

# Risk Assessment

<b>Risk Assessment for the activity of</b>	<i>Kung Fu Club</i> Generic Risk Assessment		<b>Date</b>	<b>27/09/25</b>
<b>Are you a sports club or society?</b>	<i>Sports club</i>	<b>Assessor</b>	<i>Mathias Potter (President)</i>	
<b>President/Captain Name/2<sup>nd</sup> Committee Member</b>	<i>Cameron Puaar</i>	<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>The Kung Fu club runs 5 weekly sessions, all instructed by qualified and insured instructors. We run 3 kung fu sessions – Monday, Tuesday, and Saturdays – in the Activities Room and Training room. We run one self-defence session, open to any member of the university for free, based in Studio 3; and we run a sparring session on Sundays, also in Studio 3, both with mats. All sessions last between 1.5 to 2 hours.</p> <p>The kung fu club also runs socials approximately fortnightly, with activities including alcohol and without. For any socials not covered by this risk assessment (for a climbing social for example) a separate risk assessment will be carried out and activity specific.</p>			

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
General Considerations (including group meetings)										
Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All participants and organisers/staff and spectators	2	3	6	Check ground conditions for holes, lumps, and other obstacles.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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

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<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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<b>Overcrowding</b>	Physical injury	Event organisers and attendees	1	3	3	<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>	1	3	3	<p>Seek medical attention if problem arises</p> <p>With support from a SUSU Activities coordinator</p> <p>Inform UoS security team of the event (– on campus 3311, off campus 02380 593311.</p> <p><a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a>) and liaise with them on need for security teams on the day</p> <p>Security team may inform police of the event if required (e.g. marches)</p>

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<b>Electronics</b>	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 pre-check 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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<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	

<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</u> if 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.
<b>Activity Considerations</b>										
<b>Equipment:</b> any equipment the sport requires/uses needs to be risk assessed.	Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used?	All participants and bystanders.	2	2	4	Check all equipment prior to use. Is it safe to use? Does it have any sharp edges? Is it damaged in any way?	1	1	2	Seek medical attention if problem arises  Any incidents need to be reported as soon as possible ensuring duty

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						<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>manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>

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Training	Strained or torn muscles and ligaments.	Participant	3	2	6	<p>Thorough warm-up with instructor using correct techniques as well as careful supervision of partner work.</p> <p>Late comers are informed that they must take responsibility for warming up in their own time before joining the class.</p> <p>For all students' first aid incidents, the members are clear that they are required to report the injury directly to the instructor to summon First Aid assistance if required.</p>	2	1	2	

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Training	Joint dislocation	Participant	2	3	6	Thorough coaching with correct technique  Coaches ensure students only practice skills they are ready for.	1	3	3	
Training	Bruising to arms, legs or torso	Participant	3	1	3	Coaching with correct technique  Where sparring is taking place, safety equipment include gloves and shin pads are to be used to reduce likelihood of bruising	2	1	2	
Training	Broken skin or cuts	Participant wearing jewellery	2	2	4	Prohibit the wearing of any form of jewellery during training. If jewellery cannot be removed, then it should be taped over.	1	2	2	

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Training	Blisters or cut feet	Participant	2	2	4	<p>Predominantly a problem experienced by novices, as the body becomes more conditioned through continuous training the skin becomes more robust and less likely to blister/cut.</p> <p>Novices are encouraged to train regularly. Barefoot training is only usually carried out on mats.</p>	1	2	2	

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Training	Muscle fatigue, cramps, stiff joints	Participant	2	3	6	It is important that all students take part in the warm-up at the beginning of the class, so as to stretch all the necessary muscles and joints used during a session. This not only reduces the chances of injury during practice, but also reduces the likelihood of post-training aches. Instructors should check that all members are feeling well and also that no members have joint injuries prior to commencing a session. The Instructor has the right to stop members from training, if they feel that they are unfit or unwell.	1	3	3	



