

Risk Assessment			
Risk Assessment for the activity of	<i>The University of Southampton Human Powered Submarine Society (SUHPS)</i> General Activities throughout the academic year 2025-26, including: - Standard Group Meetings - Workshop Sessions - Bunfight Information Stand - Pub Crawls		Date 03/09/26
Group name	The University of Southampton Human Powered Submarine Society (SUHPS)	Assessor	Joshua Crossley
Supervisor	Julian Wharton	Signed off	SUSU USE ONLY
Description of event/activity	Regular activities throughout the academic term usually include Standard Meetings and Workshop Meetings. Regular Meetings usually occur every Thursday in a pre-booked room / computer room in either B7 or B58. Workshop meetings usually take place every Tuesday in the shed (B61). - Other Regular / Workshop meetings may be arranged depending on project deadlines. Workshop Equipment includes: Hand Saws, Hand and Electrical Drills, Soldering Torch, Soldering Irons, Chemical Adhesives (Glues), Spray paints, 3D Printer		

PART A					
(1) Risk identification			(2) Risk assessment		(3) Risk management
Hazard	Potential Consequences		Inherent		Residual
					Further controls (use the risk hierarchy)

		Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	
General Considerations (including group meetings and Bunfight Information Stand)										
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.	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 reporting guide

Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency. Avoid build-up of debris in the activity area. Consider accessibility requirements.	1	4	4	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident reporting guide
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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	Follow manual handling guidelines. Ensure that at least 2 people carry tables or other bulky items. Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. Request tools to support with the moving of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates. Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.	1	3	3	Seek assistance from facilities staff/venue staff if needed. Seek medical attention from SUSU/venue Reception if in need. Contact emergency services if needed. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide
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Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	Do not push/shove. If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management. Committee checks on space, lighting, access, tech available, etc. Use ticketing system (SUSU Box Office) for regular sessions/meetings to avoid exceeding venue capacity. Ensure space meets needs of members e.g. considering location & accessibility of space (use AccessAble database to check accessibility information of venues). If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible. Committee to consult members on needs and make reasonable adjustments where possible Provide remote meeting options for members where possible.	1	3	3	Seek medical attention if problem arises. Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings. Postpone meetings where space cannot be found. 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 reporting guide
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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 SUSU incident reporting guide
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, 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)	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide

Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants, Members of the public	2	1	2	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. Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. Society to follow and share with members Code of Conduct/SUSU Expect Respect policy.	1	1	1	SUSU Expect Respect policy to be followed. Committee WIDE training. Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide
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Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers, event attendees	2	4	8	Members are responsible for their individual safety though and are expected to act sensibly. Initiation behaviour not to be tolerated and drinking games to be discouraged. For socials at bars/pubs etc., bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. 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 Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event. Committee to advise and remind members to always watch their own drinks. Society to follow and share with members Code of conduct/SUSU Expect Respect policy.	1	3	3	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). Follow SUSU incident reporting guide Call emergency services as required 111/999. Welfare Officer to complete WIDE training.
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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. Ideally, they will not drink to excess during the event. 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/unusual behaviour to staff. Participants encouraged to stay with a nominated 'buddy' where possible. The organisers have confirmed the premise is licensed. Action organizers (Part B). 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. Members/participants are advised to watch their own drinks. <u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken - Society to follow Code of conduct/Expect Respect policy</u>	2	3	6	Members are responsible for their individual safety 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 on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide
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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	12	Members are responsible for their individual safety and are expected to act sensibly. Local venues known to UoS students chosen. Event organisers will be available to direct people between venues. 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. Avoid large groups of people totally blocking the pavement or spilling in to the road. 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). Be considerate of other pedestrians and road users, keep disturbance and noise down.	2	3	6	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 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 reporting guide
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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 minibus 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 SUSU incident reporting guide
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	3	9	If a person leaves without warning all efforts will be made 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. Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.	2	2	4	Follow SUSU incident reporting guide Call emergency services as required.

