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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Surfing Generic Risk Assessment** | **Date** | **13/09/2022** |
| **Unit/Faculty/Directorate** | **SUSU SUSURF** | **Assessor** | **Matthew Bodman** |
| **Line Manager/Supervisor** | ***President*** | **Signed off** |  |

| ***PART A***  |
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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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| **General** |
| 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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| Socials/Meetings- Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | **3** | **5** | **15** | * Advise participants; to bring their personal medication
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so
* Contact emergency services as required 111/999
* Contact life guards for further support
 | **2** | **5** | **15** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| Adverse Weather  | * Injury
* Illness
* Slipping
* Burns
 | All who attend | **4** | **3** | **12** | * Lead organiser to check the weather are suitable for activities on the day
* SUSU/UoS Facilities team checks of buildings and spaces prior to the event
* Warn those attending to prepare by wearing appropriate clothing and swimwear 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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| **Travelling**  |
| Trips and Socials - Transport  | Vehicle Collision- Risk of serious injury Risk of serious injury from Equipment- As boards are attached externally to vehicles, if equipment holding boards in place fails boards can collide with other vehicles at high speed.  | The Individual, the public. | **2** | **4** | **8** | Members are responsible for their individual safety though and are expected to act sensibly Boards should preferentially be secured using hard racks and sturdy straps.Due to the above control, boards should be transported using the roof bars on SUSU minibuses when available. | **1** | **4** | **4** | Any equipment; straps, roof racks, cars, busses. Should be properly maintained and checked before each use. |
| **Surfing** |
| Drowning  | The sport of surfing requires the user to be in the sea, often in conditions with big waves, where the water is deep, and the shore might be far away. The worst consequences might be a near drowning experience or in the most extreme cases drowning. |  The individual | **3** | **4** | **12** | All members of the club are advised to surf within their abilities. Surfing always takes place in groups of at least three members. At least 3 members of the committee are trained surf instructors, certified in first aid response and surf rescue.  | **3** | **4** | **12** | A first aid kit should always be carried in every trip. An experienced member of committee will always be present in every trip. |
| Collision with board | Collisions with the surfer’s own board or with the boards of other surfers in the water is the most common incident of the sport. This could cause minor to severe injuries, including bruises, cuts and in the worst cases, stabbing with fins.  | The individual and the public. | **3** | **4** | **12** | All members of the club are advised to surf within their abilities. Surfing always takes place in groups of at least three members. At least 3 members of the committee are trained surf instructors, certified in first aid response and surf rescue.  | **3** | **4** | **12** | A first aid kit should always be carried in every trip. An experienced member of committee will always be present in every trip. |
| Cold | Surfing in the UK takes place under circumstances of extreme cold, especially during the winter months when both water and air temperatures drop significantly. Hypothermia is a potential consequence.  | The individual  | **4** | **2** | **8** | The club provides the appropriate equipment to safely perform the sport. This includes winter wetsuits, and neoprene gloves, boots and hoods. Surf sessions should not take place for longer than 2 hours. Warm dry clothes are always available.  | **4** | **2** | **8** | A first aid kit should always be carried in every trip. An experienced member of committee will always be present in every trip. |
| Currents and rips | Often coupled with adverse weather, currents and rips in the UK can be strong, especially in winter. Individuals are prone to becoming exhausted fighting these currents and ultimately can drown. | The individual | **3** | **5** | **15** | It is compulsory that all members of the club attend safety sessions on this hazard and are able to individually assess the water to ensure their own safety. Lifeguards and Surf Coaches will decide on the safety of sea conditions and when on trips, will make the final call on whether the water is safe to enter.Furthermore, SUSURF members will be closely supervised by ISA trained Surf Instructors and where available, lifeguards.  | **2** | **5** | **10** | A first aid kit should always be carried in every trip. An experienced member of committee will always be present in every trip. |
| Rocks and other submerged infrastructure  | Collision of the surfer with rocks, groynes, piers, etc. can lead to serious injury. | The individual  | **3** | **4** | **12** | Prior assessment of the surf area should be carried out and Surfing should occur away from these hazards.  | **2** | **4** | **8** | A first aid kit should always be carried in every trip. An experienced member of committee will always be present in every trip. |
| Stings from sea creatures  | Stings will irritate the skin and if allergic could result in anaphylactic shock. | The individual  | **2** | **3** | **6** | Surfers can wear wetsuits, boots and gloves to minimise the amount of skin exposed to the sea.Lifeguards available for assistance, mobile phone with first aid kit for emergencies. | **1** | **3** | **3** | A first aid kit should always be carried in every trip. An experienced member of committee will always be present in every trip. |
| **Clubs & Societies Fair** |  |  |  |  |  |  |  |  |  |  |
| 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 ques 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
 |
| Falling Objects e.g. banners  | InjuryBruising Damage to equipment  | Members, visitors  | **2** | **3** | **6** | * Tables to be safely secured by staff where possible – ask for support from facilities team
* Ensure banner is secured and on a flat surface
* Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders
 | **1** | **2** | **2** | * Seek medical attention if problem arises
* Seek support from facilities staff
 |
| Slips trips and falls- Indo board | InjuryBruising Damage to equipment | Event organisers, attendees | **3** | **3** | **9** | Ensure participants are supervised by a member of committee  | **1** | **3** | **3** | * Seek medical attention if problem arises
* Seek support from facilities staff
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| **Socials**  |
| 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 SUSSSED
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| Events involving Food | * Allergies
* Food poisoning

Choking | All | **3** | **5** | **15** | * Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)
* Only order/buy food at establishments with appropriate food hygiene rating
* Food to only be provided/eaten when other activities are stopped
* Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products
 | **1** | **5** | **5** | SUSU food hygiene level 2 course available for completion- requests made to activities teamCall for first aid/emergency services a required * Report incidents via SUSU incident report procedure
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| Alcohol consumption  | Participants may become at risk as a result of alcohol consumption* Members of the public may act violently towards participants.
 | Event organisers, event attendees,  | **2** | **5** | **10** | * Members are responsible for their individual safety though and are expected to act sensibly
* Initiation behaviour not to be tolerated and drinking games to be discouraged
* For socials at bars/pubs etc bouncers will be present at most venues.
* Bar Security staff will need to be alerted and emergency services called as required.
* Where possible the consumption of alcohol will take place at licensed premises. The conditions on the 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](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **1** | **3** | **5** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999

Committee WIDE training |
| Costumes/Fancy Dress | Props/costumes causing injury or offence | ParticipantsMembers of the public | **2** | **2** | **4** | * Ask members to only bring small items and use 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 [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **1** | **2** | **2** | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed
* Committee WIDE training
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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** |
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|  |  |  |  |  |  |
| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Matthew Bodman | Date: 20/10/2022 | Print name: | Date |

**Assessment Guidance**

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| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **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** |

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| 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.  |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. 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.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. 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.

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| 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 |