

<b>Risk Assessment</b>			
<b>Risk Assessment for the activity of</b>	<b>Windsurf Event Risk Assessment</b>		<b>Date</b> <b>14/01/2026</b>
<b>Group Name</b>	<b>SUWC</b>	<b>Assessor</b>	<b>Sophie Wood</b>
<b>Supervisor</b>	<b>Caitlin Boothroyd (Vice President)</b>	<b>Signed off</b>	N/A, please upload to groupshub for digital sign-off by SUSU Activities team
<b>Description of event/activity</b>	<b>Windsurfing event 6<sup>th</sup> -8<sup>th</sup> February 2026</b>  We will be hosting a group of students from other universities to go windsurfing and go on socials. The windsurfing will follow our normal format with teaching for beginners and free sailing for intermediate and advanced members. We will host the visitors in student houses. We will also host races as well as freestyle and team racing competitions (dependent on the weather conditions).		

PART A										
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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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	Consequences	Who might be harmed  (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	Further controls (use the risk hierarchy)
<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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<b>Setting up/moving or chairs/tables/other objects in the area.</b>	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<p>Make stall operators aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables. Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>	1	3	3	<p>Seek assistance if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU Reception if in need</p> <p>Contact emergency services if needed</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. Follow <a href="#">SUSU incident report policy</a></p>

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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	<p>Ensure regular breaks (ideally every 20mins) when using screens</p> <p>Ensure screen is set up to avoid glare, is at eye height where possible</p> <p>Ensure no liquids are placed near electrical equipment</p> <p>Ensure all leads are secured with cable ties/mats etc</p>	1	4	4	<p>Request support and advice from SUSU IT/Tech teams e.g. via activities team</p> <p>For external venues precheck equipment and last PAT testing dates</p> <p>Seek medical attention as required</p>

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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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<p><b>Legal Compliance:</b></p> <p>Club or society activity going against set law.</p> <p>This includes breaches of the freedom of speech act</p>	<p>Fines imposed upon the student group as well as SUSU.</p> <p>Jail sentences.</p> <p>Reputational risk to the student group, SUSU and the wider University</p>	<p>The club or society, committee and members, SUSU or the Wider University.</p>	1	1	1	<p>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.</p> <p>All who wish to bring in an external speaker must follow due process, <a href="#">available here</a></p> <p>This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.</p>	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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Housing Visitors	Overcrowding, Damaged possessions	Members hosting and those being hosted	2	3	6	<p>Ensure visitors are only housed in houses where all occupants are comfortable with the arrangement.</p> <p>Ensure that houses are not overcrowded, this will be left to the volunteer hosts to decide</p>	1	2	2	<p>All visitors will receive a wristband with the number and address of their host so they don't get lost. They will also save the number of our 'sober reps' if they</p>
										<p>need assistance getting back after a social event.</p>

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						but will be checked by a committee member.  Ensure visitors are kept in groups of at least 5 if different universities need to be seperated to ensure members have people to travel with on socials.				
Activity Considerations										

<p><b>Equipment:</b> any equipment the sport requires/uses needs to be risk assessed.</p>	<p>Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used?</p>	<p>All participants and bystanders.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Check all equipment prior to use. Is it safe to use? Does it have any sharp edges? Is it damaged in any way?</p> <p>Check any stands – are they safe? Are they likely to fall? Are they damaged or do they have any sharp edges?</p> <p>Do those leading the session have the appropriate training to demonstrate and use the equipment correctly?</p> <p>Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated.</p> <p>All equipment will be checked to be water tight and setup in the correct way by someone of the appropriate level. Most of the event participants will be able to maintain and setup their equipment but those still at teaching level will have equipment setup for them or be supervised whilst they do it.</p>	<p>1</p>	<p>1</p>	<p>2</p>	<p>Seek medical attention if problem arises</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> <p>Safety boat drivers will all have knowledge of how to repair minor kit defects on the water and derig the kit to be brought ashore if any larger breakages occur.</p>
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<b>Moving/setting up equipment:</b> Sails, Boards	Various forms of injuries up to and including possible sprains and breakages	All participants and organisers/staff.	2	3	6	Large or heavy equipment (boards) to be carried by 2 people.	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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						Request tools to aid with the moving of heavy objects – SUSU facilities/venue e.g., hand truck, dolly, skates etc.  Sails and boards should be attached when possible especially in windy conditions to avoid people getting hit by flying equipment.				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>Being hit by an object (Sail, mast)</b>	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	Ensure participants have enough space between each other when setting up and during activity. This should be covered in the safety briefing at the start of each session and enforced by safety boats on the water in the case of windsurfing.	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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<b>Over-exertion or exhaustion. Strenuous exercise and the effect on the body</b>	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.
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Wing/wind surfing and foiling activity different from windsurfing	Cuts from foil, impacting water at speed. Head injuries from falling off the board or onto the foil.	Wingers, other water users.	4	4	16	<p>Helmets must be worn, and a bouyancy aid or impact vest should be worn if the participant is a beginner or inexperienced.</p> <p>All beginners will only use equipment suitable to their level, and will be supervised and/or instructed by a wing instructor or experienced member.</p>	4	1	4	
<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.	Participants	3	3	9	All coaches will have valid, indate qualifications from the RYA and will be required to show these before teaching. The qualifications required are: Power Boat level 2, First Aid, Start Windsurf instructor.	1	3	3	At least one of the safety boats on the water will have a safety boat qualification. This isn't necessary but provides an extra level of experience to help if need be.