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</u> if 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, studenthub@soton.ac.uk) 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 SUSU incident reporting guide
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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	5	10	Bouncers/security will be present at most licensed venues. Bar/venue security staff will need to be alerted and emergency services called as required. 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. The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess. Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event. Society to follow and share with members Code of conduct/SUSU Expect Respect policy.	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 reporting guide Call emergency services as required.
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Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees,	3	4	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, and to hydrate (especially if drinking alcohol).	2	2	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date. Contact emergency services if needed. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide
Fundraising Events & Cash Handling - For own society or a charity										
Fundraising for own society	Financial loss, reputational damage	Members, Participants	2	3	6	No cash transactions. Card Machines cannot be borrowed for non-charity fundraising. All fundraising to be completed via QR code to a GoFundMe or similar platform. Clearly state the purpose of fundraising activity on fundraising platform used.	1	3	3	Follow SUSU incident reporting guide

Fundraising for charity	Financial Loss, reputational damage	Members, participants, charity	2	3	6	Southampton RAG procedures will be followed: Charity Event form completed for each fundraising event, and RAG approval will be given. For bake sales: all food hygiene certificates and individual event risk assessment to be approved by the Activities Team. Request card machines from SUSU RAG if needed. Agree time for payment to the charity with SUSU Activities Team. Clearly state purpose of fundraising activity in event promotion and signage. Include the registered charity number if possible.	1	3	3	No cash to be accepted at all. No card machines to be left unattended. No volunteers to be left alone with the card machine. In the event of theft, committee members will: Highlight the incident to any community police officers in the area/report to 111. Follow SUSU incident reporting guide
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Events involving Food	Allergies	All	3	5	15	An additional event risk assessment needs to be carried out for gatherings involving members making and/or serving food.	1	5	5	SUSU food hygiene level 2 course available for completion- requests made to Activities Team.
	Food poisoning					Call for first aid/emergency services a required .				
	Choking					Report incidents via SUSU incident report procedure.				
Demonstration / Strike / Awareness Raising / Debating Activity										

Overcrowding due to nature of demonstration event	Physical injury	Event organisers and attendees	2	3	6	Do not push/shove. If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. Book during quieter times when less activities taking place on Redbrick/book all available space. Inform other bookings on the Redbrick/in the area of the event. With support from a SUSU Activities Coordinator, inform UoS Security Team of the event and any potential security needs on the day. To contact the Security Team on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk	1	3	3	Seek medical attention if problem arises. Security Team may inform the police of the event if required (e.g. marches). Follow SUSU incident reporting guide Call emergency services as required.
Anti-social, Violent or offensive behaviour due to nature of demonstration event	Distress, Physical Injury	Event organisers, event attendees	2	5	10	No alcohol served/consumed as part of demonstration/protest events. Society to follow and share with members Code of Conduct/SUSU Expect Respect policy.	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 SUSU incident reporting guide Call emergency services as required.

Disturbance to public, students and staff	Conflict, noise pollution, crowds	Event organisers and attendees, general public	2	2	4	Protest/demonstration events should be planned on University grounds (primarily Redbrick) avoiding residential areas. UoS Security Teams informed of the event. Everybody will be encouraged to stay together as a group. Shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas. If applicable, book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons).	1	2	2	With support from a SUSU Activities Coordinator, inform UoS Security Team of the event. University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk Inform UoS/SUSU teams of the event- Comms teams can brief others via SUSSED or social media posts. Follow SUSU incident reporting guide
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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	Event planned for Highfield campus - a route well signposted and known for students. Leaders to advise all participants to not engage/respond to any counter protests or aggressive behaviour. If safe to do so, encourage group to move on and remove themselves from situation. The event will be ended and students advised to return to campus if this continues. Prior information about event and what to expect given out so participants know what to expect, e.g. via Facebook/social media posts. Participants made aware they could join and leave the event at any time. Ensure that people are aware that this is an open space for discussion to discourage protest.	1	4	4	Event organisers to call University Security if necessary. Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Building 32, University Road Highfield Campus. Any incidents will be reported via UoS reporting tools Contact emergency services if needed Organisers will, following the event, share relevant information on support/signpost via social media channels etc. Follow SUSU incident reporting guide
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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	Prior information about event and what to expect given out so participants know what to expect. If inviting external speakers, follow UoS Code of Practice to Secure Freedom of Speech within the Law. Do not confirm speaker’s attendance before final confirmation from UoS Legal Services & SUSU Activities Team is given. More info on the process for inviting external speakers can be found here. Be aware this process can take time, so be sure to give plenty of notice. Members made aware they could leave the event at any time. Members referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk) , and/ore signpost to support organisations (e.g. via presentation slide, or by speakers/committee members). SUSU reporting tool available.	1	3	3	Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter. Committee WIDE training. Seek guidance from Activities/SUSU Advice Centre/UoS Student Hub as required.
Workshop Operations – Taking place in B61										

