Risk Assessment

Risk Assessment for the activity of	Southampton University Netball Club Generic Risk Assessment	**Date**	22/06/2026
Are you a sports club or society?	Sports Club	**Assessor**	Sophie Rhodes (President)
President/Captain Name/2nd Committee Member	Olivia (Liv) Richardson (Vice President)	**Signed off**	
Risk Assessment Information (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)	Southampton University Netball Club consists of approximately 70 girls who all train once a week at Jubilee Sports Hall or Wide Lane Sports Ground on either Monday, Thursday, or Sunday. They also attend fitness sessions once a week at either Jubilee Sports Hall or Team Southampton Hall on Tuesday or Friday mornings and have the option to attend an additional training session on Sunday at Wide Lane Sports Ground. Our first four teams have a game most Wednesdays, which includes both home and away fixtures. Our fifth team plays on Sundays at Wide Lane Sports Ground. Our 1st team also attends a weekly s&c session on thursday evenings at the Team Southampton Gym, at wide lane. Additionally, the girls have the option to attend social events throughout the year, including weekly Wednesday night socials, sober socials, the annual Christmas Dinner, and the Summer Ball.		

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Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
General Considerations (including group meetings)										
Slips, trips and falls	Soft tissue injury, e.g., sprain, bruising. Potential broken ankle or other breaks, i.e. wrists, etc. Links directly to weather and ground surfaces.	All participants, organisers/staff, and spectators	2	3	6	Check ground conditions for holes, lumps, and other obstacles.	1	3	3	If the injury is serious andthe participant is 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 that the the duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants, organisers/staff, and spectators	1	5	5	Those leading the session must ensure they are aware of and fully understand the venue's fire procedures. Those leading must ensure that all exit routes are clearly marked and report any issues to the venue immediately. Highlight the nearest emergency exit routes to all participants at the start of a session, and emphasise the importance of leaving calmly in case of an emergency. Consider accessibility requirements	1	4	4	In case of an emergency, please pull the 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. Any incidents need to be reported as soon as possible to ensure the duty manager/health and safety officers are informed. Follow SUSU incident report policy.

Setting up/moving chairs/tables/other objects in the area.	Bruising or broken bones from tripping over tables and chairs.	Meeting organisers and attendees	2	3	6	Make stall operators aware of the potential risks and follow manual handling guidelines. Ensure that at least 2 people carry tables. Table setup will be handled by the organisers. Work in teams when handling large, bulky items. Request tools to support the movement of heavy objects - SUSU Facilities/venue. E.g., hand truck, dolly, skates Make sure anyone with pre-existing conditions isn't doing unnecessary lifting and is 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 as soon as possible, ensuring the duty manager/health and safety officer has been informed. Follow the SUSU incident report policy

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Overcrowding	Physical injury	Event organisers and attendees	1	3	3	Do not push/shove If large crowds form, the SUSU facilities team can request barriers (if available on the day) to assist with crowd management. Book during quieter times when fewer activities are 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 a problem arises With support from a SUSU Activities coordinator, inform the UoS security team of the event (on campus 3311, off campus 02380 593311, unisecurity@soton.ac.uk) and liaise with them on the need for security teams on the day. The security team may inform police of the event if required (e.g. marches)

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Electronics	Risk of eye strain, injury, and electric shock	Committee and attendees	2	4	8	Ensure regular breaks (ideally every 20 minutes) when using screens Ensure the screen is set up to avoid glare, and 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 the activities team For external venues, pre-check equipment and last PAT testing dates Seek medical attention as required

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Accessibility: Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to insufficient consideration of accessibility needs. They could also be prevented from quickly leaving the area in an emergency if the necessary infrastructure and considerations have not been put in place.	Participants, committee	1	5	5	All areas chosen for activity will have their suitability checked. If a closed activity is for members, members will be consulted to ensure there are no accessibility requirements. If an open activity, the committee will consider all accessibility requirements and ensure the chosen area is as accessible as possible.	1	5	5	In case of an emergency, call 999. If those with accessibility issues have not been able to exit, notify the building manager and emergency services. Any incidents need to be reported as soon as possible to ensure the duty manager/health and safety officers are 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 activities could pose a reputational risk to the club, the Southampton University Students' Union, or Southampton University itself. This could include controversial posts, conduct during games, during social events, 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 the 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	Comittee to monitor the clubs social media accounts regularly. Remind members of the SUSU Expect Respect Policy at the begining of the academic year. Address any inappropriate behaviour promptly through club disciplinary procedures.