Training	Injury to head, neck or spine	Participant	1	4	4	<p>It is important that all students take part in the warm-up at the beginning of the class, so as to stretch all the necessary muscles and joints used during a session. This not only reduces the chances of injury during practice, but also reduces the likelihood of post-training aches.</p> <p>Instructors should check that all members are feeling well and also that no members have joint injuries prior to commencing a session.</p> <p>The Instructor has the right to stop members from training, if they feel that they are unfit or unwell.</p> <p>Injuries of this nature are extremely rare, and the small risks that do exist are reduced still further by observance of good kwoon etiquette and by being observant and considerate to others during practice.</p> <p>During class activities first aid will be sought in the event of a head injury.</p>	1	4	4	
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Training	Dizziness, hyperventilation, and nausea	Participant	2	3	6	Dizziness and hyperventilation can occur during strenuous exercise in less well-conditioned people and is generally alleviated by improved physical condition. If members are struggling or feeling unwell, they are encouraged to sit down and rest.  Nausea can also result from eating a large meal too soon before training and members are aware to avoid this.	1	3	3	

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Training	Dehydration	Participant	2	3	6	<p>Large quantities of fluid can be lost from the body during strenuous exercise, particularly in hot weather. It is important to ensure adequate hydration before training, and to re-hydrate adequately during and after training.</p> <p>In anticipation of strenuous training sessions, particularly in summer, members are encouraged to bring water bottles to the kwoon and the coaches will allow for regular breaks to enable them to re-hydrate.</p>	1	3	3	

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Training	Seizures from over-exertion or contra-indications	Participant	1	3	3	<p>Instructors are to advise novices of physical exertion levels that will be encountered and so provide reasonable recovery periods during training, particularly after demanding elements of training.</p> <p>Instructors are aware at the beginning of training of any medical issues of its members which may prove to be a problem when taking part in the sport.</p>	1	3	3	

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Training	Enrolling novices with no prior Martial Arts experience	Beginners	1	2	2	<p>All training sessions will involve a warm-up session and a run through the basic techniques. Students of different abilities will then be taught according to their grade.</p> <p>A detailed grading syllabus is taught, meaning training is always suitable to student's skill level.</p>	1	2	2	
Training	Injured spectator	Spectator, through collision or being landed on by a participant	2	2	4	Spectators only present at gradings or seminars, in which they are at least 5m away from participants and told to remain vigilant for falling students in the rare occasion that it may occur.	1	2	2	

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Training	Injury from bladed or wooden weapons	Participant	2	3	6	Metal weapons will only be used for forms training with adequate distancing. Sparring with metal weapons is strictly non-contact and only for demonstration purposes. Paired training will only take place with wooden weapons and be closely supervised by instructors.	1	3	3	
Training	Self-inflicted injury	Participant	2	2	4	There are no sharp edges or points on the training weapons. All weapons used are from specialist martial arts companies that make safe blunted weapons.	1	2	2	

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Training	Being struck by another participant	Participant	2	2	4	There are no sharp edges or points on the training weapons. Rubber or wooden only for self-defence training.  Ensure students practice at a pace at which they will not lose control. Form work: ensure each student has sufficient space to carry out assigned form without coming within weapons reach of another individual.	1	2	2	
Training	Injury from accidentally thrown weapon	Attendee of a training session	2	2	4	There are no sharp edges or points on the training weapons. Ensure students practice at a pace at which they will not lose control. Weapons only to be used by students who have had enough practice and skill to use them.	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>	
<b>Moving/setting up equipment:</b> Goals, hoops, nets, carrying anything else	Various forms of injuries up to and including possible sprains and breakages	All participants and organisers/staff.	2	3	6	Large or heavy equipment to be carried by 2 people.  Request tools to aid with the moving of heavy objects – SUSU facilities/venue e.g., hand truck, dolly, skates etc.  Any equipment not in use that is not fixed should be removed from the activity area.	1	2	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
<b>Moving/setting up equipment:</b> <b>Moving and setting up mats</b>	Trips, slips and falls, as well as strains from carrying too much and poor carrying technique	All participants and organisers/staff.	2	3	6	Mats to be carried in a stack between two people or only two mats per one person. Separate individual to ensure pathway is clear and doors are opened for mats to be carried from one room to another. Room is on same level so no stairs are required.	1	2	3	