Cutting of materials – Cutting saws and rotating machinery	Cuts, abrasions, amputations or breathing dust from cutting of materials	User or those in the vicinity.	3	3	9	Training is provided to all users prior to commencing work. Competency in the use of hands tools is shown through training (EDMC workshop training, city college training or previous experience).	1	3	3	Emergency services/111 will be called should an injury require further medical attention. Ensure that all participants make event coordinators aware of any potential injury they may have picked up. Regular equipment checks by committee to ensure it is safe to use. Any issues with equipment to be reported to President and this will not be used/activity will not go ahead until replaced.
Cutting of materials – Cutting saws and rotating machinery	Flying debris	User or those in the vicinity.	3	2	6	Eye protection is provided and must be worn. Training is provided and instruction is given to all new users.	1	2	2	Emergency services/111 will be called should an injury require further medical attention. Regular Equipment checks by committee to ensure it is safe to use. Any issues with equipment to be reported to President and this will not be used/activity will not go ahead until replaced.
Cutting of materials – Cutting saws and rotating machinery	Loud noises	User or those in the vicinity.	4	2	8	Ear protection is provided and must be worn were applicable. Training is provided and instruction is given to all new users.	2	2	4	Regular Equipment checks by committee to ensure it is safe to use. Any issues with equipment to be reported to President and this will not be used/activity will not go ahead until replaced.
Airborne dust or sharp fragments	Breathing of small particles leading to respiratory issue or splinters from offcuts being left.	Users or those in the vicinity.	4	2	8	Training and instruction is provided. Cutting saws are wiped down after each use to remove excess dirt and dust. An appropriate ventilation and extraction system is used where required. A bin is provided for offcuts to be placed in.	2	2	4	Use of PPE.
Electricity and electric hand tools	Electrocution	Users or those in the vicinity.	2	4	8	PAT testing completed on electrical tools used. Visually inspect items before use. Use of non-electric tools is preferable.	1	4	4	Regular Equipment checks by committee to ensure it is safe to use. Any issues with equipment to be reported to President and this will not be used/activity will not go ahead until replaced.

Chemical adhesives	Skin or eye irritation from contact, inhalation of fumes	Users or those in the vicinity.	3	3	9	Safety glasses and gloves must be worn and the procedure undertaken in the appropriate space. Safety Data sheets for each specific adhesive should be consulted prior use to ensure appropriate exposure controls are in place.	1	2	2	Emergency services/111 will be called should an injury require further medical attention.
Manual handling of components and materials	Back injury, crushing injury or muscle pain	User or those nearby.	2	2	4	Most components or parts are small and light. Materials and components are stored appropriately, and lifting/moving equipment is available if necessary. Handling of larger components should be done by two people if appropriate. Helpers will be told not to carry more than they can reasonably manage Anyone with relevant pre - existing conditions not to engage in manual handling activity.	2	1	2	Emergency services/111 will be called should an injury require further medical attention.
Paint spraying	Harmful vapours causing breathing issues	Users or those in the vicinity.	5	2	10	Training provided and appropriate extraction systems used.	2	2	4	Emergency services/111 will be called should an injury require further medical attention
Paint spraying	Skin and eye irritation from contact with skin	Users or those in the vicinity.	4	1	4	Nitrile gloves and safety glasses are available to be worn. Eyewash station is located nearby.	2	1	2	Emergency services/111 will be called should an injury require further medical attention.
Use of flammable chemicals	Fire, burns	Users or those in the vicinity.	2	4	8	Aerosol spray cans stored in cabinet when not in use out of direct sunlight. No heat sources nearby and the room temperature is below 25 degrees. Fire extinguishing media and tools are located nearby.	1	4	4	Emergency services/111 will be called should an injury require further medical attention.

