

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Southampton University Water Polo Club</b> Charity Event Risk Assessment <b>To be held in the Bridge on Highfield Campus</b>		<b>Date</b>	22/09/2025
<b>Are you a sports club or society?</b>	<i>Sports Club</i>	<b>Assessor</b>	Edward Wilkes (President)	
<b>President/Captain Name/2<sup>nd</sup> Committee Member</b>	Jack James (Open captain)	<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)	<p>Southampton University Water Polo Club are looking to host a charity pub quiz to raise money as part of our Movember efforts. The event will be in the Bridge on the 25<sup>th</sup> of November from 1900-2230. All teams competing will be asked to donate to the SUWPC Movember page in order to take part. We anticipate up to 20 teams of between 5 and 10 people. The event is joint between SUWPC and SUSU. SUWPC takes responsibility of the general running of the event, and ensuring all health and safety in this assessment is followed. SUSU takes responsibility for supplying the sites and facilities needed to run the event including venue space, equipment set up and bar staffing. On the day it will be expected that committee fulfil their pre-agreed roles and duties assigned by the event lead. The event lead will brief the whole team pre-event start.</p> <p>For further information on risk, please visit - <a href="https://www.hse.gov.uk/simple-health-safety/risk/index.htm">https://www.hse.gov.uk/simple-health-safety/risk/index.htm</a></p>			

Charity Event Forms will need to be completed and sent to [susurag@soton.ac.uk](mailto:susurag@soton.ac.uk)

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										
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 venue 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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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 Volunteers/Event Staff the nearest emergency exit routes at the start of a session, and the importance of assisting others to leave 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.

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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 Event Volunteers aware of the potential risks, follow manual handling guidelines  Ensure that at least 2 people carry tables and large objects. 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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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. <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	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 59331	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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Charity Fundraising										
Handling and storing Money – (Charity Fundraiser)	<ul style="list-style-type: none"> <li>• Theft</li> <li>• Individuals being mugged/robbed</li> <li>• Loss/misplacement leading to financial loss</li> </ul>	Members and Participants	3	4	12	Southampton RAG procedures will be followed: <ul style="list-style-type: none"> <li>• Charity Event form completed, and RAG approval will be given</li> <li>• All food hygiene certificates and event risk assessment to be approved by activities team</li> <li>• Sum-up Card machine to be requested and collected from SUSU reception.</li> <li>• Should not be storing money. ALL donations to be taken via Sumup Machine or Movember team page.</li> </ul>	2	3	6	No Cash to Be Accepted at all.  No card machines to be left unattended.  No Volunteers to be left alone with the card machine  In the event of theft committee members will: <ul style="list-style-type: none"> <li>• Highlight the incident to any community police officers in the area/report to 111</li> <li>• Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li> </ul>

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Abuse of Members and Volunteers	Members of the public or students may act violently towards volunteers. Eg: Because they disagree with the cause.	Volunteers and Participants	4	3	12	No Volunteers are ever to be left alone. Always have at least 2 people at a stall or at an Event.	2	3	6	<ul style="list-style-type: none"><li>Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li><li>Event organisers to call University Security if necessary.<ul style="list-style-type: none"><li>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li><li>(Ext: 3311)</li><li>Building 32, University Road Highfield Campus.</li></ul></li></ul>

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Venue/Location considerations	Require certain licenses/sign off	Organisers, Participates, SUSU	1	4	4	Ensure the venue has the relevant licenses required for your event ahead of time. Ensure your event has the required sign off by the venue's security teams.  Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment. On campus <ul style="list-style-type: none"><li>Ivvy Booking/uni room booking</li><li>Risk assessment</li><li>Contract</li></ul> Off campus <ul style="list-style-type: none"><li>Risk assessment</li><li>Any bookings/contracts with external providers.</li></ul>	1	2	2	<ul style="list-style-type: none"><li>Event organisers to call University Security if necessary.<ul style="list-style-type: none"><li>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li><li>(Ext: 3311)</li><li>Building 32, University Road Highfield Campus.</li></ul></li></ul>

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Lone working	Stolen goods, injury to individual misuse of card reader.	Volunteers	3	3	9	Ensure no one is left alone as a volunteer at a fundraising event especially if using a Sum-up Card reader. Event led to brief volunteers to operate the card readers in pairs and briefed on how to handle situations surrounding these.	3	1	3	<ul style="list-style-type: none"><li>Event organisers to call University Security if necessary.<ul style="list-style-type: none"><li>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li></ul></li><li>(Ext: 3311)</li><li>Building 32, University Road Highfield Campus.</li></ul>