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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 the club or society's financial position. Incidents involving members of the public, participants, staff, or members that result in lawsuits and financial penalties.	The club or society Members are subject to lawsuits. SUSU if required to assist.	1	1	1	Clubs and societies are required to complete financial forecasting and budget for the year. All are encouraged to review membership fees annually to ensure they can comfortably cover costs. SUSU can offer loans to clubs and societies – these will need to be agreed upon, and a payment schedule decided. Clubs and societies that rely on loans will be subject to development plans to ensure their future is protected.	1	1	1	Treasurer to review the club budget monthly/ per semester. Obtain committee approval for significant expenditure. Maintain accurate financial records and receipts for all transactions. Seek guidance from SUSU Activities Team if financial concerns arise

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Legal Compliance: Club or society activity in violation of the set law. This includes breaches of the Freedom of Speech Act	Fines imposed on the student group and 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 comply with the applicable law at all times. If ever in doubt, they will contact the Activities team before the activity takes place. All who wish to bring in an external speaker must follow due process, available here. The University Legal Services team will review this and may require consultation with security and the submission of an additional risk assessment.	1	1	1	Committee members to complete any required SUSU training. Risk assessments to be reviewed before events and activities. Committee to seek advice from SUSU Activities Team where legal requirements are unclear. Ensure all activities comply with SUSU, BUCS regulations.

Medical Issues: Pre-existing and processes 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 addressing a medical issue that occurs. All should know the location of the nearest first aider. Members do not need to disclose medical information to the committee (GDPR), but all committee members should know how to find a first aider and provide quick help. 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 only if qualified and confident to do so	1	1	1	In an emergency, contact 999. Any incidents need to be reported as soon as possible to ensure the duty manager/health and safety officers are informed. Follow SUSU incident report policy.
Activity Considerations										

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Equipment: Any equipment the sport requires/uses needs to be risk assessed.	Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used?	All participants and bystanders.	2	2	4	Check all equipment before use. Is it safe to use? Does it have any sharp edges? Is it damaged in any way? Check any stands – are they safe? Are they likely to fall? Are they damaged, or do they have any sharp edges? Do those leading the session have the appropriate training to demonstrate and use the equipment correctly? Those leading the session should remain vigilant to ensure participants are using the equipment as demonstrated.	1	1	2	Seek medical attention if a problem arises Any incidents need to be reported as soon as possible,, ensuring that the the duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Moving/setting up equipment: Goals, hoops, nets, and carrying anything else	Various forms of injuries, up to and including possible sprains and breakages	All participants and organisers/staff.	2	3	6	Large or heavy equipment is to be carried by 2 people. Request tools to aid in moving heavy objects – SUSU facilities/venues, e.g., hand truck, dolly, skates, etc. Any equipment not in use that is not fixed should be removed from the activity area.	1	2	3	If the injury is serious and the participant is 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 that the the duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Being hit by an object (ball, frisbee, hockey stick, etc.)	A concussion occurs when one is hit on the head. Otherwise, potential bruising.	All participants and organisers/staff and spectators, as well as members of the public who may be walking past	2	4	8	Ensuring communication when drills and games,start and making players and spectators aware of when balls are thrown.	1	4	4	If the person who a ball has hit is showing signs of concussion or is confused, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible,, ensuring the that the duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Removal of Jewellery, plus any other objects in pockets, etc	Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises.	All participants and organisers/staff.	2	2	4	Participants were asked to remove jewellery and other objects from their pockets before joining in. Those leading the session must ensure this has been done.	1	2	2	If any injury occurs, seek medical attention. If severe, call 999 in an emergency. Any incidents need to be reported as soon as possible to ensure the duty manager/health and safety officers are informed. Follow SUSU incident report policy.

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Over-exertion or exhaustion. Strenuous exercise and its effect on the body	Muscle injury – strains and pulls.	All participants and organisers/staff	3	3	9	Those leading the session should ensure a proper, thorough warm-up is carried out before the session, focusing on the areas most likely to be used, i.e., the arms.	2	3	6	If any injury occurs, seek medical attention. If severe, call 999 in an emergency (although unlikely for muscular) Any incidents need to be reported as soon as possible to ensure the duty manager/health and safety officers are informed. Follow SUSU incident report policy.

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Participant Attire: Is the clothing they are wearing, including shoes, relevant to the sport or activity	Injury can occur if people are not wearing appropriate attire for the sport or activity.	All participants, organisers/staff, and spectators	2	3	6	Ensure all participants are wearing suitable clothing (nothing in pockets) and appropriate footwear. Is specific safety equipment required, e.g., a helmet, pads, a gum shield, etc.?	1	3	3	If the injury is serious and the participant is 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 that the the duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Extreme Weather	Heat or sun – risk of sunburn, heat exhaustion and dehydration. Cold – risk of hypothermia. Weather directly influences ground surfaces (see below) and the risk of slips, trips and falls (see above)	All participants, organisers/staff, and spectators	3	3	9	Ensure regular drink 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 risk of harm – e.g., using sun cream, wearing hats, and having a shaded area available. If it is cold, ensure participants have suitable attire to keep warm.	1	3	3	If anyone is affected by the heat or cold, seek immediate medical attention. If severe, call 999 in an emergency. Any incidents need to be reported as soon as possible to ensure the duty manager/health and safety officers are informed. Follow SUSU incident report policy.

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Ground Surfaces	Hard, uneven, or slippery surfaces, usually weather-related, that can cause slips, trips, and falls (see section 1).	All participants, organisers/staff, and spectators	2	3	6	Check areas for hazards prior to the session starting. Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear.	1	3	3	If the injury is serious andthe participant is 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 that the the duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Tackling (sport-appropriate)	Players can get injured from dangerous tackles – worst case, broken legs or other limbs.	Players/Participants	2	4	8	Ensure players are wearing appropriate safety equipment, e.g., shin pads, mouth guards.	1	4	4	If the injury is serious and the participant is 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 that the the duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Injury from insufficient warmups	Pulled or strained muscles	Players/Participants	3	3	9	Players/participants were told about the benefits of an effective warm-up and were encouraged to complete it. Warmups led by an appropriately qualified or experienced individual. Appropriate recovery methods are also discussed to ensure muscles are more pliable for warm-up.	1	3	9	If the injury is serious and the participant is 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 that the the duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Qualification of coaches/instructors	Participants could be hurt or hurt each other if the coach does not possess the relevant qualifications to deliver the sport or activity safely.	Players/Participants	3	3	9	Clubs will source coaches/instructors with the relevant qualifications to deliver their sport to the target audience (for example, football coaches will need a UEFA C or FA Level 2 qualification to coach a team). Clubs are to research this and liaise with the students' union.	1	3	3	Maintain records of coaching qualifications. Review qualifications annually before the start of the season. Only approved coaches/instructors may lead training sessions. Report any concerns regarding coaching practice to the committee and SUSU Sports Team.