Use of hand tools	Cuts, bruises, abrasion	Users or those in the vicinity.	3	3	9	Training is provided to all users prior to commencing work. Competency in the use of hand tools is shown through training (EDMC workshop training, city college training or previous experience). Use of appropriate PPE.	1	3	3	Emergency services/111 will be called should an injury require further medical attention. Regular Equipment checks by committee to ensure it is safe to use. Any issues with equipment to be reported to President and this will not be used/activity will not go ahead until replaced.
Use of adhesives	Joining of skin	Users	3	2	6	Training to be provided prior to use. Use of appropriate PPE.	1	2	2	
Use of adhesives	Lung irritation from fumes	Users or those in the vicinity.	2	3	6	Use only in suitably ventilated location. Use of appropriate PPE.	1	3	3	
3D Printing - electricity	Electric shock Electrical burns	Users or those in the vicinity.	2	2	4	Training provided to use the printer correctly. The 3D printer is sourced from a reputable supplier, with a genuine CE/UKCA mark. The printer has protection circuitry built in (Thermal Runaway Protection). The printer shall have an in-service inspection / test whenever it is moved, and according to schedule. The 3D printer is not moved regularly so risk of mechanical damage is minimal Operator shall visually look for damage prior to use. The printer can be isolated quickly with plug easily identifiable. Printer is located in an access-controlled lab.	1	2	2	Emergency services/111 will be called should an injury require further medical attention.

3D Printing – hot surfaces	Burns to fingers / hands	Users or those in the vicinity.	3	3	9	Training provided to raise awareness of hot or sharp components. Appropriate PPE (gloves) if needed. The printer has been sourced from a reputable supplier and is marked with a genuine CE/UKCA mark. The printer is inspected and maintained according to the manufacturer's recommendations. Only to be operated by competent people who are aware of the heated parts (Bed typically < 100C, extruder head >200C). When practical the printer should be left to fully cool before the removal of the part / servicing the machine. Operator to have read the manual and familiarise themselves with warning signs before using machine. Only to be operated by competent operators Temperature of printer not set higher than needed. Printer is in an access-controlled lab with a sink is available next door to provide easy access to water to cool any burns.	1	3	3	Emergency services/111 will be called should an injury require further medical attention.
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3D Printing - Removal of print from printer / support material from print	Cuts, grazes, bruises	Users or those in the vicinity.	4	2	8	Always push tools away from body parts. If using a knife / blade to remove material cut resistant gloves are available. If prising support material away from print, make sure the print is stably supported on a steady surface. Where possible use water soluble support material to reduce the need for mechanical removal. Try to optimise the print to minimise the need for support material & for ease of support removal.	2	2	4	Emergency services/111 will be called should an injury require further medical attention.
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3D Printing - Fumes / vapours from heated materials	Possible lung and cardiovascular disease. Allergic rhinitis. Aggravate existing lung conditions such as asthma. Systemic toxicity.	Users or those in the vicinity.	4	4	16	Printing should be scheduled such that people are not due to be spending large periods of time in the room while printing is happening. The least hazardous filaments are selected when practicable. The extruder temperature should be optimised for the filament to avoid overheating. Filaments should be purchased from reputable suppliers who supply Safety Data Sheets (SDS). The control measures specified in the SDS are implemented through the COSHH assessment process. All users to be trained on safe use.	1	4	4	Emergency services/111 will be called should an injury require further medical attention.
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3D Printing - Fire	Smoke inhalation Burns Death Loss of infrastructure / resources / work	Users or those in the vicinity.	3	5	15	Where practicable schedule the printing of jobs such that they can complete during working hours. The printer has built in safety threshold above which heating is automatically shut down (Thermal Runaway Protection). The printer has been sourced from a reputable supplier and is marked with a genuine CE/UKCA mark. The main construction material of the printer is metal enclosing the bed Only adhesives specifically designed for 3D printers to be used. Printer has successfully completed multiple supervised print runs. No flammable chemicals to be stored immediately surrounding the printer. When searched on 17/01/24 no reports of this model catching fire were found. The 3D printer is located away from the escape route so would not compromise the escape route if it does ignite. When choosing the filament to be used consider minimising the	1	5	5	Emergency services/111 will be called should an injury require further medical attention.
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						working temperature to reduce risk of fire. There is a fire sensor in the lab. Filaments are bought from reputable suppliers. Temperature settings to be set no higher than needed. The printer is visually checked for damage prior to use. The printer shall have an in-service inspection / test whenever it is moved. The printer is only operated by authorised people. The printer is in an access-controlled lab. A fire extinguisher is located outside the lab. Fire doors are kept shut. Fire drills are performed regularly.				
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3D Printer - Moving parts	Trapping injuries to fingers / hands Hair / long clothing entanglement	Users or those in the vicinity.	3	3	9	The printer has been sourced from a reputable supplier and is marked with a genuine CE/UKCA mark. All operators to be trained on safe work practices. Only to be operated by authorised users. Printer is located in access- controlled lab. Printer is inspected and maintained according to the manufacturer's recommendations.	1	3	3	Emergency services/111 will be called should an injury require further medical attention.
Soldering Iron / Torch – Hot Tips and Surfaces	Burns to fingers, hands or other body parts	Users	4	2	8	Training Provided so that users know what parts of the equipment are hot. Equipment sourced from reputable supplier and is marked with a genuine CE/UKCA marks where applicable. Only to be used by trained operators. Equipment only used under supervision from trained committee members.	2	1	2	Emergency services/111 will be called should an injury require further medical attention. Regular Equipment checks by committee to ensure it is safe to use. Any issues with equipment to be reported to President and this will not be used/activity will not go ahead until replaced.

