

Risk Assessment

Risk Assessment for the activity of	Southampton University Taekwondo (SUTKD) Generic Risk Assessment			Date	01/07/2026
Are you a sports club or society?	Sports Club – SUSU SUTKD		Assessor	Justine Barrera Bravo	
President/Captain Name/2nd Committee Member	President: Megan San		Signed off	MEGAN SAN	
Risk Assessment Information (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)	This is the Southampton University Taekwondo yearly Risk Assessment for our training sessions, socials and competitions (such as BUTL where hazards are more common due to sparring), excluding gradings, tour ect. Taking training sessions in Jubilee Sport Hall, involving students, coaches, volunteers and spectators.				

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	
General Considerations (including group meetings)										

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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 and organisers/staff and spectators	2	3	6	Check ground conditions for holes, lumps, and other obstacles. All boxes and equipment to be stored away from main meeting area, e.g. stored under tables Any cables to be organised as best as possible; Cable ties/to be used if necessary Any spilled food/products/objects are cleaned up quickly and efficiently in the area	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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Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. 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. Consider accessibility requirements	1	4	4	In case of an emergency, please pull 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 ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

Setting up/moving or chairs/tables/other objects in the area e.g. Bunfight	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 SUSU incident report policy
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.	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)

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						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				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)
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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Accessibility: Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.	Participants, committee	1	5	5	All areas chosen for activity will have their suitability checked. If a closed activity for members, members will be consulted to ensure there are no accessibility requirements. If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	1	5	5	In case of an emergency, call the emergency services on 999. If those with accessibility problems have not been able to exit, make the building manager and emergency services aware. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students' Union or Southampton University itself. This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University's name into disrepute.	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring that any incidents involving public or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.	1	1	1	Seek further support from SUSU Sports Coordinators and/or SUSU Activities Team.

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Financial Risk: For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society Members subject to lawsuits SUSU if required to assist.	1	1	1	Financial forecasting and budget for the year required to be completed. Membership fees are reviewed yearly to ensure they are able to comfortably cover costs. SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.	1	1	1	Seek further support from SUSU Sports Coordinators and/or SUSU Activities Team.

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Legal Compliance: Club or society activity going against set law. This includes breaches of the freedom of speech act	Fines imposed upon the student group as well as SUSU. Jail sentences. Reputational risk to the student group, SUSU and the wider University	The club or society, committee and members, SUSU or the Wider University.	1	1	1	All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place. All who wish to bring in an external speaker must follow due process, available here This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.	1	1	1	Seek further support from SUSU Sports Coordinators and/or SUSU Activities Team.

Medical Issues: Pre-existing and process for any that appear during club or society activity	Illness, death	Members, committee	3	5	9	Members have to apply for British Taekwondo (BT) membership after the dedicated taster period has ended. This gives them a chance to disclose any injury or health conditions which committee and instructors can view. In case of an accident, it is to be recorded in the club accident report book. 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 <u>Southampton Sport</u> 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>	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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						qualified and confident to do so				
Activity Considerations										

Equipment: Kicking pads	Injuries such as bruised caused by kicking the edge of the kicking pad rather than the flat target area	All participants and bystanders.	2	2	4	Check all equipment prior to use. Make sure the kicking pads are in good conditions without any cuts. Injuries could occur by kicking the edge of the kicking pad when barefoot – members are offered an opportunity to buy foot guards which would lessen the risk of kicking the pad on the edge. Coaches to demonstrate and instruct members on how to correctly kick the pad. Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated. Committee members/more experienced Taekwondo members to correct any other members if they are seen to be wrongly using the equipment.	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.
Moving/setting up equipment: Kicking pads, armour/gear etc. (for training e.g.	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. One person should not carry too many items at once.	1	2	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.

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from storage space to Studio 3)						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.				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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Being hit by an object (kicking pads 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	Make sure to use the elastic band attached to the kicking pad to secure it around the wrist of the person holding it. The person holding the kicking pad should pay full attention to the drill and the person kicking the pad to avoid losing focus causing a lessening of the grip on the handle of the kicking pad.	1	4	4	If the person who has been hit by the kicking pad 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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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 asked to remove jewellery and objects from pockets or worn prior to joining in. Reminder of removing any jewellery before sparring. 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.