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Travel: Wide Lane, Highfield, Watersports or to away games	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	4	5	20	Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes whether they have completed a SUSU minibus test. Members are expected to drive or travel in a sensible manner, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially when driving SUSU-branded vehicles. Importance of this to be reminded.	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 has been informed. Follow the SUSU incident report policy

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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 the committee are deemed responsible for determining what constitutes a safe light level. If the lights are not working, this will be reported to Southampton Sport, and the session will be 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 the participant is 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 that the the duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

Setting up/moving or equipment in the area.	Bruising or broken bones from tripping over table and chairs.	Attendees	2	3	6	Make attendees aware of the potential risks, follow manual handling guidelines Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. Request tools to support with move 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	2	3	Seek assistance if in need of extra help from facilities staff/venue staff if needed Seek medical attention from SUSU Reception if in need Contact emergency services if needed All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

Moving/setting up equipment: Goals, hoops, nets, carrying anything else	Various forms of injuries up to and including possible sprains and breakages	All participants and organisers/staff.	2	3	6	Large or heavy equipment to be carried by 2 people. Request tools to aid with the moving of heavy objects – SUSU facilities/venue e.g., hand truck, dolly, skates etc. Any equipment not in use that is not fixed should be removed from the activity area.	1	2	2	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.
Over-exertion or exhaustion. Strenuous exercise and the effect on the body	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 i.e., arms.	1	3	3	If any injury occurs, seek medical attention. If severe, call 999 in an emergency (although unlikely for muscular) 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.

Dropping weight on foot when loading weight	Possible broken foot when loading weight onto a barbell	The person who is loading the barbell	1	2	3	As the residual risk is green (3), no additional control measures are necessary.	1	3	3	If the participant is in significant pain, seek medical attention immediately. Fill in incident report form.
Lifting beyond ones capability	If somebody is lifting heavy weights, they may faint due to a period of low respiratory rate and low blood pressure (primarily during deadlifting). This could lead to weight being dropped and causing moderate injury.	The person lifting the weight and anybody within the vicinity of the person lifting.	2	4	8	Spot the person lifting appropriately when they are lifting close to their maximum. The likelihood remains the same however there is no impact if it does occur due to an appropriate spot	2	2	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.

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	3	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.
Lifting with bad technique.	Tears, strains may occur from somebody lifting with poor technique.	The person who is lifting the weight with poor technique.	2	3	6	**Ensure that SUNC members are lifting weight with sensible technique and a sensible choice of load. Educate any members who are seen to be lifting with poor technique that may lead to injury. This does not eliminate the risk due to the possibility of unexpected, uncontrollable injuries.**	1	2	3	Those lifting with bad technique will be made aware by members during a session. If an injury occurs, the participant will be helped as necessary. Incidents will be reported with the incident report form.

Ability of players	Players could be placed at the wrong level or in the wrong teams, posing a risk of injury to themselves or others.	Players/Participants, Coaches/Instructors	3	5	15	Some clubs will run trials to ensure players are located in the right teams with others of a similar level. Coaches to decide whether it is safe for a player/participant to be part of that team or training. Coaches and the committee will ensure that their team is playing against other teams of similar level and training, and that they play in a safe environment.	1	5	5	If the injury is serious and the participant is 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 that the the duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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.
Southampton Sport Facilities Considerations										

Facility defects, including Lighting, Heating, Fire, bomb threat (unidentified package), and a blocked fire exit **Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked.** **Uneven surfaces or defects**	Causing slips, trips, or Falls. Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment. Person or persons falling over or into objects and/or each other, due to the fire exit being blocked.	Participants involved in the activity, referees, spectators and customers of the facility	2	3	6	Everyone is to ensure they conduct visual checks of the facility/pitch/court before the session starts and report any issues to the Southampton Sport Staff. If the playing surface is deemed unsafe, then the session is not to go ahead. If the area can be sectioned off, play can continue while avoiding it. The club will determine this. *Excessive Heat* Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff. *Fire exit blocked* Everyone is to ensure they do not block any fire exits. Everyone is 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.

PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Equipment provided by Southampton Sport failed	Minor bruising, sprain, fracture, dislocation, concussion,	Participants in the activity, referees, sand pectators	2	3	6	Everyone is to report equipment failure to the Southampton Sport Staff. If the 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	In accordance with facility rules, everyone should treat others 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 ad via the SUSU reporting system. Contact Report and Support Report + Support - University of Southampton

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Socials										
Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	Ask members only to bring small items and use them sensibly. Members of the society are responsible for their own possessions and their use. Choose a theme unlikely to offend. Any participant wearing items deemed offensive is asked to remove them. Society to follow and share with members Code of conduct/SUSU Expect Respect policy	1	2	2	SUSU expects the Respect policy to be followed Committee WIDE training

Alcohol consumption	Participants may become at risk as a result of alcohol consumption Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	Members are responsible for their individual safety, though, and are expected to act sensibly. Initiation behaviour is not to be tolerated, and drinking games are to be discourage.d 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 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	3	Follow the SUSU incident report policy Call emergency services as required 111/999 Committee WIDE training

Travel	Vehicle's collision -causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	Members are responsible for their individual safety and are expected to act sensibly. Local venues known to University of Southampton (UoS) students are chosen. Event organisers will be available to direct people between venues. Attendees will be encouraged to identify a 'buddy' to make it easier to stay together. They will be encouraged (but not expected) to look out for one another and, where possible, check in throughout the night. Avoid large groups of people that totally block the pavement or spill into the road. 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, the SUSU safety bus or radio taxis).	2	2	4	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 as soon as possible, ensuring the duty manager/health and safety officer has been informed. Follow the SUSU incident report policy

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Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
						Be considerate of other pedestrians & road users, and keep disturbance & noise to a minimum.				
Travel by car, train, bus, or plane when leaving the local area.	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	4	3	12	Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes whether they have completed a SUSU minibus test. Members are expected to drive or travel in a sensible manner, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especiallywhenf drivingSUSU-brandedd vehicles. Importance of this to be reminded.	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 has been informed. Follow the SUSU incident report policy

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(1) Risk identification			(2) Risk assessment				(3) Risk management				
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	Advise participants to bring their personal medication Members/Committee to carry out first aid if necessary, and only if qualified and confident to do so Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support	2	5	15	Incidents are to be reported as soon as possible,, ensuring the duty manager/health and safety officer has been informed. Follow the SUSU incident report policy

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 are encouraged to stay with a nominated 'buddy' where possible. The organisers have confirmed the premises are licensed. **Action organisers (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 own safety and are expected to act sensibly when walking around. For anyone who is too inebriated, it will be suggested that they 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 are advised to avoid leaving drinks unattended and, if they think anything has been added to a drink, report it; try to retain the drink for testing. All incidents are to be reported on as soon as possible, ensuring the duty manager/health and safety officer has been informed. Follow the SUSU incident report policy.

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Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
						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				

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Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	During the event, participants may decide they want to l eave, 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 made 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 chosenare 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 the SUSU incident report policy Call emergency services as required

PART A											
(1) Risk identification			(2) Risk assessment				(3) Risk management				
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
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 the SUSU incident report policy. Call emergency services as required

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Adverse weather	Injury, illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	Lead organiser to check the weather is 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 advise participants to bring/wear appropriate level sunscreen, and 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

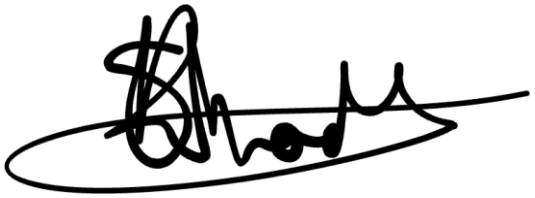
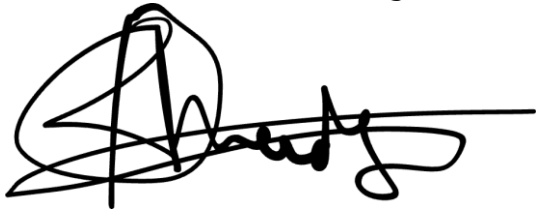
PART A											
(1) Risk identification			(2) Risk assessment				(3) Risk management				
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
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: - The venue is in good condition with no major trip hazards. - Bar staff monitor the condition of the floors & mop up spilt drinks. - Security staff & Bar Staff provide first aid cover. DJ's or bands' equipment is 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 the venue. Followthe SUSU incident report policy.

