members to become qualified to be organised each year • Knowledge of how to contact emergency services including ambulance, mountain rescue, 111 and emergency services abroad, including using text 999	2	4	8	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 reporting guide
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Fire	Smoke inhalation, burns and risk of extreme harm	Participants	1	5	5	- Those leading the session must be aware of the venue's fire procedures - Those leading must ensure that the emergency exit routes are clear and any issues highlighted to the venue. - Highlight to participants at the start of the session the location of the nearest emergency exit and the importance of leaving calmly in case of emergency.	1	4	4	In case of emergency, pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call 999 or relevant number if abroad. Follow SUSU incident reporting guide
Slips, trips and falls (Walking/approach)	Injury e.g. sprains/bruising. Links directly to weather	All participants	2	3	6	- Climbers must bring and wear suitable footwear on meets (e.g. walking boots/shoes or sturdy trainers). - Climbers should stick to footpaths where possible and use suggested approaches to crags - BMC RAD to be checked to ensure access is not obstructed e.g. by rockfall	1	3	3	Seek medical attention where required. Contact the emergency services (including mountain rescue if needed) and the meet secretaries as soon as possible. Follow SUSU incident reporting guide

Weather	Heat/sun - sunburn, heat exhaustion and dehydration. Cold/rain - hypothermia. Weather directly influences ground surfaces and the risk of slips, trips and falls.	All participants	3	3	9	• Participants are required to bring sufficient water for the length/duration of the day • Participants are encouraged to adapt their plans to the current conditions • Ensure participants have adequate clothing to stay warm and dry should the weather change • Members are aware of the SUMC kit list on the website	3	3	9	Seek medical attention if necessary from most suitable service. If severe, call 999/112 in Europe. Weather forecasts should be checked before meets by meet secs, and alternative arrangements considered in the case of extreme weather (especially snow). Follow SUSU incident reporting guide
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Navigation issues/benign tment	Getting lost, dehydration/fatigue/increased risk of accidents/injury	All participants	4	2	8	• Guide books (including backups to digital versions) should be used for approach notes • Appropriate navigational equipment to be used by groups • Each group should update the trip chat or meet secs of their position and intentions, including updated callout time if necessary • Appropriate callout times should be agreed with the meet secs so that Mountain Rescue can be called if needed.	1	3	3	Experienced members should check on late party after call out time and contact mountain rescue (or relevant emergency service) if required Follow SUSU incident reporting guide
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Overexertion	Muscle injury	All participants	3	3	9	Organisers to lead thorough warmup, focusing areas that are likely to be used the most.	2	3	6	Seek medical attention where necessary. Call 999/112 in Europe in the case of emergency. Follow SUSU incident reporting guide
Alcohol consumption	Injury Alcohol poisoning Illness Altered capacity	All participants	3	3	9	- Members are responsible for their own consumption and are expected to act sensibly - Initiation behaviour not to be tolerated and drinking games are to be discouraged - Alcohol MUST NOT be consumed before or during any climbing or related activities, and participants MUST NOT partake in any climbing, abseiling or related activities under the influence of alcohol	2	3	6	Seek medical attention where necessary. Call 999/112 in Europe in the case of emergency. Follow SUSU incident reporting guide

Climbing - equipment failure	Injury from falling - spinal injury, sprains, breaks, death	All participants	2	5	10	• Climbers to ensure that equipment used is in suitable condition • Gear sec to ensure that unusable equipment is appropriately retired and not handed out for use • Club gear is professionally inspected on a regular basis by an external provider	1	5	5	Contact emergency services in case of emergency. Participants are requested to report any faults with gear, including any damage inflicted during use so that the gear can be inspected and retired if necessary. Follow SUSU incident reporting guide
Climbing - poor gear placement (trad)	Injury from falling - spinal injury, sprains, breaks, death	All participants	4	5	20	• Climbers to be confident in their gear placement and ensure that they place gear regularly in order to reduce the risk of ground fall • Novice climbers to be adequately supervised by experienced members • Routes to be selected carefully, including consideration of “run out” routes	1	5	5	Contact emergency services as required 111/999/112. Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide

Climbing - Panic attack/ refusal to climb further	Getting stuck and requiring evacuation, personal injury	All participants	3	5	1 5	- Climbers should climb within their ability and ensure they do not feel uncomfortable before climbing - Knowledge of escape routes before climbing, and knowledge of basic rescue techniques for experienced members	1	2	2	Others in the group must work to console/calm down the climber. If confident, another climber can carry out a suitable rescue using techniques they are familiar with. If no climber is confident in this, mountain rescue must be called. Follow <u>SUSU incident reporting guide</u>
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Climbing - fall from height	Injury Death	All participants	4	5	20	• Climber and belayer conduct buddy checks before the climber leaves the ground to ensure that climber is tied in correctly, the belay plate is set up correctly, harnesses and helmets are secured on all parties • Gear placed as regularly as possible • Climber ensures that the belayer is proficient before climbing • Climber should not take excessive risk • Control risks from equipment failure, poor gear placement and panic attacks also considered	1	4	8	Medical attention sought in case of injury. Emergency services contacted as necessary. Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident reporting guide</u>
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Climbing - Abseiling	Injury Death Damage to equipment	All participants	3	5	1 5	• Climber must ensure that suitable anchors are chosen to abseil from, if possible, anchor should be made from several points. • Climbers must be confident before abseiling, or placed on belay • Ends of the rope must have stopper knots tied in them. All parties must have their helmets secured. • Buddy checks should take place before abseiling. • Rope should not rub on sharp edges without a rope protector	2	5	1 0	Call emergency services as required. Abseiling instruction should be sought from experienced club members. Follow <u>SUSU incident reporting guide</u>
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Climbing - Multipitch anchors	Personal injury and injury to others Death	All participants	3	5	1 5	• Lead climber must be confident in making and securing anchors before climbing • Anchors must be capable of holding multidirectional falls • There must always be space to secure following climbers on at least 2 pieces of the anchor	2	5	1 0	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. Anchoring instruction is available from experienced club members. Follow SUSU incident reporting guide
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Climbing - escape from part way up route	Injury Death	All participants	3	5	1 5	• Lead climber should be confident in abseiling techniques • Several escape routes should be assessed before beginning the climb • It is advised that at least 1 member of the group is familiar with self-rescue techniques • Safety of group members to be prioritised over retrieval of gear • See multipitch anchor sections	2	5	1 0	Call emergency services as required Mountain rescue evacuation may be required Report incidents at earliest convenience to committee and SUSU
Climbing - falling rocks/objects	Injury Death	All participants	3	5	1 5	• All climbers and belayers must wear a helmet when climbing and belaying • When a climber notices rockfall they must alert those on the ground to prevent injury • Objects on harnesses must be secured correctly	2	4	8	Contact emergency services as required 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 reporting guide

Climbing - belaying	Injury to self - rope burn, finger entrapment, collision with falling climber, sprains	All participants	3	4	1 2	• Ensure the area around the belayer is clear of trip hazards • Dead end of the rope must be held securely at all times • Weight difference between climber and belayer must be minimised to reduce the likelihood of belayer being pulled into air	2	4	8	Contact emergency services if necessary Seek medical attention if necessary Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident reporting guide</u>
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Climbing - Incorrect belay technique	Injury from falling	All participants	4	4	2 0	• Belayer must practice correct belay technique, specifically including keeping control of the dead end of the rope at all time • Climber will ensure that the belayer is competent and has received adequate instruction beforehand • Belayer will notify the climber if they are unsure of any aspect of belaying and be tailed by another experienced climber if need be.	2	5	1 0	Contact emergency services if necessary Seek medical attention if necessary 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 reporting guide
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Climbing - Bolt failure (sport)	Injury from falling	All participants	2	5	10	• Climbers must assess a route prior to attempting it, taking care to assess the bolts for any signs of degradation e.g. rust or discolouration • Special care must be taken when climbing in coastal regions where saltwater leads to faster corrosion of bolts • Unsuitable bolts must be backed up and not relied on as a sole point of safety • Climbers are advised to read guidebooks and UKC posts to check where wear has already been found by previous climbers	1	5	5	Contact emergency services if necessary Seek medical attention if necessary 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 reporting guide
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Climbing - Interference by general public	Injury from falling	All participants	2	5	1 0	- All participants should be aware of members of the public near the climbing area and ensure that none encroach onto the climbing area - Less busy crags should be chosen on trips with larger numbers of participants	1	5	5	Contact emergency services if necessary Seek medical attention if necessary 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 reporting guide
Climbing - inclement weather	Injury from falling Effects due to adverse weather (see weather section above)	All participants	3	5	1 5	- Participants must inspect rock and overall crag before climbing to ensure that the rock is safe to climb on - Climbing should not take place in very rainy or cold conditions - Conditions are to be continually assessed throughout stay at the crag - Bailing and escaping from a route should be considered if caught climbing in inclement weather	2	5	1 0	Contact emergency services if necessary Seek medical attention if necessary Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Group sheltered should be carried by a member to the crag in case of extreme wind or cold. Follow SUSU incident reporting guide

