

Risk Assessment			
<b>Risk Assessment for the activity of</b>	Wessex Scene's General Activity throughout the academic year 2025-26, including <ul style="list-style-type: none"> <li>o Meetings</li> <li>o Writing and publishing</li> <li>o Information stands</li> <li>o Workshops</li> </ul>		<b>Date</b> 10/09/25
<b>Group name</b>	Wessex Scene	<b>Assessor</b>	Hamish McLay, Maya Stevens
<b>Supervisor</b>	Hamish McLay, Maya Stevens	<b>Signed off</b>	<b>SUSU USE ONLY</b>
<b>Description of event/activity</b>	Additional information about regular activity, for example: <ul style="list-style-type: none"> <li>- Meetings to be carried out weekly on Monday with committee members and sometimes society members</li> <li>- Workshops to be regularly carried out for the production of magazines</li> <li>- Equipment used may include: laptops, phones, microphones, cameras</li> <li>- Location(s) used: SUSU building for meetings, university rooms for workshops, interviews may be carried out in several locations dependent on the interviewee and the subject, photos may be taken in several locations dependent on the subject</li> <li>- Articles are regularly uploaded to the Wessex Scene website (<a href="https://www.wessexscene.co.uk/">https://www.wessexscene.co.uk/</a>) and frequently published in print magazine editions which are distributed across Highfield, Avenue and WSA.</li> </ul>		

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	Severity		Likelihood	Impact	Severity	
General Considerations (including group meetings)										

Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	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, e.g. cable ties to be used if necessary.  Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.  Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.  Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.  When gathering content in different locations (interviews, photos, filming etc.), especially when outside, make a prior analysis of the area and ensure that you are safe at all times, are wearing appropriate	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 <a href="#">SUSU incident reporting guide</a>
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					clothing/equipment, and are always prioritising yourself and your safety.				
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	2	5	10	<p>Those leading the session must ensure they are aware of and fully understand the venue or location's 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>Avoid build-up of debris in the activity area.</p> <p>Consider accessibility requirements.</p> <p>Ensure not to overload sockets given the higher likelihood of multiple devices being used at once</p>	1	5	5	<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.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
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Manual handling, including setting up of equipment. E.g. table and chairs	Bruising or broken bones from tripping over table and chairs	Meeting organisers and attendees	2	3	6	<p>Follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables or other bulky items.</p> <p>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 the moving of heavy objects from 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 from facilities staff/venue staff if needed.</p> <p>Seek medical attention from SUSU/venue 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.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
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Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	<p>Do not push/shove.</p> <p>If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management.</p> <p>Committee checks on space, lighting, access, tech available, etc.</p> <p>Use ticketing system (SUSU Box Office) for regular sessions/meetings to avoid exceeding venue capacity.</p> <p>Ensure space meets needs of members e.g. considering location &amp; accessibility of space (use <a href="#">AccessAble</a> database to check accessibility information of venues).</p> <p>If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.</p>	1	3	3	<p>Seek medical attention if problem arises.</p> <p>Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings.</p> <p>Postpone meetings where space cannot be found.</p> <p>Welfare Officer to complete WIDE training.</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 reporting guide</a></p>
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						Committee to consult members on needs and make reasonable adjustments where possible  Provide remote meeting options for members where possible.				
Electronics	Eye strain, electric shock, burns, injury due to trip hazards, causing fire	Event organisers 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.  For external venues, pre-check equipment and last PAT testing dates.	1	4	4	Request support and advice from SUSU IT/Tech teams e.g. via Activities Team.  Seek medical attention as required.  Follow <a href="#">SUSU incident reporting guide</a>