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Allergies - food and drink	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	Attendees are responsible for their own welfare in such instances- follow the guidelines of the venues. First aid was requested from bar staff as required.	1	5	5	Call Emergency Services/alert bar staff

PART B – Action Plan

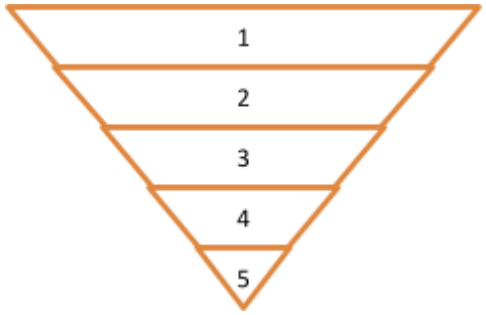
Risk Assessment Action Plan

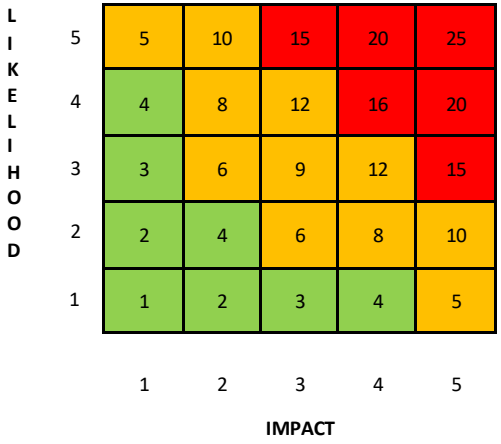
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Risk assessments for events with higher risk levels and for anything not covered by the generic assessment. This includes: • Trips and Tours • Fundraising events, e.g. Tournaments • External Speaker Events	Sophie Rhodes & SUNC Committee	Ongoing	30/06/2027	
2	Committee to read and share SUSU Expect Respect Policy	Sophie Rhodes & SUNC Committee	Ongoing	30/06/2027	
3	Ensure training and fitness sessions cover injury prevention and raise members' awareness of the importance of personal protection.	Sophie Rhodes & SUNC Committee	Ongoing	30/06/2027	
4	Ensure equipment and court conditions are adequate before training/ matches.	Sophie Rhodes & SUNC Committee	Ongoing	30/06/2027	
5	Ensure drivers of minibuses and personal cars are made aware of the risks and responsibilities involved, and that the vehicles are safe.	Sophie Rhodes & SUNC Committee	Ongoing	30/06/2027	
6	Ensure our Welfare Secretary is present at most social events and knows how to handle situations involving excessive alcohol consumption.	Sophie Rhodes & SUNC Committee	Ongoing	30/06/2027	

Responsible committee member signature:  Print name: SOPHIE RHODES Date: 22/06/26	Responsible committee member signature:  Print name: OLIVIA RICHARDSON Date: 22/06/26

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





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 illnesses,, e.g.,, a small cuts or abrasions, that require basic first aid treatment,, even when
3	Moderate	Injuries or illness, e.g. sprains, requiring treatment or
4	Major	Injuries or illness, e.g. broken bone
5	Severe – extremely significant	Fatality, multiple serious injuries, or illness requiring hospital admission or significant time off work.

Likelihood		
1	Rare, e.g. 1 in 10,000 chance or higher	
2	Unlikely, e.g. 1 in 1,000 chance or higher	
3	Possible, e.g. 1 in 100 chance or higher	
4	Likely, e.g. 1 in 10 chance or higher	
5	Very Likely, e.g. 1 in 2 chance or higher	