

# Risk Assessment

<b>Risk Assessment for the activity of</b>	University of Southampton Surf Society Generic Risk Assessment		<b>Date</b>	19/09/2025
<b>Are you a sports club or society?</b>	Yes	<b>Assessor</b>	Isobel Jackson	
<b>President/Captain Name/2<sup>nd</sup> Committee Member</b>	Henry Laird	<b>Signed off</b>	<b>SUSU USE ONLY</b>	
<b>Risk Assessment Information</b> (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)	This is a general risk assessment for the University of Southampton to cover the activities conducted on socials, when surfing and whilst travelling to its regular (monthly) surf trips within the United Kingdom			

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
General Considerations (including group meetings)										

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<b>Slips, trips and falls</b>	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 and organisers/staff and spectators	2	3	6	Check ground conditions for holes, lumps, and other obstacles.	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.

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<b>Fire</b>	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <p>Consider accessibility requirements</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>

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Setting up/moving or chairs/tables/other objects in the area.	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 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	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 <a href="#">SUSU incident report policy</a>	

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<b>Overcrowding</b>	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. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a> ) 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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Electronics	Risk of eye strain, injury, electric shock	Committee and attendees	2	4	8	Ensure regular breaks (ideally every 20mins) 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

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<b>Accessibility:</b>  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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<b>Reputational Risk:</b>  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	

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<b>Financial Risk:</b>  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	

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<b>Legal Compliance:</b>  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, <a href="#">available here</a>  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	

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<b>Medical Issues:</b>  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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Activity Considerations										
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 prior to 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 to remain vigilant to ensure participants are using the equipment as demonstrated.	1	1	2	Seek medical attention if problem arises  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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<b>Moving/setting up equipment:</b> 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	<p>Large or heavy equipment to be carried by 2 people.</p> <p>Request tools to aid with the moving of heavy objects – SUSU facilities/venue e.g., hand truck, dolly, skates etc.</p> <p>Any equipment not in use that is not fixed should be removed from the activity area.</p>	1	2	3	<p>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.</p>

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Being hit by an object (ball, frisbee, hockey stick etc.)	Concussion if 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	What control measures can help to avoid someone being hit?  i.e. Don't throw towards other people, having a spotter for activities that involve throwing/hitting/kicking out of a line of sight.	1	4	4	If the person who has been hit by the Frisbee 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 duty manager/health and safety officers have been informed. Follow SUSU incident report policy.	

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<b>Removal of Jewellery, plus any other objects in pockets etc</b>	Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises.	All participants and organisers/staff.	2	2	4	Participants asked to remove jewellery and objects from pockets prior to 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 ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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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.	2	3	6	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency (although unlikely for muscular)</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>

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<b>Participant Attire:</b> Is the clothing they are wearing, including shoes, relevant to the sport or activity	Injury can occur if people are not wearing attire appropriate to the sport or activity.	All participants and 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 i.e., helmet, pads, gum shield etc?	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.

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<b>Extreme Weather</b>	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 and organisers/staff and spectators	3	3	9	Ensure regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle.  If it is hot or sunny, ensure participants have taken steps to reduce their chance of harm – i.e., use of sun cream, hats and having available shaded area. If it is cold, ensure participants have suitable attire to enable them 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 ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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<b>Ground Surfaces</b>	Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips trips and falls (see section 1).	All participants and organisers/staff and spectators	2	3	6	Check areas for hazards prior to session starting.  Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear.	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.
<b>Tackling (sport appropriate)</b>	Players can get injured from dangerous tackles – worst case broken legs or other limbs	Players/Participants	2	4	8	Ensure players are wearing relevant safety equipment i.e. shin pads, mouth guards etc.	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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<b>Injury from insufficient warmups</b>	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.
<b>Qualification of coaches/instructors</b>	Participants could be hurt or hurt each other if the coach does not possess relevant qualifications to be able to deliver the sport or activity safely.	Players/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	

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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 if they have completed a SUSU minibus test.  Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if 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 on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow <a href="#">SUSU incident report policy</a>

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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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Ability of players	Players could be placed at the wrong level or in the wrong teams, resulting in potential 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 committee to ensure that their team is playing against other teams of a similar level, training and in a safe environment.	1	5	5	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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Jubilee Pool Considerations											
<b>Pool Design:</b> -Adequate Lighting -Reducing background noise -Length of Pool	Participants unable to see each other and collide.  Lifeguards unable to clearly see all swimmers in the pool.  Background noise could prevent swimmers from hearing instructions	Participants, members of the public  Lifeguards – if required to assist participant	3	3	9	Make sure all lights are on so pool area is well lit.  Report any lightening concerns to Southampton Sport staff.  Ensure any background noise such as radios are turned off or down so that swimmers can hear instructions	1	3	3	If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.  If severe, 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, available <a href="#">here</a>	

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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)	
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<b>Water Quality:</b> -Extreme water temperature causing overheating or hypothermia. -Extreme air temperature causing overheating or hypothermia. -Low water quality -Low water quality affecting visibility.	Swimmers can overheat if pool or air temperature too warm, or suffer from hypothermia if too cold.  Sickness resulting from poor water quality  Injuries from participants colliding with each other or pool side if water visibility is poor.	Participants  Members of the public  Lifeguards if required to go in pool for injuries.	3	3	9	Make sure water temperature is within acceptable range between 27- 32. The more intense the set the cooler the pool should ideally be. Pool temp over 30c will mean reducing intensity is appropriate.  Make sure air temp is between 20- 35 degrees Celsius  Make sure centre staff has tested water quality  Make sure water quality allows visibility of the pool bottom at all times  Report any concerns to Southampton Sport staff	1	3	3	If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.  If severe, 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, available <a href="#">here</a>	

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<b>Pool Organisation:</b> -Pool can be shared with public. Possibility of non-members entering club lanes by accident. -Swimmers not following pool and/or lane etiquette. -Swimmers hitting head if 5m flags not in place or moved to wrong position.	Varying injuries to participants and members of the public.  Race times ruined if participants have to stop.  Head injuries if people collide.  Head injuries if people hit the pool side.	Participants  Members of the public  Lifeguards if required to go in pool for injuries.	3	4	12	Make all swimmers aware of pool/lane etiquette via briefing before event and the information sent in advance.  Make sure 5m flags are in place before doing backstroke and positioned correctly.  Be aware of non-members trying to enter club Session in error – advise accordingly	1	4	4	If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.  If severe, 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, available <a href="#">here</a>

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<b>Human Resources</b> -Lifeguard cover not in place. -Lifeguard cover not within acceptable ratio of 1 : 25	Drowning, even death to swimmers who get into trouble.  Multiple incidents happening simultaneously, inadequate lifeguard cover meaning not all can be helped, causing risk of further harm.	Participants  Untrained club members who try to help those in difficulty	3	5	15	Lifeguard in place before swimmers enter the water.  1 Lifeguard required for every 25 swimmers.  Raise any number concerns with Southampton Sport  Stagger participants entering the water so that ratios are never exceeded.	1	5	5	If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.  If severe, 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, available <a href="#">here</a>

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<b>Participants and Ability:</b> -Participants unable to swim 200m unassisted -Participants unable to comprehend instructions (including language) -Any physical disabilities or learning disabilities -Illness, underlying medical conditions or injury to swimmers.	Drowning, injury to participant, injury to others if not able to follow correct instructions	All participants Lifeguards – if required to assist participant	3	5	15	Lifeguards will be on poolside at all times – arranged with Southampton Sport.  Check level of competence of new swimmers – should be able to complete 200m unassisted front crawl.  Appropriate questions will be asked on registration to gauge if there are any physical or learning disabilities that organisers need to be made aware of, and to check relevant communication skills.  Appropriate questions will be asked on registration to gauge whether there are any underlying medical conditions.	1	5	5	If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.  If severe, 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, available <a href="#">here</a>

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Diving	Head injuries, broken or injured limbs if entered water in the wrong way.	All participants. Lifeguards – if required to assist participant	3	4	12	Diving is not allowed at this event.  All participants will be made aware of this and reminded throughout the event.	1	4	4	If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.  If severe, 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, available <a href="#">here</a>

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<b>Pool Side Equipment:</b> -Moveable items around the outside the pool causing a hazard. -Immovable items around the outside of the pool causing a hazard	Participants and members of the public may trip, fall and hurt themselves. Potential they could even trip into the ball. All could cause head injuries, as well as injuries to limbs.	Participants  Members of the public  Lifeguards – if required to assist participant	2	4	8	Point items out to swimmers and coaches during the safety briefing.  Have any unnecessary items removed by centre staff.  Make sure no-one runs on poolside.  Flag any concerns to Southampton Sport staff.  Position a club committee member or coach near immovable items to raise awareness and enforce no running.	1	4	4	If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.  If severe, 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, available <a href="#">here</a>