Reputational Risk:  For the club or society, as well as to SUSU and the University	Incidents causing reputational damage to the group, 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	3	2	6	Ensuring all parts of this risk assessment are adhered to.  Ensuring all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing.  Members are reminded that they need to adhere to SUSU's Code of Conduct.  Consider risks at activities as well as digital presence (e.g. social media posts)  Editors to have SUSU's code of conduct included in editor training to ensure that articles that pass through our editorial team are vetted for potential breaches of this code of conduct  Welfare officer to edit articles of a sensitive/controversial nature to ensure that they are appropriate and reader's who	1	2	2	Ensure that any incidents involving public or others are recorded and addressed.  Follow <a href="#">SUSU incident reporting guide</a>
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					<p>may find the content difficult are directed to help if necessary</p> <p>Society members to be made of media law including the right for reply in the face of criticism, how to avoid libel and defamation, and are aware of the dangers of false/unverified facts as well as the risks posed by AI</p> <p>Workshops will promote best practice and inform them on media law and its importance</p>				
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants, Members of the public	2	1	2	<p>Ask members to only bring small items and use sensibly.</p> <p>Members of the society are responsible for their own possessions and the use of them.</p> <p>Choose a theme unlikely to cause offence.</p> <p>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	1	1	<p>SUSU <a href="#">Expect Respect policy</a> to be followed.</p> <p>Committee WIDE training.</p> <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
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Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers, event attendees	2	4	8	<p>Members are responsible for their individual safety though and are expected to act sensibly.</p> <p>Initiation behaviour not to be tolerated and drinking games to be discouraged.</p> <p>For socials at bars/pubs etc., bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.</p>	1	3	3	<p>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>Follow <a href="#">SUSU incident reporting guide</a></p> <p>Call emergency services as required 111/999.</p> <p>Welfare Officer to complete WIDE training.</p>
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					<p>Committee to advise and remind members to always watch their own drinks.</p> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy.</a></p>				
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Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control	Event organisers, event attendees,	2	5	10	<p>Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event.</p> <p>Bouncers/trained staff in pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol.</p> <p>Report any suspicious/unusual behaviour to staff.</p> <p>Participants encouraged to stay with a nominated 'buddy' where possible.</p> <p>The organisers have confirmed the premise is licensed. <b>Action organizers (Part B).</b></p> <p>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>	2	3	6	<p>Members are responsible for their individual safety and are expected to act sensibly when walking around.</p> <p>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 reporting guide</a></p>
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					<p>Members/participants are advised to watch their own drinks.</p> <p><u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/<a href="#">Expect Respect policy</a></u></p>				
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Travel by foot	Disturbance to neighbourhood , participants getting lost, increased risk to personal safety, vehicle collision causing serious injury	Event organisers, event attendees, Members of the public	4	3	1 2	<p>Members are responsible for their individual safety and are expected to act sensibly.</p> <p>Local venues known to 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.</p> <p>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</p>	2	3	6	<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 reporting guide</a></p>
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					with someone else. If required a taxi will be called for them (ideally SUSU Safety Bus will be used, or Radio Taxis).  Be considerate of other pedestrians and road users, keep disturbance and noise down.				
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	2	5	10  Group committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibuss test.  Members expected to drive or travel in a sensible manner, with those doing otherwise to face disciplinary action (from the club/society in the first instance).  Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.	1	5	5	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 reporting guide</a>

Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	Getting lost, increased risk to personal safety.	Event organisers, event attendees,	3	2	6	<p>If a person leaves without warning all efforts will be made to locate them. Stress however that attendees are responsible for their individual safety.</p> <p>Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event.</p> <p>Venues chosen local and within a short distance from each other.</p> <p>Will look to select venues known to UoS students and within student areas.</p>	2	2	4	<p>Follow <a href="#">SUSU incident reporting guide</a></p> <p>Call emergency services as required.</p>
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Medical emergency	Members may sustain injury /become unwell  Pre-existing medical conditions, sickness, distress	Members	1	5	5	Advise participants to bring their personal medication if it might be required.  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.  Members can be referred to The Student Hub (02380 599 599, <a href="mailto:studenthub@soton.ac.uk">studenthub@soton.ac.uk</a> ) in case of distress.	1	4	4	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 reporting guide</a>
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Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence	Event organisers, event attendees, public	2	4	8	<p>Bouncers/security will be present at most licensed venues.</p> <p>Bar/venue security staff will need to be alerted and emergency services called as required.</p> <p>Do not personally engage with any violent behaviour. Stay safe and move members away from the situation if possible, inform the bar staff/police if necessary.</p> <p>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>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.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p> <p>Call emergency services as required.</p>
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Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees,	3	4	1 2	<p>Lead organiser to check the weather are suitable for activities on the day.</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, and to hydrate (especially if drinking alcohol).</p>	2	2	4	<p>If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date.</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.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
<b>Fundraising Events &amp; Cash Handling - For own society or a charity</b>										