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<b>Travel:</b> Southampton Sailing Club, Calshot, Netley Sailing Club	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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<b>Lighting</b>	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	Participants will only be allowed on the water in appropriate lighting levels. Sunset on both days is 16:57 and 16:59 so the water will be completely empty by 16:00.	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>Ability of players</b>	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	<p>Any participant using kit that they don't have experience with will consult an instructor before using said kit.</p> <p>Ability levels of all attendees are recorded and participants will be allowed on the water based on this level. A rough guide is 020 knots for beginners, 20-40 knots for intermediate and &lt;60 knots for advanced windsurfers although sea state will also be taken into account and could shift the scale up or down slightly.</p> <p>An accurate forecast can be obtained a week prior and a hand held anemometer will be used on the day to verify the conditions.</p>	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.
<b>Watersports Clubs Considerations</b>										

Sea or River Conditions - Are they safe? Tide at correct levels? Surf okay? Who makes the decision? Condition of equipment	<b><i>Injury: Cuts, abrasions, bruises, sprains/strains, broken limbs, concussion, cold water shock and drowning.</i></b>	<b><i>Participants on the trip. Other water users.</i></b>	5	5	25	<p>Participant will only be allowed on the water if conditions and the available kit are in line with their ability level. This decision will be made by the lead instructor. Maximum Wind is 20 knots for beginners.</p> <p>Members of the right level can go out in any winds provided they use the correct kit which they are taught how to choose as a beginner during 'start windsurf' teaching.</p> <p>Windsurfers will also adhere to the RYA's 7 common senses detailed here:  <a href="https://www.rya.org.uk/blog/7commonsenses">https://www.rya.org.uk/blog/7commonsenses</a></p> <p>All kit should be watertight if it's being used. Boards that aren't watertight will be marked by committee so they aren't used by accident.</p>	2	2	4	<p>In the event of injury due to conditions the participant will receive help from either a safety boat (if present) or another water user if safe to do so (one of the 7 common senses is to never go on the water alone).</p> <p>Failing this 999 will be called for a lifeboat or ambulance to respond depending on the nature of the injury.</p>
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Condition of safety boat – including driver qualifications due to incompetence or accident	Damage to equipment, severe injury or death	Participant or other water user	2	6	12	All safety boat drivers will have an RYA power boat level 2 qualification complete an induction with a member of Southampton Sport staff. Boats will not be launched or recovered in less than 2m of water (specific to Southampton sailing club). <b>KILL CORD MUST BE WORN AT ALL TIMES WHEN ENGINE ON.</b>	1	2	2	
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<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Footwear	Injury (see previous injury entry for details)	Participant or instructor/coach	4	4	16	Anyone on site must always wear appropriate footwear. Anyone not doing so will be removed until footwear is worn.	1	4	4	

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Ability of members	Injury (see previous) or damage to equipment	Participant or other water user	5	5	25	<p>All members at teaching level must be supervised within RYA safety ratios (see previous). All members must use appropriate kit for their level or change one element at a time for progression within RYA safety standards. All members must wear either a buoyancy aid or a harness when on the water, this is based on level and kit in use and the lead instructor will have final say as to which is most appropriate.</p> <p>Members are asked at to be confident in the water and will be asked to confirm this in the medical form provided by Southampton sport.</p>	2	4	8	Any participant seen to be struggling will be recommended to adjust the kit to better fit their ability level.

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Qualification of coaches	Lower standard of teaching leading to injury or damage to equipment	Participant or coach	3	4	12	All qualifications are submitted to Southampton sport to be checked and safety qualifications (ie. Power boat) are checked by Southampton sport for competency.	1	3	3	
Repairing of Boards and Sails	Injury or further damage to kit	Participant	2	6	12	Ensure those performing repairs have experience in said repairs to ensure quality and safety during the process.	1	4	4	
Overwhelmed Safety Boats	Those in need of help cannot be seen to in good time	Water users	2	4	8	Everyone on water is given a wristband and signed on and off to keep track of water users and ensure safety ratios are met (12 – 1 safety boat).	1	4	4	
<b>Southampton Sport Facilities Considerations</b>										