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<b>Pool Side:</b> -Slippery flooring -Broken pool tiles.	Participants slipping over and causing injury (head or limb injury).  Stubbing toes and causing open wounds on damaged floor tiles.	Participants  Members of the public	3	4	12	Point items out to swimmers and coaches during the safety briefing.  Have any unnecessary items removed by centre staff.  Make sure no-one runs on poolside.	1	4	4	If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.  If severe, 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, available <a href="#">here</a>

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Emergency Evacuation – due to fire or other hazard	Participants, stewards, spectators and club members could get trapped in the building and harmed or lost when trying to leave.  All could be subject to tripping and harm.	All inside the Jubilee	1	5	5	All to be briefed on the Jubilee Pool emergency procedures prior to the event starting.  Emergency exits to be highlighted and the need to remain calm and walk towards the nearest fire exit at the sound of the alarm reminded.  Jubilee staff on site at all times to lead and assist with fire and evacuation procedures.	1	5	5	Press the nearest fire alarm in case of emergency.  Notify Jubilee staff if you notice anything strange or unusual or smell any burning.  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, available <a href="#">here</a>	

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Watersports Clubs Considerations										
Sea or River Conditions - Are they safe? Tide at correct levels? Surf okay? Who makes the decision? Condition of boat, canoe, etc.	Drowning  Accident and or injury	Student  Swimmers	3	5	15	Checking Conditions prior to surfing  Saftey talk for beginners  Mandatory leashes  Members required to know how to swim  Surf in groups	1	5	5	Committee decide if conditions are unsafe  Board/Equipment inspections regularly
Condition of launch or safety boat – including driver qualifications	Accident and or Injury  Slower emergency response times	Lifeguards  Public	1	3	3	RNLI equipment maintained and inspected regularly  Qualified and trained Lifeguards	1	3	3	Avoiding bodies or water which might have strong currents to eliminate the need for saftey vehicles  Educate students about the risks of strong offshore winds and rip currents

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Footwear	Cuts/Scrapes  Stings	Students	3	1	3	Advise wearing surf boots  Wear footwear on the way to the beach  Advise students to be aware of weaverfish in high risk areas	2	1	2	Surf in known spots  Point out obstacles/rocky areas  Prevent begginers from acessing surf spots with reefs  Bring a first aid kit to trips to treat any minor cuts sustained
Ability of members	Drowning  Distress  Serious injury	Students  Swimmers	2	5	10	Give a saftey talk  Provide lessons with ISA qualified instructors  Advise begginers to frequent safe spots where injuries are less likely  Space out Begginers to avoid collisions with surfers and swimmers	1	5	5	Use sorft top boards for begginers to mitigate potencial damages  Send begginer surfers out in small conditions only

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Qualification of coaches	Accident or Injury  Distress	Students	2	2	4	Ensure all coaches have ISA certification  Limit group sizes (maximum 8 students to 1 instructor ) to facilitate teaching	1	2	2	Dissasociate with instructors that prove themselves inadequate
Repairing of boats, canoes etc.	Accident or Injuries  Illness	Those nearby  User	2	2	4	PPE; ventilator mask, safety goggles, gloves  Perform repairs outside/in a well ventilated area	1	2	2	Ensure that those undertaking repairs are experienced  Check that no one is in the vicinity during repairs
<b>Southampton Sport Facilities Considerations</b>										

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Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked  (Applicable to indoor activities)  Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked  (Applicable to outdoor activities)  Uneven surfaces or defects	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. <b>Excessive Heat</b> Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff. <b>Fire exit blocked</b> 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.	

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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 ad via the SUSU reporting system.  Contact Report and Support <a href="#">Report + Support - University of Southampton</a>
Socials										

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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 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 <a href="#">Expect Respect policy</a>	1	2	2	SUSU <a href="#">Expect Respect policy</a> to be followed  Committee WIDE training

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Alcohol consumption	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees,	2	5	10	<p>Members are responsible for their individual safety though and are expected to act sensibly</p> <p>Initiation behaviour not to be tolerated and drinking games to be discouraged</p> <p>For socials at bars/pubs etc bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event</p>	1	3	5	<p>Follow <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required 111/999</p> <p>Committee WIDE training</p>