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	1 0	• 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 the 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. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
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Climbing - Climbing near the sea - Large/rogue waves	Personal Injury (breaks, cuts sprains), drowning, death	All participants	3	5	1 5	• 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. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
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Climbing - Fall whist bouldering	Personal Injury (breaks, cuts sprains)	All participants	4	4	1 6	• 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. • “Gapstoppers” may be used to prevent a climber from falling between pads	2	4	8	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue for evacuation. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
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Climbing - Descending from boulders	Personal Injury (breaks, cuts sprains)	All participants	4	4	1 6	• 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	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue for evacuation. 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 - spotting	Personal Injury (breaks, cuts sprains)	All participants	3	4	1 2	• 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	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue for evacuation. 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	Injury Drowning Hypothermia	All participants	3	4	1 2	• All participants MUST be able to swim confidently • Participants are advised to stick to well-known and clean bodies of water. Ideally the bottom should not be obscured and the depth of the water should be known. • A throw line must be taken by a trained member in case rescue is required • Participants must get out once they begin to feel cold, and warm up by bringing a suitable amount of warm clothing • Excessive alcohol must not be consumed prior to swimming			If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue or RNLI for evacuation. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
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Swimming - entering/exiting the water	Personal Injury (breaks, cuts sprains), hypothermia	All participants	4	3	1 2	- All participants must enter the water carefully, sticking to paths and avoiding slippery surfaces when possible. - Footwear should be worn - 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. 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.
Slack lining	Injury (sprains, breaks, cuts)	All those participating in slack lining	4	3	1 2	- Slack lining should only take place under the supervision of someone experienced - Fall-zone must be kept clear - Safe falling should be taught - High lining is not covered by BMC insurance and thus MUST NOT take place during club meets	2	3	6	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue or RNLI for evacuation. 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.

Slack lining - line rebound	Injury (sprains, breaks, cuts, bruising)	Participants, bystanders	4	3	1 2	- Viewers must keep a safe distance from the slackline to ensure that they are not impacted - If taking place in a public area, participants must be vigilant of approaching members of the public and ensure that they remain a safe distance from the slack line	2	3	6	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue or RNLI for evacuation. 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.
Slack lining - line rigging	Injury from falling, line rebound (see above), damage to surroundings	Participants, general public	2	4	8	- Slacklines must be rigged by a member experienced in the rigging system - Gear used must be appropriately rated and in-date, and thoroughly inspected before each use for signs of damage or wear - Slacklines must be appropriately backed up - Tree protection should always be used	2	4	8	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue or RNLI for evacuation. 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.

Drone use	Disruption to other crag users (including reputational risk), injury from collision or entanglement, damage to safety equipment such as ropes	All participants, members of the public	2	3	6	• Anyone wishing to use a drone to capture footage should seek permission of those around them • Pilots must adhere to all all laws and regulations regarding drone use, particularly airspace restrictions and restrictions related to environmental conservation • Pilots must adhere to all laws regarding licensing • Pilots must be considerate of other crag users and not fly close to the rock where climbers may be disturbed, or equipment may be damaged by propellers	2	2	4	If any injury occurs, seek medical attention. If severe, call 999 in an emergency, mountain rescue or RNLI for evacuation. 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.
Indoor Climbing										

Overexertion	Injury (sprains, strains)	Climbers	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	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy
Fire	Burns Death Smoke inhalation	All participants	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	If serious, emergency services must be contacted. Follow SUSU incident reporting policy
Entanglement	Asphyxiation Friction burns Bruising	All participants	2	2	4	• Appropriate clothing to be worn • Good rope discipline to be taught	2	2	4	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy

Pre-existing medical conditions	Various	All participants	3	4	1 2	- 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 <u>SUSU incident report policy</u>
Dehydration	Dehydration	All participants	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. - Climbers are encouraged to take adequate breaks, especially during warm weather	2	2	4	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy

Supervision of novice members	Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	Climber, those around them	4	4	1 6	- 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. - Centre supervision ratios must be adhered to.	3	2	6	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy
Novice members leading or belaying	Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	All participants	4	4	6	- Novice members must not lead climb until they have been taught by a more experienced climber, and have demonstrated adequate skill to do so - Novice members must be supervised while belaying, with an experienced member "tailing" them if necessary	3	2	6	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy

Qualification of coaches/instructors	Participants may be hurt if the coach does not possess the relevant qualification to be able to deliver the activity safely	All participants	3	3	9	Clubs will source coaches/instructors that have the relevant qualifications to deliver their sport to that target audience (for example, football coaches will need a UEFA C/FA level 2 to be able to coach a team). Clubs are to research this and liaise with the students union.	1	3	3	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy
Travel - car/minibus	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 Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u>

Travel - bike	Injury	Anyone travelling to the centre by bike	3	4	1 2	- Anyone travelling by bike must be comfortable to do so and have the relevant safety equipment (helmet, lights, reflective clothing). - Cyclists must take care and follow the highway code	2	2	4	Contact emergency services as required 111/999 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 up as a competent climber	Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	All participants	3	4	1 2	- 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.	2	3	6	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy

Additional members	Overcrowding Insufficient numbers of experienced members to supervise novice members Personal injury	All participants	3	4	1 2	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.	3	2	6	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy
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Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked	Causing Slip, trip or Falls. Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment. Person or persons falling over or into objects and/or each other, due to fire exit blocked	Participants involved in the activity, referees, spectators and customers of the facility	2	3	6	Everyone to ensure they do visual checks of the facility / pitch/ court before the session starts and report anything to the Southampton Sport Staff. If playing surface is deemed unsafe then the session is not to go ahead. If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club. <i>Excessive Heat</i> Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff. <i>Fire exit blocked</i> Everyone to ensure they do not put anything in front of fire exits. Everyone to ensure they remove anything put in front of fire exits. Clear walkways are maintained in all areas accessing the fire exits.	2	2	4	QR codes to report any defects to the Southampton Sport Staff. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.
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Equipment provided by Southampton Sport failure	Minor bruising, sprain, fracture, dislocation, concussion,	Participants in the activity, referees, spectators	2	3	6	Everyone to report equipment failure to the Southampton Sport Staff. If equipment is unsafe, take it out of action.	2	2	4	QR code to report any equipment failure to the Southampton Sport Staff. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.
Violent or aggressive behaviour or actions towards staff or other customers	Inflicting physical injury, vandalising property, financial loss or reputation	Staff, customers, members	3	3	9	Abiding by facility rules, everyone should treat people with respect. In serious circumstances seek assistance.	2	2	4	Make Southampton Sport Staff aware, call security. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system. Contact Report and Support <u>Report + Support - University of Southampton</u>

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Exhaustion	Crashes	All participants, members of the public	3	4	1 2	- Drivers are encouraged to have regular breaks. - For longer journeys it is advised to have two drivers so that they can swap throughout the journeys - All drivers must be confident in driving the length of journey required before driving begins	2	3	6	Contact emergency services as required 111/999 Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u>
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 Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u>

Varsity and 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	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy
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	If serious, emergency services must be contacted. Follow SUSU incident reporting policy
Entanglement	Asphyxiation	Climber	2	1	2	Appropriate clothing to be worn, no jewellery to be worn.	2	3	6	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy

Previous medical conditions	Various	Climber	3	4	1 2	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 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 <u>SUSU incident report policy</u>
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	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting 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	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy
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	1 6	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.	3	2	6	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy
Travel to centre	Personal Injury	All present	5	3	1 5	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 Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u>