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Quiz host will be using a microphone.	Inappropriate language, electrical hazards, volume being too loud.	Organisers, participants	2	2	4	Only SUWPC committee will be using the microphone, and it will be turned off or monitored at all times.  Speakers will be places a safe distance away from nearest participants to ensure no excess volume experienced.  Set up will be achieved in line with SUSU rules and with help from those who have used before.  Ensure no liquids near equipment.  Ensure all cables are secured and not representing trip hazards.	1	2	2	Request support and advice from SUSU IT/Tech teams e.g. via activities team



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Raffle	Theft, lost or misplaced items.	Members and participants	3	4	12	Raffle will be manned by 2 committee members at all times. There will be no cash accepted only donations to a fundraising page or payment via SUSU SumUp card machines in exchange for tickets.	1	2	2	No Cash to Be Accepted at all.  Card machines will be looked after at all times by member of committee.  In the event of theft committee members will: <ul style="list-style-type: none"><li>Highlight the incident to any community police officers in the area/report to 111</li><li>Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li></ul>

Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	<p>Lead organiser to check the weather is suitable for activities on the day</p> <p>Cancellation will be communicated to all parties with as much notice as possible.</p> <p>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites</p> <p>In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate</p> <p>If Cancellation is required ensure all relevant parties are contacted.  SUSU – <a href="mailto:subookings@soto.ac.uk">subookings@soto.ac.uk</a>  Uni – <a href="mailto:roombookings@soton.ac.uk">roombookings@soton.ac.uk</a>  Or your external contacts.</p>	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
Alcoholic/External Events										

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> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></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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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	<p>Supervision, the event will be run by the society committee. These attend each venue. Ideally, they will not drink to excess during the event.</p> <p>Bouncers/trained staff in Venues should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff.</p> <p>Participants encouraged to stay with a nominated 'buddy' where possible.</p> <p>The organizers have confirmed the premise is licensed. <b>Action organizers (b).</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b><u>Games involving binge drinking or the consumption of excessive amounts of</u></b></p>	2	3	6	<p>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)</p> <p>If they need to go to the hospital they will also be accompanied there.</p> <p>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.</p> <p>All 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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						<u>alcohol are not to be undertaken.- Society to follow Code of conduct/</u> <a href="#"><u>Expect Respect policy</u></a>				

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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 <a href="#">Expect Respect policy</a>	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.  <a href="#">Follow SUSU incident report policy</a>  Call emergency services as required

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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: <ul style="list-style-type: none"><li>- Venue is in good condition with no major trip hazards.</li><li>- Bar staff monitor the condition of the floors &amp; mop up spill drinks.</li><li>- Security staff &amp; Bar Staff provide first aid cover.</li></ul> 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 <a href="#">SUSU incident report policy</a>
Allergies - food and drink	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	Attendees responsible for own welfare in such instances- follow guidelines of venues. First aid requested from bar staff as required.	1	5	5	Call Emergency Services/alert bar staff

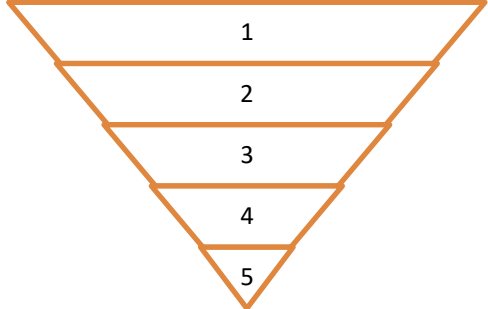
**PART B – Action Plan****Risk Assessment Action Plan**

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Check venue conditions (for holes, lumps, and other obstacles), equipment (including all electrical equipment to be used) and relevant emergency plans for building (to ensure understanding.	Committee led by Jack and Eleanna	21/11/24	24/11/25	
1	Liase with SUSU to determine a number limit for the space to ensure H&S measures can be adhered to and there is no increased risk due to overcrowding.	Jack and Eleanna	11/11/25	24/11/25	
1	Reputational risks to be avoided through pre-reading of quiz questions and communication to whole committee about guidelines and expectations for the day.	Jack and Eleanna	23/11/25	24/11/25	
1	Continuous checking of the weather to ensure there are no reasons why event cannot take place (will be communicated to participants in timely manner in the event of cancellation due to weather).	Jack and Eleanna	Daily	24/11/25	
Responsible committee member signature: 				Responsible committee member signature: 	



Print name: Jack James	Date 22/09/2025	Print name: Eleanna Fairhurst	Date 23/09/2025
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## 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