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Socials-Travel	Vehicle's collision -causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	<p>Members are responsible for their individual safety though and are expected to act sensibly Local venues known to University of Southampton (UoS) students chosen</p> <p>Event organisers will be available to direct people between venues.</p> <p>Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</p> <p>Avoid large groups of people totally blocking the pavement or spilling in to the road.</p> <p>Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If</p>	2	2	4	<p>Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999</p> <p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a></p>

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Socials – Travel by car, train, bus, plane when leaving the local area.	Distressed Members	Members	2	2	4	Establish Itinerary  Provide maps and route plans  Select rendezue points and alert members to these  Create groupchats where members may reach out in case iof uncertainty	1	2	2	
Socials - 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 <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	15	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow <a href="#">SUSU incident report policy</a>

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Spiked Drinks/Alcohol Poisoning	Fatality  Distress  Serious Injury	Members	2	5	10	Advise members to be vigilant or their drinks and to keep an eye on the drinks of others too.  Ensure that someone is responsible for contacting emergency services if a member is showing signs of alcohol poisoning or being spiked  Ensure that committee members are trained to recognise signs of alcohol poisoning or spiking  Inform security at event/social of any overintoxicated individuals  Communicate with intoxicated individuals to prevent them from consuming more alcohol	1	5	5	Establish a culture that dissuades alcohol abuse  Ensure that members are not isolated at social events/gatherings, and that they travel in groups.

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Members getting lost or separated. Members leaving an event/activity alone or without notifying others	Distressed Students	members	2	2	4	Should students become lost, students will be encouraged to contact the committee through the designated whatsapp groupchat  Encourage all participants to exchange numbers before a trip/social	2	1	2	Encourage students to stay in groups at all times  Share the trip/social itinerary where applicable
Violent or offensive behaviour	Distressed Students or members of public  Minor Injury	Members  Public	2	3	6	Should inappropriate behaviour occur, students can contact both SUSU and or emergency services  Members need to follow SUSU expect respect guidance; Binge drinking to be discouraged, participants encouraged to buddy up and be sensible/ use common sense whilst drinking, e.g. do not leave drinks unattended, do not drink to excess, use licensed premises	1	3	3	Ensure participants are aware that they are responsible for their own behaviour  Report all incidents following SUSU incident reporting guidelines  Contact emergency services  Ensure participants have appropriate insurance and access to a mobile phone

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Adverse weather	Sunstroke, Heatstroke, Cold Minor illness as a result of weather	Members	2	3	6	Advise students and helpers to take appropriate clothing I.E waterproof hats and sunscreen	1	3	3	Should weather be deemed adverse, event or trip will be cancelled
Slips, trips and falls as a result of alcohol	Accident or Injury	Members  Public	1	3	3	Group sizes reduced to ensure no large groups are formed  Students encouraged to wear appropriate footwear  Students encouraged to take care when crossing busy streets	1	3	3	Should injury occur, Committee would contact appropriate emergency services  Committee to report to SUSU duty manager as soon as possible
Allergies - food and drink	Serious injury	Members	2	4	8	Ask members to provide list of allergies prior to trips or socials  Ask Food/Drink providers to provide a list of allergens	1	4	4	In the event of a student with a serious allergy double check and make venues aware of the allergy


## **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	

Responsible committee member signature:

Print name: Isobel Jackson



Date:  
19/09/2025

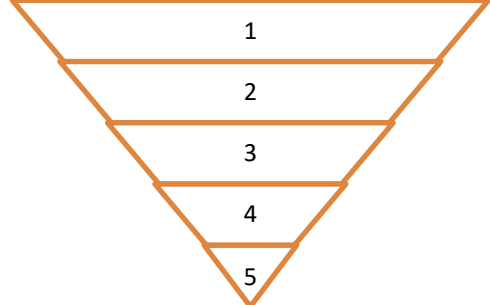
Responsible committee member signature:

Print name: Henry Laird



Date: 19/09/2025

## 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	

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				

### 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.

Impact		Health & Safety	
1	Trivial – insignificant	Very minor injuries e.g. slight bruising	
Likelihood			
1		Rare e.g. 1 in 1,000,000 or higher	Minor or no harm
23	Modest e.g. 1 in 100,000 or higher	Minor injuries e.g. sprain requiring first aid or medical support	
3	Possible e.g. 1 in 10,000 or higher	Major injuries e.g. broken bone	
44	Major e.g. 1 in 1,000 or higher	Very serious injuries e.g. broken bone requiring medical support	
5	Very Likely e.g. 1 in 100 or higher	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.	