Members incorrectly signing themselves as a competent climber	Personal Injury (cuts, sprains, breaks, falls concussions), injury to others (falls, cuts breaks sprains, concussions)	Climber	3	4	1 2	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 watching novice members are responsible for them at all times.	2	3	6	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy
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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	1 2	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	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy
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Large number of people using the wall	Overcrowding, falling onto others, concussions, breaks, sprains	All present	4	4	1 6	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 too close. The number of climbers on the wall by also be limited by those person(s) 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	2	2	4	If serious, emergency services must be contacted. Staff at the centre should be notified in order to fill out accident forms and for first aid. Follow SUSU incident reporting policy
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Injury from insufficient warmups	Pulled or strained muscles	Players/Participants	3	3	9	Players/participants told the benefits of an effective warm up and encouraged to complete. Warmups led by an appropriately qualified or experienced individual. Appropriate recovery methods also discussed to ensure muscles are more pliable to warm up.	1	3	9	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
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Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked	Causing Slip, trip or Falls. Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment. Person or persons falling over or into objects and/or each other, due to fire exit blocked	Participants involved in the activity, referees, spectators and customers of the facility	2	3	6	Everyone to ensure they do visual checks of the facility / pitch/ court before the session starts and report anything to the Southampton Sport Staff. If playing surface is deemed unsafe then the session is not to go ahead. If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club. <i>Excessive Heat</i> Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff. <i>Fire exit blocked</i> Everyone to ensure they do not put anything in front of fire exits. Everyone to ensure they remove anything put in front of fire exits. Clear walkways are maintained in all areas accessing the fire exits.	2	2	4	QR codes to report any defects to the Southampton Sport Staff. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.
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Lighting	Players/Participants unable to see each other, the equipment or obstacles clearly, resulting in a higher risk of injury.	Players/Participants, Coaches/Instructors	5	4	20	Training and matches will only take place where there is sufficient light. Coaches and committee are deemed to be responsible for determining what is a safe light level. If lights are not working, this will be reported to Southampton Sport and the session stopped. SUSU Sports Coordinators will not schedule training or games in unlit areas past the predicted sunset.	1	4	4	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
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Meetings and Socials

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 Cable ties/to be used if necessary Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers. Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs	1	4	4	Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff Contact emergency services if needed All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u>
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Manual handling, including 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 Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable	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 <u>SUSU incident report policy</u>
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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 Ensure no liquids are placed near electrical equipment Ensure all leads are secured with cable ties/mats etc	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

Socials: Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	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. 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 <u>Expect Respect policy</u>	1	2	2	SUSU <u>Expect Respect policy</u> to be followed Committee WIDE training
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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	1 0	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 Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event	1	3	3	Follow <u>SUSU incident report policy</u> Call emergency services as required 111/999 Committee WIDE training
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						Society to follow and share with members Code of conduct/SUSU <u>Expect Respect policy</u>				
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Socials-Travel	Vehicle's collision -causing serious injury	Event organisers, event attendees, Members of the public	4	3	1 2	Members are responsible for their individual safety though and are expected to act sensibly Local venues known to University of Southampton (UoS) students chosen Event organisers will be available to direct people between venues. 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. Avoid large groups of people totally blocking the pavement or spilling into the road.	2	2	4	Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999 Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u>
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						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). Be considerate of other pedestrians & road users, keep disturbance & noise down.				
Socials/Meetings- Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	1 5	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 Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support	2	5	1 0	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u>

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	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: - Tel: +44 (0)23 8059 3311 (Ext:3311).
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Spiked Drinks/Alcohol Poisoning	Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self- control	Event organisers, event attendees,	2	5	10	Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff. Participants encouraged to stay with a nominated 'buddy' where possible. The organizers have confirmed the premise is licensed. Action organizers (b). The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess. Action licensee.	2	3	6	Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options) If they need to go to the hospital they will also be accompanied there. Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u>
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						<u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u>				
Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees,	3	3	9	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. Ideally, they will not drink to excess during the event Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.	2	2	4	Follow <u>SUSU incident report policy</u> Call emergency services as required

Violent or offensive behaviour	Participants may become violent or offensive due to the consumption of too much alcohol. Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	Bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess 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	1	3	5	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 <u>SUSU incident report policy</u> Call emergency services as required
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Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	1 2	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	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
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Slips, trips and falls as a result of alcohol	Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.	Event organisers, event attendees,	3	2	6	Committee to check that chosen venues meet the following requirements: • Venue is in good condition with no major trip hazards. • Bar staff monitor the condition of the floors & mop up split drinks. • Security staff & Bar Staff provide first aid cover. DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down.	3	1	3	If necessary, emergency services will be called Request first aid at venue Follow SUSU incident report policy
Allergies - food and drink	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	1 5	Attendees responsible for own welfare in such instances- follow guidelines of venues. First aid requested from bar staff as required.	1	5	5	Call Emergency Services/alert bar staff