Soldering Iron / Torch - Electricity	Electrical Shocks / Electrocutation Electrical Burns	Users or those in the vicinity.	1	5	5	Equipment sourced from reputable supplier and is marked with a genuine CE/UKCA marks where applicable. Any liquids are to be kept away from the soldering area when in use. Only to be used by trained operators. Equipment only used under supervision from trained committee members.	1	5	5	Emergency services/111 will be called should an injury require further medical attention. Regular Equipment checks by committee to ensure it is safe to use. Any issues with equipment to be reported to President and this will not be used/activity will not go ahead until replaced.
Soldering Iron / Torch- Fumes	Inhalation of fumes Cause / aggravate lung conditions such as Asthma Possible Lead poisoning from solder fumes Allergic reaction to solder fumes	Users or those in the vicinity.	4	3	12	Only Non-toxic, Lead-Free solders to be used, purchased from reputable suppliers. Soldering to be done in well-ventilated space. User and those in proximity to be asked about allergies and lung conditions before use.	3	2	6	Emergency services/111 will be called should an injury require further medical attention. PPE such as masks are available if necessary.
Soldering Iron / Torch – Solder Splashes	Small burns and skin irritations Solder could get into eyes Accidental Solder consumption	Users or those in the vicinity.	3	3	9	Only Non-toxic, Lead-Free solders to be used, purchased from reputable suppliers. PPE (goggles) to be worn when soldering to prevent solder getting into eyes. Hands are to be washed after soldering.	2	2	4	

Soldering Iron / Torch – Flames / Fire	Smoke Inhalation Burns Death Loss of Infrastructure / society resources	Users or those in the vicinity.	3	5	15	All Soldering is to be done on a fire-retardant mat with any flammable objects / materials well away from the soldering area. Soldering only to be done under supervision of a trained committee member. There is a fire sensor in the lab. A fire extinguisher is located outside the lab. Fire doors are kept shut. Fire drills are performed regularly.	1	5	5	Emergency services/111 will be called should an injury require further medical attention.
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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	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: • Trips and Tours • Fundraising events e.g. Bake Sales • External Speaker Events • Events involving home-cooked/prepared food or external catering • Other large or medium to high-risk events e.g. balls, club nights, pub crawls, sporting activities...	Relevant committee members – president to ensure complete.	03/09/2026 – Onwards whenever applicable	14/12/2026	
2	Committee to read and share SUSU Expect Respect Policy	Committee	03/09/2026	01/11/2026	
3	Annual review of all tools and PPE to check for wear and tear.	Committee	03/09/2026	01/11/2026	

4	Training provided to all new volunteers	Committee	03/09/2026	01/11/2026	
Responsible committee member signature 1:		Responsible committee member signature 2:			
					
Print name: <i>Matyas Heinz</i>		Date: 11/09/26	Print name: Joshua Crossley		Date: 03/09/26

Assessment Guidance

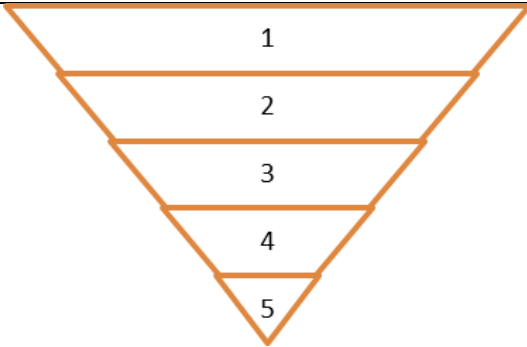
• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still 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	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

	1	2	3	4	5

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