Fundraising for own society	Financial loss, reputational damage	Members, Participants	2	3	6	<p>No cash transactions.</p> <p>Card Machines cannot be borrowed for non-charity fundraising.</p> <p>All fundraising to be completed via QR code to a GoFundMe or similar platform.</p> <p>Clearly state the purpose of fundraising activity on fundraising platform used.</p> <p>When placing adverts in magazines ensure quoted price and transactions are recorded. Ensure that these adverts are responsibly sourced and coherent with the views of the magazine and do not promote potentially harmful images</p>	1	3	3	Follow <a href="#">SUSU incident reporting guide</a>
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Fundraising for charity	Financial Loss, reputational damage	Members, participants, charity	2	2	4	<p>Southampton RAG procedures will be followed:</p> <p>Charity Event form completed for each fundraising event, and RAG approval will be given.</p> <p>For bake sales: all food hygiene certificates and individual event risk assessment to be approved by the Activities Team.</p> <p>Request card machines from SUSU RAG if needed.</p> <p>Agree time for payment to the charity with SUSU Activities Team.</p> <p>Clearly state purpose of fundraising activity in event promotion and signage. Include the registered charity number if possible.</p>	1	3	3	<p>No cash to be accepted at all.</p> <p>No card machines to be left unattended.</p> <p>No volunteers to be left alone with the card machine.</p> <p>In the event of theft, committee members will: Highlight the incident to any community police officers in the area/report to 111.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
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Events involving Food	Allergies  Food poisoning  Choking	All	2	5	10	<p><b>An additional event risk assessment needs to be carried out for gatherings involving members making and/or serving food.</b></p> <p><b>An additional event risk assessment needs to be carried out for events with hired catering services. Further guidance on food provision can be found <a href="#">here</a></b></p> <p>Only order/buy food at establishments with appropriate food hygiene (EHO) rating.</p> <p>Food to only be provided/eaten when other activities are stopped.</p> <p>Follow good food hygiene practices - no handling food when ill, tie back hair, wash hands regularly using warm water and soap, refrigerate necessary products.</p>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to Activities Team.</p> <p>Call for first aid/emergency services a required .</p> <p>Report incidents via SUSU incident report procedure.</p>
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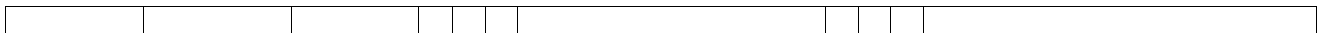
					For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.				
<b>Demonstration / Strike / Awareness Raising / Debating Activity</b>									