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	1 2	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. Money to be kept in lockable box 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) 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	2	3	6	In the event of theft committee members will: - 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
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					Money to not be left unattended Collectors will prioritise their own safety, advised to not confront any potential thief. If confronted, give up the funds.				
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Handling & Storing Money-Charity fundraiser	Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss	Members, Participants, Charity	3	4	1 2	Southampton RAG procedures will be followed: - 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 from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5) - 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. - Collection buckets to remain sealed and to not be left unattended	2	3	6	In the event of theft committee members will: - Highlight the incident to any community police officers in the area/report to 111 - Report to SUSU Duty manager and <u>Complete a SUSU incident report</u>
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					• 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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Demonstration/Strike/ Awareness Raising Activity
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Adverse Weather	Injury Illness Slipping Burns	All who attend	4	3	1 2	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 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	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
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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)
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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 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)	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
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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: • 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.
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Awareness/Promotional Stand e.g. Bunfight
*excluding items covered above

*excluding items covered above

Overcrowding at Stall	Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour.	Members, visitors	2	3	6	A maximum of 2 representatives to be at the stall at any one time Request that orderly queues are formed Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear Ensure that organisers /volunteers do not block walkways when engaging with attendees Follow instructions given by support staff/staff on directions and entry and exit points Do not move tables if this has been placed for you by staff.	1	3	3	Seek medical attention if problem arises Seek support from facilities staff
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Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked	Causing Slip, trip or Falls. Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment. Person or persons falling over or into objects and/or each other, due to fire exit blocked	Participants involved in the activity, referees, spectators and customers of the facility	2	3	6	Everyone to ensure they do visual checks of the facility / pitch/ court before the session starts and report anything to the Southampton Sport Staff. If playing surface is deemed unsafe then the session is not to go ahead. If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club. <i>Excessive Heat</i> Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff. <i>Fire exit blocked</i> Everyone to ensure they do not put anything in front of fire exits. Everyone to ensure they remove anything put in front of fire exits. Clear walkways are maintained in all areas accessing the fire exits.	2	2	4	QR codes to report any defects to the Southampton Sport Staff. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.
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Legal Compliance: Club or society activity going against set law. This includes breaches of the freedom of speech act	Fines imposed upon the student group as well as SUSU. Jail sentences. Reputational risk to the student group, SUSU and the wider University	The club or society, committee and members, SUSU, or the wider university	1	1	1	All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place. All who wish to bring in an external speaker must follow due process, available here This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.	1	1	1	Contact the SUSU Activities team or Advice centre for assistance
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Medical Issues: Pre-existing and process for any that appear during club or society activity	Illness, death	Members, committee	3	5	9	All clubs and societies should have a process for if a medical issue occurs. All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly. If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 593311 Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so	1	1	1	In an emergency, contact 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
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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 University's name into disrepute.	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	Committee should be made aware of any incidents Follow SUSU Incident Report Policy
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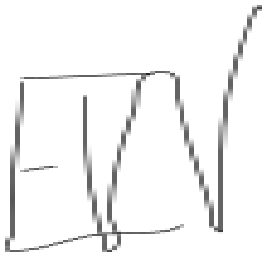
Accessibility: Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations 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. 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.
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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	Seek further support from SUSU Sports Coordinators and/or SUSU Activities Team.
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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	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: • Trips and Tours • Fundraising events e.g. Bake Sales • External Speaker Events • Events involving home-cooked/prepared food or external catering • Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities...	Relevant committee members – president to ensure complete.	21/09/2026	01/10/2026	
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	21/09/2026	01/10/2026	

3	Drone use guidelines to be created for members wanting to fly on meets. This will include information on laws they must follow plus additional guidelines to ensure safe drone use at the crag	Emma Wiggins	21/09/2026	01/10/2026	
4	Committee to complete food hygiene and safety training	Meet secs and any other relevant committee members	11/09/2026	01/10/2026	
Responsible committee member signature 1:				Responsible committee member signature 2:	
					
Print name: Emma Wiggins			Date: 09/08/2026	Print name: Isaac Puffett	
				Date: 24/08/2026	

Assessment Guidance

An inverted pyramid diagram divided into five horizontal sections, numbered 1 to 5 from top to bottom. The sections are separated by horizontal lines, and the entire structure is outlined by a thick orange border.

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