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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Being hit by an object (ball, frisbee, hockey stick etc.)</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	Don't throw towards other people, have a spotter for activities that involve throwing/hitting/kicking out of a line of sight.	1	4	4	If the person who has been hit by the Frisbee is showing signs of concussion or is confused, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<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>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>	
<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>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<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>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<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>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Ground Surfaces</b>	Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips trips and falls (see section 1).	All participants and organisers/staff and spectators	2	3	6	Check areas for hazards prior to session starting.  Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

<b>Tackling (sport appropriate)</b>  Throws and take downs.	Participants can get injured from dangerous tackles – worst case broken legs or other limbs	Participants	2	4	8	Throws and take downs only to be carried out with instructor supervision, and never at full power. Throws and take downs only for demonstration of how to carry out a technique rather than to use on other participants in a sparring situation.  In cases with beginner participants, throws and take downs will be carried out on mats.  Participants to be briefed on how throws and take downs can go wrong before partaking in the technique and how to prevent injuries occurring.  All beginners taught how to land safely before partaking in throw or take down techniques.	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.
<b>Injury from insufficient warmups</b>	Pulled or strained muscles	Players/Participants	3	3	9	Players/participants told the benefits of an effective warm up and encouraged to complete. Warmups led by an appropriately qualified or experienced individual. Appropriate recovery methods also discussed to	1	3	9	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
						ensure muscles are more pliable to warm up.				manager/health and safety officers have been informed. Follow SUSU incident report policy.
<b>Qualification of coaches/instructors</b>	Participants could be hurt or hurt each other if the coach does not possess relevant qualifications to be able to deliver the sport or activity safely.	Players/Participants	3	3	9	Clubs will source coaches/instructors that have the relevant qualifications to deliver their sport to that target audience (for example, football coaches will need a UEFA C/FA level 2 to be able to coach a team). Clubs are to research this and liaise with the students union.  All instructors are insured by external martial arts insurers, as well as holding teaching certificate from external body (Hung Leng Kuen Kung Fu Federation)	1	3	3	



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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Travel:</b> Wide Lane, Highfield, Watersports or to away games	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	4	5	20	Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test.  Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.	2	2	4	Contact emergency services as required 111/999  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow <a href="#">SUSU incident report policy</a>

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<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	<p>Training and matches will only take place where there is sufficient light. Coaches and committee are deemed to be responsible for determining what is a safe light level.</p> <p>If lights are not working, this will be reported to Southampton Sport and the session stopped. SUSU Sports Coordinators will not schedule training or games in unlit areas past the predicted sunset.</p>	1	4	4	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<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>Some clubs will run trials to ensure players are located in the right teams with others of a similar level.</p> <p>Coaches to decide whether it is safe for a player/participant to be part of that team or training.</p> <p>Coaches and committee to ensure that their team is playing against other teams of a similar level, training and in a safe environment.</p>	1	5	5	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>

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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	
Southampton Sport Facilities Considerations										

<p><b>Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked</b></p> <p>(Applicable to indoor activities)</p> <p><b>Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked</b></p> <p>(Applicable to outdoor activities)</p> <p><b>Uneven surfaces or defects</b></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.</p> <p>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><i>Excessive Heat</i> Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff.</p> <p><i>Fire exit blocked</i> 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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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Equipment provided by Southampton Sport failure</b>	Minor bruising, sprain, fracture, dislocation, concussion,	Participants in the activity, referees, spectators	2	3	6	Everyone to report equipment failure to the Southampton Sport Staff.  If equipment is unsafe, take it out of action.	2	2	4	QR code to report any equipment failure to the Southampton Sport Staff.  Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.