Overcrowding due to nature of demonstration event	Physical injury	Event organisers and attendees	2	3	6	<p>Do not push/shove.</p> <p>If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.</p> <p>Book during quieter times when less activities taking place on Redbrick/book all available space.</p> <p>Inform other bookings on the Redbrick/in the area of the event.</p> <p>With support from a SUSU Activities Coordinator, inform UoS Security Team of the event and any potential security needs on the day.</p> <p>To contact the Security Team on campus 3311, off campus 02380 593311. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a></p>	1	3	3	<p>Seek medical attention if problem arises.</p> <p>Security Team may inform the police of the event if required (e.g. marches).</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p> <p>Call emergency services as required.</p>
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Anti-social, Violent or offensive behaviour due to nature of demonstration event	Distress, Physical Injury	Event organisers, event attendees	2	4	8	No alcohol served/consumed as part of demonstration/protest events.  Society to follow and share with members Code of Conduct/SUSU <a href="#">Expect Respect policy.</a>	1	3	3	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 <a href="#">SUSU incident reporting guide</a>  Call emergency services as required.
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Disturbance to public, students and staff	Conflict, noise pollution, crowds	Event organisers and attendees, general public	2	2	4	<p>Protest/demonstration events should be planned on University grounds (primarily Redbrick) avoiding residential areas.</p> <p>UoS Security Teams informed of the event.</p> <p>Everybody will be encouraged to stay together as a group.</p> <p>Shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas.</p> <p>If applicable, book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons).</p>	1	2	2	<p>With support from a SUSU Activities Coordinator, inform UoS Security Team of the event.</p> <p>University Security 24 hours – on campus 3311, off campus 02380 593311.</p> <p><a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a></p> <p>Inform UoS/SUSU teams of the event- Comms teams can brief others via SUSSED or social media posts.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
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Counter protest, discrimination against the demonstration/Campaign	Distress due to threatening/aggressive behaviour, injury due to assault/violence	Event organisers and attendees	2	4	8	<p>Event planned for Highfield campus - a route well signposted and known for students.</p> <p>Leaders to advise all participants to not engage/respond to any counter protests or aggressive behaviour.</p> <p>If safe to do so, encourage group to move on and remove themselves from situation.</p> <p>The event will be ended and students advised to return to campus if this continues.</p> <p>Prior information about event and what to expect given out so participants know what to expect, e.g. via Facebook/social media posts.</p> <p>Participants made aware they could join and leave the event at any time.</p> <p>Ensure that people are aware that this is an open space for discussion to discourage protest.</p>	1	4	4	<p>Event organisers to call University Security if necessary.</p> <p>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311)</p> <p>Building 32, University Road Highfield Campus.</p> <p>Any incidents will be reported via UoS reporting tools Contact emergency services if needed</p> <p>Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
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Talks/debates  - subjects that could be sensitive or personal to some members	The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.	Members	2	3	6	<p>Prior information about event and what to expect given out so participants know what to expect.</p> <p><b>If inviting external speakers, follow UoS Code of Practice to Secure Freedom of Speech within the Law.</b></p> <p>Do not confirm speaker's attendance before final confirmation from UoS Legal Services &amp; SUSU Activities Team is given. More info on the process for inviting external speakers can be found <a href="#">here</a>.</p> <p>Be aware this process can take time, so be sure to give plenty of notice.</p> <p>Members made aware they could leave the event at any time.</p> <p>Members referred to The Student Hub (02380 599 599, <a href="mailto:studenthub@soton.ac.uk">studenthub@soton.ac.uk</a>), and/or signpost to support organisations (e.g. via presentation slide, or by speakers/committee members).</p>	1	3	3	<p>Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter.</p> <p>Committee WIDE training.</p> <p>Seek guidance from Activities/SUSU Advice Centre/UoS Student Hub as required.</p>
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					SUSU reporting tool available.				
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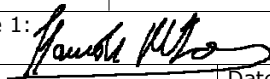
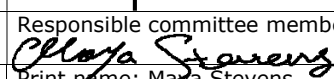
Articles that cover subjects that could be sensitive or personal to some members	The writer/reader feels negative emotions around the topic or becomes distressed by images or events shown/discussed	Members, readers, writers and editors	2	3	6	<p>Writers are reminded that they are not obliged to write about any topic they may not wish to discuss</p> <p>Editors are reminded that they are not obliged to read and edit any article that they may not wish to discuss</p> <p>Warnings will be written at the top of every article of a sensitive nature that may upset readers</p> <p>Welfare officer to edit sensitive articles as well as the initial check by an editor to ensure that support links and warnings are included and the article is appropriate to be published for Wessex Scene. Welfare officer is also reminded that they are not obliged to do this if they too do not wish to discuss the theme at hand, and these responsibilities will be passed</p>			<p>Committee WIDE training.</p> <p>Seek guidance from Activities/SUSU Advice Centre/UoS Student Hub as required.</p> <p>Members referred to The Student Hub (02380 599 599, <a href="mailto:studenthub@soton.ac.uk">studenthub@soton.ac.uk</a>), and/or signpost to support organisations at the end of the article if they misjudged how they would react to the article</p>
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					on to another committee member					
Distributing/handling printed editions	Paper cuts Minor straining injury.	Members, Readers	2	1	2	<ul style="list-style-type: none"><li>Warning to be given to members to be careful of sharp edges.</li></ul> Warning given to relevant members about potentially unpredictable box weight.	1	2	2	Note: high inherent likelihood due to quantities involved, risk of papercut to readers is negligible.
Printed editions are flammable.	See “insufficient fire safety awareness”.  Inconsiderate storage of printed media could lead to a fire	Members, general public.	1	4	4	<ul style="list-style-type: none"><li>Printed editions to be stored away from heat sources</li></ul>	1	5	5	A general acknowledgement that “printed media = paper/card” should be enough to prevent any serious lapses in judgement.