<p>Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked</p> <p>(Applicable to indoor activities)</p> <p>Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked</p> <p>(Applicable to outdoor activities)</p> <p>Uneven surfaces or defects</p>	<p>Causing Slip, trip or Falls.</p> <p>Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment.</p> <p>Person or persons falling over or into objects and/or each other, due to fire exit blocked</p>	<p>Participants involved in the activity, referees, spectators and customers of the facility</p>	2	3	6	<p>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.</p> <p>If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club.</p> <p><b>Excessive Heat</b></p> <p>Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff.</p> <p><b>Fire exit blocked</b></p> <p>Everyone to ensure they do not put anything in front of fire exits.</p> <p>Everyone to ensure they remove anything put in front of fire exits.</p> <p>Clear walkways are maintained in all areas accessing the fire exits.</p>	2	2	4	<p>QR codes to report any defects to the Southampton Sport Staff.</p> <p>Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.</p>
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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.
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<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
										Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.

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<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
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>
<b>Socials</b>										

<b>PART A</b>										
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<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	<p>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.</p> <p>Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.</p> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></p>	1	2	2	<p>SUSU <a href="#">Expect Respect policy</a> to be followed</p> <p>Committee WIDE training</p>

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. Two sober reps, one male one female will be present both nights to be contactable in case of an incident.</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	3	<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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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	
						Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a>				



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</p> <p>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 required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).</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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<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
						Be considerate of other pedestrians & road users, keep disturbance & noise down.				
Socials – Travel by car, train, bus, plane when leaving the local area.	Vehicle Collision – Causing injury	Members of the club and public	5	3	15	See above	1	2	2	Follow <a href="#">SUSU incident report policy</a>

Socials - Medical emergency	Members may sustain injury /become unwell  pre-existing medical conditions Sickness Distress	Members	3	5	15	<p>Advise participants; to bring their personal medication</p> <p>Members/Committee to carry out first aid if necessary and <u>only</u> if qualified and confident to do so</p> <p>Contact emergency services as required 111/999</p> <p>Contact SUSU Reception/Venue staff for first aid support</p>	1	5	5	<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> <p>Two sober reps, one male one female will be present both nights to be contactable in case of an incident.</p>
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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Spiked Drinks/Alcohol Poisoning	Injury / illness	Member / participant	3	6	18	Emergency services to be contacted immediately (via a first aider eg. Bouncer at a club if present). SUSU to be notified as soon as a good opportunity arises.	2	4	8	Members encouraged to maintain awareness and possibly use drinks lids or other anti-spiking measures if necessary.

Members getting lost or separated. Members leaving an event/activity alone or without notifying others	Injury	Member in question	3	5	15	Ensure members have all necessary contact details (ie. President and welfare officers) and that members stay in groups where possible.	2	4	8	
Violent or offensive behaviour	Injury or Reputation Issues	Participant, the club or possibly university as a whole	2	5	10	Remind club members about behaviour towards others and implement penalties for those not adhering to the code of conduct.	1	5	5	
Adverse weather	Injury (eg. Slipping, Heat Stroke etc.)	Participant	2	3	6	Ensure weather conditions are safe (eg. Stay indoors in storms based on met office guidelines)	1	2	2	

## PART A

(1) Risk identification			(2) Risk assessment				(3) Risk management			
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			Likelihood	Impact	Score		Likelihood	Impact	Score	

Slips, trips and falls as a result of alcohol	Injury (eg. Concussion, Broken Limbs etc.)	Member / Participant, those in the vicinity	2	5	10	Ensure members are not alone and everyone looks after each other by ensuring everyone is properly fed and hydrated and in the event of an incident someone is on hand to help .	2	3	6	
Allergies - food and drink	Injury/Illness (eg. Allergic reaction, Anaphylactic Shock)	Member / Participant	2	7	14	<p>Ensure necessary allergen information is collected, and any food being served has an allergen list provided and someone with food safety training is present if required.</p> <p>All external food suppliers will supply their own food risk assessment to be reviewed.</p>	1	5	5	More Information in action plan* 1

### PART B – Action Plan

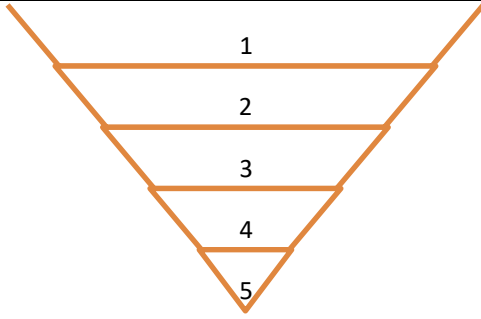
## Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Complete food safety qualification (free through SUSU)	Fin Atherton	1/09		

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Responsible committee member signature:				Responsible committee member signature:	
Print name: Sophie Wood				Print name: Caitlin Boothroyd	
Date: 16/01/2026				Date: 16/01/2026	

### Assessment Guidance

1. <small>Eliminate</small>	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. <small>Substitute</small>	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	

### Risk process

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				

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.

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

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 selfadministered.
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.