<b>Violent or aggressive behaviour or actions towards staff or other customers</b>	Inflicting physical injury, vandalising property, financial loss or reputation	Staff, customers, members	3	3	9	<p>Abiding by facility rules, everyone should treat people with respect.</p> <p>In serious circumstances seek assistance.</p>	2	2	4	<p>Make Southampton Sport Staff aware, call security.</p> <p>Injuries to be reported to the Southampton Sport Staff ad via the SUSU reporting system.</p> <p>Contact Report and Support <a href="#">Report + Support - University of Southampton</a></p>
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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Training space</b>	Objects around outside or room pose hazard in self defence and sparring classes, as students may leave matted area and fall into hard surfaces or objects	Participants / spectators / instructors	2	3	6	<p>All objects to be cleared to one specific part of room.</p> <p>Participants to be kept away from edge of rooms by ensuring practice only occurs on matted part of the room.</p> <p>Participants to be reminded at start and throughout session of the hazard of being too close to edge.</p> <p>Activities that could lead to students leaving matted area not to be carried out.</p>	1	3	3	
<b>Socials</b>										



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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Costumes/Fancy Dress</b>	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>

<b>Alcohol consumption</b>	<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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<b>Travel</b>	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.</p> <p>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>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.				
<b>Travel by car, train, bus, plane when leaving the local area.</b>	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	4	3	12	<p>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.</p> <p>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.</p>	2	2	4	<p>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>	
<b>Medical emergency</b>	Members may sustain injury /become unwell  pre-existing medical conditions Sickness Distress	Members	3	5	15	Advise participants; to bring their personal medication  Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so  Contact emergency services as required 111/999  Contact SUSU Reception/Venue staff for first aid support	2	5	15	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow <a href="#">SUSU incident report policy</a>

<b>Spiked Drinks/Alcohol Poisoning</b>	<p>Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self-control</p>	<p>Event organisers, event attendees,</p>	<p>2</p>	<p>5</p>	<p>10</p> <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 Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff.</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>	<p>2</p>	<p>3</p>	<p>6</p>	<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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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	
						alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy				

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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>	
<b>Members getting lost or separated. Members leaving an event/activity alone or without notifying others.</b>	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees,	3	3	9	<p>If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.</p> <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>Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.</p>	2	2	4	<p>Follow <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required</p>



<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>	
<b>Violent or offensive behaviour</b>	<p>Participants may become violent or offensive due to the consumption of too much alcohol.</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees,	2	5	10	<p>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>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 report policy</a></p> <p>Call emergency services as required</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>	
<b>Adverse weather</b>	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	<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, hydrate</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

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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>	
<b>Slips, trips and falls as a result of alcohol</b>	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>
<b>Allergies - food and drink</b>	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

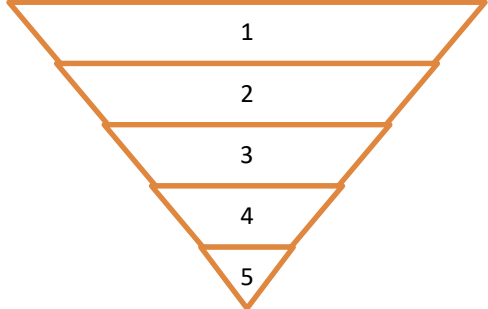
PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed  (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Bunfight										
Stall overcrowding	Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour.	Members, visitors	2	3	6	Maximum of 2 members of the club to be present at the stall at any given time. Members at stall to encourage orderly queues. Ensure anything brought to bunfight Is stored out of the walkway and underneath the table to avoid slips trips and falls. Members to stay out of walkway when engaging with attendees to avoid blocking the path. Follow instruction given by staff. Do not move tables.	1	3	3	

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Falling objects	Injury, damage to equipment	Club members and attendees	2	3	6	Tables to be safely secured by staff where possible – ask for support from facilities team Ensure banner is secured and on a flat surface Ensure banners or objects are not obscuring walkways or exits- ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders. Laptop to be placed at back of table closest to members to prevent it falling into walkway.	1	2	2	

**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
	Registration to be taken at the start of each session	President/Secretary	Every session		
	Monthly committee meetings in which the effectiveness of risk assessment will be covered	Committee members	Monthly		
Responsible committee member signature: Mathias Potter  Print name: MATHIAS POTTER  Date: 27/09/2025				Responsible committee member signature: Cameron Puaar Print name: CAMERON PUAAR  Date: 27/09/2025	

## Assessment Guidance

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

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	IMPACT					

### Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
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