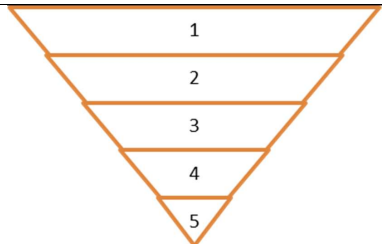
Unwanted attention because of something published	Harassment and/or threats towards those involved.	Members (writers)	1	4	4	<ul style="list-style-type: none"> <li>Writers to be made aware that anything they submit for publishing may become public record.</li> <li>At least one member of committee (preferably an editor) will check every article before publishing, flagging any potential issues.</li> <li>Writers to be made aware they may opt to have their work published anonymously if they choose (and where appropriate)</li> <li>Welfare officer to lay out guidelines to writers and edit articles potentially of a harmful nature, with the ability to reject said article for publishing</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Follow <a href="#">SUSU incident report policy</a> (and as far as necessary for alumni)</li> <li>Follow up with individual(s) affected, escalate response if necessary.</li> <li>If appropriate, <a href="#">refer affected person(s) to Report and Support</a>.</li> <li>Any request from a writer to retroactively remove their name from an article or even the article itself shall be honoured and carried out with due haste.</li> <li>Any measures carried out here will be double-checked to ensure nothing details.</li> <li>Immediate threats referred to campus security/police; Emergency contact number for Campus Security: <ul style="list-style-type: none"> <li>Tel: +44 (0)23 8059 3311</li> <li>(Ext:3311)</li> </ul> </li> </ul>
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<b>PART B – Action Plan</b>					
<b>Risk Assessment Action Plan</b>					
<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: <ul style="list-style-type: none"> <li>• Trips and Tours</li> <li>• Fundraising events e.g. Bake Sales</li> <li>• External Speaker Events</li> <li>• Events involving home-cooked/prepared food or external catering</li> <li>• Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities...</li> </ul>	Relevant committee members – president to ensure complete.	(EXPECTED COMPLETION DATE)		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	29/09/25	29/09/25	

3	(List additional actions for follow-up of risk assessment. Include at least one additional action.  Any needed equipment can be added here as well e.g. 'borrow card payment machine from SUSU' or 'purchase first aid kit')	(Name of responsible committee member)	(EXPECTED COMPLETION DATE)		
4	A meeting between president and welfare officer to ensure that they are aware of how to reduce the risk of potential harmful content being read unintentionally by someone who may be affected. This role is new and therefore this is important to lay out the groundwork	Hamish McLay	18/09/25	01/10/25	
5	All major H&S incidents reported to SUSU in a timely manner.	Maya Stevens	18/09/25	n/a	
6	Providing space for members of committee and society to bring awareness to any H&S issues during meetings and outside of meetings.	Maya Stevens	18/09/25	n/a	
3	Editors (and any committee member partaking in the editing of articles) to	Relevant committee members –	Before an individual partakes in editing.	26/09/2023	

	be made familiar with common errors/basic media law.	editor-in-chief to ensure complete.			
4	Committee to be made aware of training resources for journalism.	Relevant committee members – deputy editor to ensure complete	01/10/25	07/10/25	
Responsible committee member signature 1: 			Responsible committee member signature 2: 		
Print name: Hamish McLay			Date: 03/10/25	Print name: Maya Stevens	
				Date: 03/10/2025	

Assessment Guidance

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

LIKELIHOOD	5	4	3	2	1
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				

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