

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			Residual		Further controls (use the risk hierarchy)
			L i k e l y i n o c c u r r e n c e	L i k e l y i n o c c u r r e n c e	Control measures (use the risk hierarchy)	L i k e l y i n o c c u r r e n c e	L i k e l y i n o c c u r r e n c e	
General Considerations (including group meetings)								
Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	1	3	3
					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,			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.

						<p>and visual checks to be maintained throughout the meeting by organisers.</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>				Follow SUSU incident reporting guide
Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <p>Avoid build-up of debris in the activity area.</p> <p>Consider accessibility requirements.</p>	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.</p> <p>Follow SUSU incident reporting guide</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>Follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables or other bulky items.</p> <p>Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with the moving of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates.</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>	1	3	3	<p>Seek assistance from facilities staff/venue staff if needed.</p> <p>Seek medical attention from SUSU/venue Reception if in need.</p> <p>Contact emergency services if needed.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident reporting guide</p>
Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	<p>Do not push/shove.</p> <p>If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management.</p> <p>Committee checks on space,</p>	1	3	3	<p>Seek medical attention if problem arises.</p> <p>Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings.</p>

					lighting, access, tech available, etc.				Postpone meetings where space cannot be found.	
					Use ticketing system (SUSU Box Office) for regular sessions/meetings to avoid exceeding venue capacity.				Welfare Officer to complete WIDE training.	
					Ensure space meets needs of members e.g. considering location & accessibility of space (use AccessAble database to check accessibility information of venues).				All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.	
					If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.				Follow SUSU incident reporting guide	
					Committee to consult members on needs and make reasonable adjustments where possible				-	
					Provide remote meeting options for members where possible.					
Electronics	Eye strain, electric shock, burns, injury due to trip hazards, causing fire	Event organisers and attendees	2	4	8	Ensure regular breaks (ideally every 20mins) when using screens.	1	4	4	Request support and advice from SUSU IT/Tech teams e.g. via Activities Team.
						Ensure screen is set up to avoid glare, is at eye height where possible.				Seek medical attention as required.
						Ensure no liquids are placed near electrical equipment.				Follow SUSU incident reporting guide
						Ensure all leads are secured with cable ties/mats, etc.				
						For external venues, pre-check equipment and last PAT testing dates.				
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	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to.	1	1	1	Ensure 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, often in branded clothing.				Follow SUSU incident reporting guide
						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)				

	brings the clubs/societies, SUSU or the University's name into disrepute.									
Medical emergency	<p>Members may sustain injury /become unwell</p> <p>Pre-existing medical conditions, sickness, distress</p>	Members	1	5	5	<p>Advise participants to bring their personal medication if it might be required.</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so.</p> <p>Contact emergency services as required 111/999.</p> <p>Contact SUSU Reception/venue staff for first aid support.</p> <p>Members can be referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk) in case of distress.</p>	1	4	4	<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 SUSU incident reporting guide</p> <p>-</p>
Events involving Food	<p>Allergies</p> <p>Food poisoning</p> <p>Choking</p>	All	3	5	1 5	<p>An additional event risk assessment to be carried out for gatherings involving members making and/or serving food.</p> <p>Only order/buy food at establishments with appropriate food hygiene (EHO) rating.</p> <p>Food to only be provided/eaten when other activities are stopped.</p> <p>Follow good food hygiene practices - no handling food when ill, tie back hair, wash hands regularly using warm water and soap, refrigerate necessary products.</p> <p>For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.</p>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to Activities Team.</p> <p>Call for first aid/emergency services a required .</p> <p>Report incidents via SUSU incident report procedure.</p>
Group Activities	Minor injuries from interactive games (hitting buzzer to hard/hitting each other accidentally when reaching for the answer) or injuries from board games	Event organisers. Event attendees	4	2	8	Committee members ensure games do not get too rowdy/hectic to avoid accidental injuries	3	1	3	<p>Call emergency services/alert staff if necessary</p> <p>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 familiarise themselves with SUSU Incident Reporting	Relevant committee members – president to ensure complete.	05/10/25	05/10/25	President of ABACUS has ensured that relevant committee members have completed this
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	05/10/25	05/10/25	President of ABACUS has ensured that relevant committee members have completed this
3	Ensure that the relevant committee members have undertaken Food Health and Safety training	Relevant committee members – president to ensure complete.	10/10/25	05/10/25	President of ABACUS has ensured that relevant committee members have completed this
Responsible committee member signature 1: <i>Isabelle Li</i>			Responsible committee member signature 2: <i>Grace Wang</i>		
Print name: Isabelle Li			Date: 10/10/25	Print name: Grace Wang	Date: 10/10/25

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

IMPACT

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher