

Risk Assessment

Risk Assessment for the activity of	FolkSoc Scouts Ceilidh		
Are you a sports club or society?	Society	Assessor	Stan Witt
President/Captain Name/2nd Committee Member	Ruth Miller	Signed off	SUSU USE ONLY
Risk Assessment Information	<p>This Risk Assessment is for a ceilidh we are holding for another society.</p> <p>It will take place on the 28th February at Sandy Acres Camp Site, Sandy Ln, Southampton, SO32 2HQ. The event is being organised by Portsmouth University Scout and Guide Society. We will be playing in a marquee at the camp site. They will be providing equipment for us to use.</p> <p>The plan is to travel to the camp site from campus in a minibus in the evening, have some dinner there, perform the ceilidh, and then head home again after it has been completed.</p>		

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	
Dance classes									

Physical Exertion/injury in class	People may trip, fall, or slip, due to generally slippery flooring or due to trip hazards	All those participating in the activity	2	3	6	<ul style="list-style-type: none"> • Encourage all participants to wear appropriate footwear and advise on what this is. • Ensure that trip hazards are identified and removed. • Ensure there are regular drinks breaks especially in hot weather. • Ensure there is access to a first aid kit and ice packs encase of injury. 	1	3	3	<p>Ask the students at the start of class if they have had any recent injuries so the caller can accommodate for these.</p> <p>if the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</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>
Falling while participating in activity	Injuries and Bruising	All those participating in the activity	3	1	3	Ensure that ceilidh groups are properly spaced out and that the expected pace of the dance is not too fast to where people may lose control and risk injury.	2	1	2	If an individual is at risk of falling due to slippery footwear, ask them to change and dance in a more suitable and safe clothing

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									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.

Exhaustion	Could Lead to an increased likelihood of injury or when hot, fainting.	All those participating in the activity	2	1	2	<ul style="list-style-type: none"> • Ensure all participants are aware of where they can get water at the venue. • Ensure there are plenty of water breaks. Especially in adverse weather conditions. • Ensure no participant feels obligated to over-exert themselves. 	1	1	1	<p>If a student appears exhausted, be proactive in advising them to sit out and eliminate risk of further exhaustion.</p> <p>If Weather conditions are adverse eg: very hot president to make a call on if class should be on.</p> <p>if the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</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>The caller will be made aware and ensure that regular breaks are</p>
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									provided to the participants.

Setting up of class equipment	Cause strain , injury, bruising or grazing	Committee members who are setting up and any participants who tried to move equipment without authorisation from committee.	2	2	4	<ul style="list-style-type: none"> • Limit carrying equipment to just committee members who have practice in handling them. • Train committee members in manual handling. 	1	2	2	Ensure equipment is set up prior to letting students into the bridge If a student appears hurt, be proactive in advising them to sit out and eliminate risk of further strain. 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.
Footwear Eg. Inappropriate footwear	Injury, bruising, damage.	All participants and staff wearing appropriate shoes.	2	3	6	<ul style="list-style-type: none"> • Ensure all participants have appropriate footwear. 	1	3	6	Ensure equipment is set up prior to letting students into class If a student appears hurt, be

									proactive in advising them to sit out and eliminate risk of further strain.
									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.
									Ensure that information about the expectations of what footwear is considered appropriate is communicated to participants during advertisement.

Electrical Equipment eg. Laptops/computers, speakers etc	Trip hazard and Fire hazard	All participants and organisers/staff and spectators	2	3	6	<ul style="list-style-type: none"> • Ensure no liquids are placed near electrical equipment. • Remind committee members not to leave trailing wires. • Turn off plug sockets when not in use. 	1	3	3	<p>Seek medical attention if injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency.</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>Ensure all electrical and musical equipment is properly PAT tested.</p>
Security of Personal Belongings	Belongings being damaged or stolen	All participants and organisers/staff and spectators	2	3	6	<ul style="list-style-type: none"> • Remind participants to only bring essential items. • Remind participants to take care of their belongings and that they 	1	3	3	<p>Any incidents need to be reported as soon as possible ensuring duty manager/health and</p>

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						are responsible for them.			safety officers have been informed. Follow SUSU incident report policy.
General Considerations (including group meetings) In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.									

Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	<p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</p> <p>Any cables to be organised as best as possible</p> <p>Cable ties/to be used if necessary</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</p>	1	3	3	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</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 SUSU incident report policy</p>
Fire	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</p>	1	4	4	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.

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						<p>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>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>

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>Make those involved aware of the potential risks, 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 move 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 if in need of extra help from facilities/venue staff.</p> <p>Seek medical attention from SUSU Reception if in need.</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <u>SUSU incident report policy</u></p>
Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	<p>Do not push/shove</p> <p>Ceilidh will be performed outside so overcrowding will not be an issue.</p> <p>Committee to consult members on needs and make reasonable adjustments where possible.</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>Postpone meetings where space cannot be found</p>

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									Welfare Officer to complete WIDE training All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

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

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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	2	1	2	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 in (usually) branded clothing. Members are reminded that they need to adhere to SUSU's Code of Conduct	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Report any incidents to the activities team

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Financial Risk: For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society Members subject to lawsuits SUSU if required to assist.	1	1	1	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.	1	1	1

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

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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 Members/Committee to carry out first aid if necessary and <u>only</u> if qualified and confident to do so Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support	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 SUSU incident report policy
Socials										

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Alcohol consumption	Participants may become at risk as a result of alcohol consumption Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	Members are responsible for their individual safety though and are expected to act sensibly Society to follow and share with members Code of conduct/SUSU Expect Respect policy	1	3	5	Follow SUSU incident report policy Call emergency services as required 111/999 Committee WIDE training
Socials - Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support	2	5	15	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self- control	Event organisers, event attendees	2	5	10	Committee to supervise meetings/socials and attend each venue. Alcohol will be present as a drink but as the event is being held in a marquee it will not be considered a licensed premises. Members/participants are advised to watch their own drinks.	2	3	6	Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated, it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety bus, Radio Taxis options) If they need to go to the hospital they will also be accompanied there. Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing. All incidents are to be reported as soon as
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									possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees	3	3	9	If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event.			The event is taking place all in one location so there should be minimal risk associated with travel for the event.

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Violent or offensive behaviour	Participants may become violent or offensive due to the consumption of too much alcohol. Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	Alcohol may be served at the event but society members will not be encouraged to drink.	1	3	5	If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station. Follow SUSU incident report policy Call emergency services as required

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Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	Lead organiser to check the weather are suitable for activities on the day Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate	4	1	4 If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

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Slips, trips and falls as a result of alcohol	Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.	Event organisers, event attendees,	3	2	6	Committee to check that chosen venues meet the following requirements: - Venue is in good condition with no major trip hazards. DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down.	3	1	3 If necessary, emergency services will be called Request first aid at venue Follow SUSU incident report policy

Dropping or hitting instruments	<ul style="list-style-type: none"> • Damage to instruments • Injury to surrounding people • Damage to space being used 	Those in the vicinity	2	3	6	<ul style="list-style-type: none"> • Make sure everyone is spaced out as much as possible so people can move around as much as possible • Larger instruments/instruments that move a lot (trombones) are given extra space • Instruments to be put in case or safely out of the way when not in use • Nothing to be kept on the floor unless essential 	1	3	3	<p>Committee to ensure room booking is adequate with enough space to accommodate larger instruments. Request room changes as needed</p> <ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need • Contact facilities team via SUSU reception/venue staff • Contact emergency services if needed <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 SUSU incident report policy</p>
Moving/setting up instruments and stands	<ul style="list-style-type: none"> • Back/muscle strain from lifting items that are too heavy • Trapping fingers in stands or other items 	Those setting up and members nearby or assisting.	2	3	6	<ul style="list-style-type: none"> • Any heavy items lifted by multiple people • Use lifts where possible for heavy items, where not possible extreme caution to be used and additional members 	1	3	3	<p>Committee to ensure tech team recruited/trained to move and set instruments</p> <ul style="list-style-type: none"> • Seek medical attention from SUSU

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	<ul style="list-style-type: none"> • Damaging equipment • Dropping equipment on feet/another person • Falling moving equipment on stairs 					<ul style="list-style-type: none"> should be on hand to assist • Teach members how to correctly carry equipment and how to safely set up specific items and don't allow untrained members to assist • Those carrying things be accompanied by someone able to clear a pathway open door • Committee to ensure adequate time for set up and pack down is planned for /allocated when bookings are made 			<ul style="list-style-type: none"> Reception/venue staff if in need • Contact facilities team via SUSU reception/venue staff • Contact emergency services if needed <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 SUSU incident report policy</p>

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Consistent (intentional) loud noise	• Hearing damage	Those regularly in the rehearsal	4	3	12	<ul style="list-style-type: none"> Recommend earphones are used by affected members Position musicians appropriately so direct exposure is minimised Mutes/screens utilised if/where appropriate Avoid use of small confined spaces 	3	2	6 <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 SUSU incident report policy</p>

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	Committee to read and share SUSU expect respect policy	Relevant committee members – president to ensure complete.	10/02/26	15/02/26	SUSU expect respect policy will be sent to all committee members to be read before the event
2	Ensure that the floor is suitable to dance on before class ie: no dents or trip hazards in the floor.	Relevant committee members will inspect the marquee before the event start	28/02/26	28/02/26	Floor will be inspected before dancing begins
7	Ensure electrical equipment is within PAT Date	Stan Witt	10/02/26	15/02/26	Equipment is checked and within date
8	Brief FolkSoc caller on the measures to prevent injuries, keep people from getting exhausted, where they can get a drink etc.	Stan Witt	10/02/26	15/02/26	Callers are briefed and have read relevant risks and mitigations from the risk assessment



Responsible committee member signature: (committee member signatures/name) Stan Witt

At least 2 committee members need to sign Part B

Print name: Stan Witt

Date:
10/02/2026

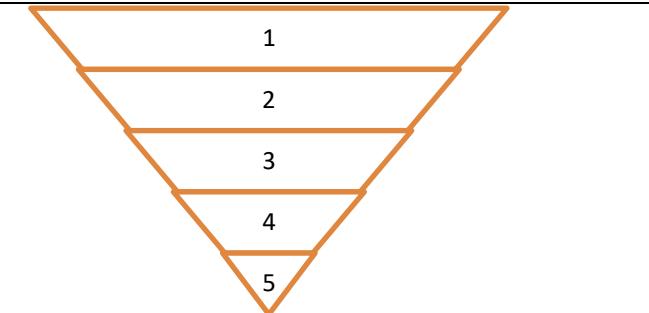
(second committee member signature/name)

Ruth Miller

Print name:
Ruth Miller

Date: 10/02/2026

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

IMPACT

Risk process

- Identify the impact and likelihood using the tables above.
- Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
- If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
- If the residual risk is green, additional controls are not necessary.
- 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.
- If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
- Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
- 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