Over-exertion or exhaustion. Strenuous exercise and the effect on the body	Muscle injury – strains and pulls. Dehydration caused if Studio 3 gets too hot	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., legs, arms Air conditioning in Studio 3 (if applicable); fans can also be used in hot conditions Instructors always ensure appropriate water breaks are taken during training. Water fountains around the Jubilee Sports Centre can be used if members forget a water bottle; there are possibly vending machines as well where water can be bought. Members that are late to training are to be asked to warm up on the side for a few minutes before they join the training session.	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 ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
Participant Attire at training: Taekwondo Dobok (uniform)/ sports clothes/ Certain gear provided by the club	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) Advised not to wear shoes during training, can use feet guards to protect from injuries	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.

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						Other sparring/training gear is provided i.e. hogu (body armour), shin pads, arm pads, head guards, gloves etc. Members will be instructed when to wear them during training drills and where to find the equipment. Members are encouraged to buy a groin guard and a mouth guard which they can also use during training.				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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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 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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Ground Surfaces	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. If anything is spilled, it is to be cleaned up straight away. 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.

<u>Sparring (Training and Competitions)</u>	Minor injuries would include sprains, bruising, pulled muscles, nose bleeds and cuts; Injuries caused by mats, twisted ankles/toes; Injuries due to jewellery/clothing. More major injuries would include concussions, dislocating joints broken legs or other limbs	Club Members/ Participants	2	4	8	Ensure players/members are wearing relevant safety equipment i.e. shin pads, mouth guards, arm guards, groin guards etc. First Aid kit is always in the training room. In more serious incidents the emergency button inside Studio 3 should be used. Club members are taught how to use equipment properly in order to minimise risk when using pads/break boards Members are always told to remove any excess jewellery and wear loose clothes Club members are never paired against someone significantly larger than them to minimise risk Club members are supervised and advised by instructors to always be careful, never use full power and to pull face shots to reduce injury	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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						Medics are always present at competitions where injuries are more likely to occur than at training.				
Injury from insufficient warmups	Pulled or strained muscles	Players/Participants	3	3	9	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. Any members which are late to training, missing warm up will be asked to warm up for a few minutes on the side before joining in on the training session.	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.

Qualification of coaches/instructors	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.	All members of the club	3	3	9	All club coaches should have the following qualifications according to the requirements specified by British Taekwondo (BT) (The National Governing Body of the Martial Art, Olympic and Paralympic Sport of Taekwondo): - Minimum of age 18 - Be a 1st Dan or higher - Be a British Taekwondo Member - Have a current Disclosure (DBS) - Have completed a Safeguarding in Sport course required by British Taekwondo or another legitimate organisation - Have completed an online Concussion course	1	3	3	Seek further support from SUSU Sports Coordinators and/or SUSU Activities Team.
Student coaches						Student coaches must be invited by a qualified instructor to become a student coach. - Student coaches must be deemed experienced by a qualified coach				

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						To be deemed experienced the student must compete nationally in Taekwondo (sparring or patterns) and must have previous experience coaching				

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Travel: Wide Lane, Highfield, or to away games (e.g. BUCS, varsity)	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 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 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.

Ability of players/members; new members	Members could spar with more experienced members, resulting in potential risk of injury to themselves or others. Specifically with members new to Taekwondo there could be lack of awareness about injuries/physical conditions leading to injuries.	Players/Participants, Coaches/Instructors	3	5	15	Members to be asked explicitly if they have an injury or any underlying health conditions we should now about which would impact their ability to participate in training. Members new to Taekwondo to be paired either with experienced members or instructors so they can best support their initial training. Sparring – more experienced members will be asked to be considerate of less experienced/new members and not spar with the same energy and skill they would with a similarly experienced member. 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 members spar against members 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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Southampton Sport Facilities Considerations										

Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked 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. <i>Excessive Heat</i> Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff. <i>Fire exit blocked</i> Everyone to ensure they do not put anything in front of fire exits. Everyone to ensure they remove anything put in front of fire exits. Clear walkways are maintained in all areas accessing the fire exits.	2	2	4	QR codes to report any defects to the Southampton Sport Staff. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.
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<u>Mirrors</u> (relevant facility used for training)	Injuries such as cuts and bruises caused by the possible breaking/smashing of the mirrors in Studio 3	Members/Coaches/Any other persons using Studio 3	3	3	9	<u>No activity to be carried out outside of the black matted area</u> Members will be instructed to be careful not to get too close to the mirrors or touch them First aid kit always present in the studio; red emergency button in the studio in case of an accident Instructor always present to supervise activities	2	3	6	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. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Overcrowding of Studio 3	Minor injuries could occur if there is not enough space to train	Members and Freshers at taster sessions	5	1	5	Club activities are modified to suit the amount of space available Instructors are always present to supervise activities	4	1	4	Limit use for maximum capacity allowed in studio. If demand is high, consider running additional sessions or booking a larger space.
Equipment provided by Southampton Sport failure	Minor bruising, sprain, fracture, dislocation, concussion,	Participants in the activity, referees, spectators	2	3	6	Everyone to report equipment failure to the Southampton Sport Staff. If equipment is unsafe, take it out of action.	2	2	4	QR code to report any equipment failure to the Southampton Sport Staff. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.

Violent or aggressive behaviour or actions towards staff or other customers	Inflicting physical injury, vandalising property, financial loss or reputation	Staff, customers, members	3	3	9	Abiding by facility rules, everyone should treat people with respect. In serious circumstances seek assistance.	2	2	4	Make Southampton Sport Staff aware, call security. Injuries to be reported to the Southampton Sport Staff ad via the SUSU reporting system. Contact Report and Support Report + Support - University of Southampton
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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		
Socials											
Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	Ask members to only bring small items and use 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	1	2	2	SUSU Expect 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 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	1	3	5	Follow SUSU incident report policy Call emergency services as required 111/999 Committee WIDE training
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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 though and are expected to act sensibly Local venues known to University of Southampton (UoS) students chosen Event organisers will be available to direct people between venues. Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. Avoid large groups of people totally blocking the pavement or spilling in to 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	2	2	4	Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999 Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
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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	
						(ideally SUSU safety bus will be used, or radio taxis). Be considerate of other pedestrians & road users, keep disturbance & noise down.				

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Travel by car, train, bus, 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 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 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	
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 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 encouraged to stay with a nominated 'buddy' where possible. The organizers have confirmed the premise is licensed. Action organizers (b). The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess. Action licensee.	2	3	6	Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options) If they need to go to the hospital they will also be accompanied there. Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
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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	
						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				Follow 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	
Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees,	3	3	9	If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.	2	2	4	Follow SUSU incident report policy Call emergency services as required

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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	
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 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 are suitable for activities on the day Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

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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: - Venue is in good condition with no major trip hazards. - Bar staff monitor the condition of the floors & mop up split drinks. - Security staff & Bar Staff provide first aid cover. DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down.	3	1	3	If necessary, emergency services will be called Request first aid at venue Follow SUSU incident report policy

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

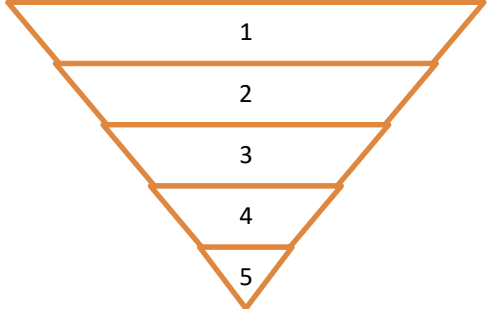
PART B – Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: - Trips and Tours	Relevant committee members – president to	To be completed upon agreement of event	1 month later	

	- Fundraising events e.g. Bake Sales, 24 hour/weekly/monthly challenges - External speaker events	ensure complete			
2	Committee to read and share SUSU Expect Respect Policy	Relevant Committee members – president to ensure complete	10/09/26	30/09/26	
3	Complete Welfare training	Welfare Officer-president to ensure complete	14/09/2026	30/09/2026	
Responsible committee member signature: Megan San				Responsible committee member signature: Justine Barrera Bravo	
Print name: MEGAN SAN			Date: 02/07/26	Print name: JUSTINE BARRERA BRAVO	Date: 01/07/2026

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
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe – extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

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

