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| Work/Activity: Social events undertaken by SUSAC | | | |
| The club undertakes multiple social events which vary dramatically in their nature. These range from activities such as pub nights to those such as paintballing or go-karting. As such, this risk assessment is generic and must be accompanied by an event specific risk assessment for all activities that it does not suitably cover. | | | |
| Group: Southampton University Sub-Aqua Club | **Assessor(s): James Mudge (Diving Officer and Welfare Officer)** | | **Contact: do@susac.org.uk** |
| Guidance/standards/Reference documents | **Competence requirements** | | |
| Guidance is provided by the British Sub-Aqua Club’s Branch Officers Handbook (available upon request). Whilst this does not set a standard and is not prescriptive in running such events, it provides guidance and examples of how well managed branch activities should be run. | **Role:**  Social Secretary | **Skills, experience or qualifications:**  The Social Secretary is a member of the committee who has been elected by the membership and organises social events for the club members. No particular skills, experience or qualifications are required for this role. | |
| Linked Risk Assessments  Alterative risk assessments are provided for the following activities:  Open Water  Sheltered Water  Swimming Pools  Powerboat Use  Public Engagement Events  The SUSU Bunfight | **Role:**  Committee Members | **Skills, experience or qualifications:**  Committee members are elected individuals from the membership of the group. They will read this document prior to the event, as requested by the Welfare Officer, and sign to confirm their understanding. | |
| **Role:**  Welfare Officer | **Skills, experience or qualifications:**  In line with SUSU policies, the Club has a Welfare Officer. This role is not a separate portfolio but is part of the responsibilities of the Diving Officer. There are no prerequisites for the role of Welfare Officer, except those of the Diving Officer. They will read this document in its entirety and ensure a copy is kept on site at the event. They are responsible for ensuring that all other members at the event adhere to this risk assessment and have signed to confirm they understand it. | |
| **Role:**  Deputy Welfare Officer | **Skills, experience or qualifications:**  A member of the committee who has been nominated as such by the Welfare Officer. They must ensure they are familiar with this document and any local rules / policies. They will act as Welfare Officer in the absence of the Welfare Officer. Either the Welfare Officer or the Deputy Welfare Officer must be present at events where the primary purpose is the consumption of alcohol. | |

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| Task | Hazards | Affects Who? | Likelihood | Impact | Score | Current control measures | Additional control measures | Action by whom? | Likelihood | Impact | New Score |
| Meetings in lecture theatres | Slips trips and falls | All members | 1 | 3 | 3 | Any spillages will be cleaned up immediately.  No objects will be left on the floor. |  | Any Committee Members | 1 | 2 | 2 |
| Walking to meeting venues in the dark | Slips and trips.  Assault |  | 1 | 3 | 3 | Wherever possible, walk in well-lit areas with a group of people. Carry a mobile phone. | Committee members to contact person if they are known to be coming but have not arrived. | Any Committee Members | 1 | 3 | 3 |
| Walking to meeting venues in bad weather | Slips, trips and falls |  | 1 | 3 | 3 | Wear appropriate clothing and do not travel if weather conditions are too bad. | If weather is bad, members will be encouraged to not walk but use either a taxi, bus or private vehicle. | Any Committee Members | 1 | 3 | 3 |
| Walking to various venues (e.g. pub crawl) | Slips and trips.  Assault |  | 1 | 3 | 3 | Walk well-lit routes.  Walk in groups of 2 or more. | Committee members to contact person if they are known to be coming but have not arrived. | Any Committee Members | 1 | 3 | 3 |
| Events involving alcohol | Slips, trips and falls.  Assault  Excessive consumption of alcohol | All members | 2 | 3 | 6 | Encouraging people to know their limits and to consume alcohol responsibly.  Ensuring that younger and more vulnerable members are not coerced into consuming excessive alcohol. | The Club will not have a culture where excessive drinking is encouraged.  Ensuring the Club does not have any ‘hazing’ or initiation rituals as these can create an unwelcoming environment and can be potentially dangerous.  On all social activities where the main activity is drinking, clubbing or visiting bars, the Welfare Officer, or their Deputy, will be present. They will not be allowed to consume any alcohol that night and will be a point of contact for any members should they encounter any problems.  When the event is taking place at an external venue, the Welfare Officer (or their deputy) will inform local venue staff if any issues arise. | Welfare / Deputy Welfare Officer  Committee members | 1 | 3 | 3 |
| Events involving alcohol | Illegal drug use | All members | 2 | 3 | 6 | SUSU and University vocal opposition to drug use as well as their educative campaigns to ensure members are aware of the consequences of taking drugs. | The Club will not, under any circumstances, condone illegal drug use. Allegations of drug use will be investigated by the Committee (led by the Welfare Officer) with proven allegations being dealt with through the procedures established in Clause 13 (Disciplinary Action) of the Club’s Constitution.  The Committee will strongly condemn illegal drug use. | Welfare / Deputy Welfare Officer  Committee members | 1 | 3 | 3 |
| Driving or being driven to events | Road traffic accident on route to social activity | All members / public | 1 | 3 | 3 | |  | | --- | | All vehicles must be taxed, have a valid MOT and be insured. Drivers must have full driving licences. All rules of the road and Highway Code must always be obeyed. Where alcohol has been consumed at the event, all drivers must be under the legal limit (35 micrograms per 100 millilitres of breath). | |  | | Drivers will be strongly encouraged not to consume any alcohol at all and not be allowed to transport others if they are deemed to have drunk too much to remain under the legal limit. | Any Committee Members | 1 | 3 | 3 |

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| Likelihood | | | |
| Impact | 3 | 6 | 9 |
|  | 2 | 4 | 6 |
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| Reviewed By: | | Comments: |
| Responsible person: | Date: |  |
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| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |

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| Likelihood | |
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| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |