

Risk Assessment			
Risk Assessment for the activity of	Electronics and Computer Science Society's General Activity throughout the academic year 2026-27, including: ○ Drinking Socials ○ Non-Drinking Socials ○ Meetings ○ Pub crawls ○ Hackathons ○ Information stands ○ Academic Events ○ Workshops		Date 01/09/2026
Group name	ECSS	Assessor	Alan Kraszewski (Vice-President)
Supervisor	Josh Stevenitt (President)	Signed off	SUSU USE ONLY
Description of event/activity	A range of regular activities including: Drinking Socials and Pub Crawls occurring approximately every other week at local student-friendly pubs and bars in Southampton where ECSS members and committee gather for socialising and having a bit of fun away from studying. Non-Drinking Socials which approximately occur on alternating weeks between drinking socials in campus rooms of cafes where ECSS members and committee participate in social games and activities without alcohol. Prior events have consisted of movie nights, game nights, boba tea crawls, arts and crafts events, presentation nights, and more of that likeness. Academic events and Information Stands which occur regularly throughout the year in campus lecture theatres, redbrick spaces, or external universities or sites (during		

	expositions where ECSS are invited) and can involve the Committee, members, the University careers teams, and occasionally external industry sponsors for networking, industry talks and career development and insights. Workshops and hackathons that occur regularly throughout the year in spaces on or around campus where ECSS members and committee participate in hands-on technical sessions or building projects. Meetings that occur weekly or as needed in various venues that committee members discuss society administration and planning aswell as bigger AGM, EGM meetings with the wider ECSS member-base
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PART A						
(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard			Inherent		Residual	Further controls (use the risk hierarchy)

General Considerations (including group meetings)

Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	All boxes and equipment to be stored away from main meeting area, e.g. stored under tables. Any cables to be organised as best as possible, e.g. cable ties to be used if necessary. Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers. Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.	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
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	2	5	10	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	5	5	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.	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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						Committee to consult members on needs and make reasonable adjustments where possible Provide remote meeting options for members where possible.				
Electronics	Eye strain, electric shock, burns, injury due to trip hazards, causing fire	Event organisers and attendees	2	4	8	Ensure regular breaks (ideally every 20mins) when using screens. Ensure screen is set up to avoid glare, is at eye height where possible. Ensure no liquids are placed near electrical equipment. Ensure all leads are secured with cable ties/mats, etc. For external venues, pre-check equipment and last PAT testing dates.	1	4	4	Request support and advice from SUSU IT/Tech teams e.g. via Activities Team. Seek medical attention as required. Follow 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
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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.	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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					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.				
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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.	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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					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>				
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Travel by foot	Disturbance to neighbourhood , participants getting lost, increased risk to personal safety, vehicle collision causing serious injury	Event organisers, event attendees, Members of the public	4	3	1 2	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	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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					with someone else. If required a taxi will be called for them (ideally SUSU Safety Bus will be used, or Radio Taxis). Be considerate of other pedestrians and road users, keep disturbance and noise down.				
Travel by car, train, bus, plane when leaving the local area.	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	2	5	10 Group committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibuss test. Members expected to drive or travel in a sensible manner, with those doing otherwise to face disciplinary action (from the club/society in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.	1	5	5	Contact emergency services as required 111/999. Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow 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.
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Medical emergency	Members may sustain injury /become unwell Pre-existing medical conditions, sickness, distress	Members	1	5	5	Advise participants to bring their personal medication if it might be required. Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so. Contact emergency services as required 111/999. Contact SUSU Reception/venue staff for first aid support. Members can be referred to The Student Hub (02380 599 599, 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	1 2	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
Loss of Valuables	Lost Items	Students	2	2	4	All attendees will be warned prior to the social to keep valuables secure and hidden, including ID and bank cards. Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery Stay away from large gatherings or demonstrations	1	2	2	Organisers or student to contact venue for any missing items If ID is lost, make an official report to the venue.

Activities involving throwing objects e.g. Wellington Boots	Physical Injury e.g. Bruising	Event organisers, attendees	3	3	9	Ensure that spaces for the events involving throwing are spacious. Ensure that objects are thrown in a direction that is away from other people. Ensure objects are not heavy enough to risk serious damage if hitting someone. Ensure that when distance is being measured that nobody is participating in the event.	1	3	3	Seek medical attention from SUSU Reception/ venue staff if in need Contact facilities team via SUSU reception/ venue staff Contact emergency services if needed All incidents are to be reported 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: a separate risk assessment is needed and 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 Food poisoning Choking	All	3	5	1 5	An additional event risk assessment needs to be carried out for gatherings involving members making and/or serving food. An additional event risk assessment needs to be carried out for events with hired catering services. Further guidance on food provision can be found here Only order/buy food at establishments with appropriate food hygiene (EHO) rating. Food to only be provided/eaten when other activities are stopped. Follow good food hygiene practices - no handling food when ill, tie back hair, wash hands regularly using warm water and soap, refrigerate necessary products.	1	5	5	SUSU food hygiene level 2 course available for completion- requests made to Activities Team. Call for first aid/emergency services a required . Report incidents via SUSU incident report procedure.
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						For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.				
Demonstration / Strike / Awareness Raising / Debating Activity										
Adverse Weather	Injury Illness Slipping Burns	All who attend	4	3	1 2	Lead organiser to check the weather is suitable for activities on the day SUSU/UoS facilities team checks of buildings and spaces prior to the event. 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 In the case of amber or red weather warning, committee to cancel or postpone event	4	1	4	Consider ending the activity early if the weather turns or gets worse Call for first aid/ emergency services as required Follow SUSU incident reporting guide

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.
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Anti-social, Violent or offensive behaviour due to nature of demonstratio n event	Distress, Physical Injury	Event organisers, event attendees	2	5	1 0	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.
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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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[illegible]

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/or signpost to support organisations (e.g. via	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.
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						presentation slide, or by speakers/committee members).				
						SUSU reporting tool available.				
Awareness/ Promotional Stand e.g. Bunfight										
Overcrowding at Stall	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	A maximum of 3 representatives to be at the stall at any one time. Request that orderly queues are formed Ensure all items are stored under tables and monitor area in front of stall to ensure that it is clear. Ensure that organisers/ volunteers do not block walkways when engaging with attendees Follow instructions given by support staff/staff on direction and entry and exit points Tables not to be moved if they were placed in a position by event staff.	1	3	3	Seek medical attention if problem arises Seek support from facilities staff Incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer has been informed. Follow SUSU incident reporting guide

Financial Risk For ECSS, or potentially SUSU if the society 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.	ECSS, 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 that they can 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 must rely on a loan will be subject to development plans to ensure their future is protected.	1	1	1	
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Legal Compliance For society activity going against set law. Including 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	ECSS, ECSS Committee and members, SUSU, or the Wider University	1	1	1	All clubs and societies should ensure that they are always following set law. 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	
Abuse of Members and Volunteers	Members of the public or students may act violently towards volunteers e.g. abuse due to conflicting views or opinions	Volunteers and Participants	4	3	1 2	No volunteers are ever to be left alone. Always have at least 2 people at a stall or at an event.	2	3	6	All incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed. Call emergency services and University Security (on campus) or venue staff (external venue) Emergency contact number for campus security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Follow SUSU incident reporting guide

Fatigue Including dehydration and hunger	Participants and volunteers on the day may become tired if they have not properly slept, eaten, or drank.	Event attendees, and organisers.	3	3	9	All participants and volunteers have been advised to properly eat and drink prior and during the event. Volunteers have also been encouraged to bring food and drink with them to consume during the event. Access to bottled water or a water fountain/tap throughout the event.	2	2	4	Call emergency services and University Security (on campus) or venue staff (external venue) Emergency contact number for campus security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Follow SUSU incident reporting guide
Use of Toilets overnight for overnight events	Event attendees and organisers not having any facilities to use	Event attendees and volunteers	2	2	4	Requested for toilet facilities to be left open for duration of event. Pre event conversations with university security team. Facilities/ security team to leave entrance open for toilet use.	1	2	2	If building is not left open, contact university security. Emergency contact number for campus security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Building 32, University Road, Highfield Campus

Spilling hot/ Boiling temperature water, or contact with other high- temperature substances	Rash, redness, or burns on the affected area	Volunteers (the user) and those in the vicinity	2	2	4	Only committee/ volunteers to use appliances that may emit a high-temperature associated risk. Verbal warnings telling volunteers to take care when pouring drinks from appliances with hot liquids. Appliances to be placed in a safe location away from activity and participants to lower chance of being knocked over. Ensure distance from activity and those taking part in activity.	2	1	2	All incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed. Call emergency services and University Security (on campus) or venue staff (external venue) Emergency contact number for campus security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Follow SUSU incident reporting guide
Unforeseeabl e External Events	Physical Injury, being stranded, inability to continue event safely	All attendees, and organisers	2	4	8	Lead organiser to monitor Met Office Red and Amber warnings. Maintain a method of contacting all event attendees for emergency reasons with the ability to call. In the case of amber or red weather warning, committee to cancel or postpone event	1	4	4	All incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed. Call emergency services and University Security (on campus) or venue staff (external venue) Emergency contact number for campus security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Follow SUSU incident reporting guide

Sleep Deprivation	Reduced coordination, poor judgement, illness, risk when travelling home.	Event organisers and attendees.	4	3	1 2	Volunteers and Committee encouraged to work in shifts. Provision of caffeine, water, and food to be provided for events spanning a great length of time. No heavy lifting, or technical hardware work during “early hours” (3am-7am)	2	3	6	Advise participants to use public transport/ taxi instead of driving home. Ensure University Security and Facilities are aware of 24hour occupancy of events. All incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed. Call emergency services and University Security (on campus) or venue staff (external venue) Emergency contact number for campus security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Follow SUSU incident reporting guide
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Lithium Battery Safety	Fire, chemical burns, smoke inhalation from damaged/unstable batteries during hands-on hardware workshops or hackathons	Attendees and organisers	2	4	8	Visual inspection of custom hardware for swollen batteries. Batteries and electronic devices must not be left charging unattended.	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
Soldering and Sharp Electronic Components	Burns from hot irons, inhalation of solder fumes, cuts from wire clippers or sharp PCB edges, eye injuries from flying wire debris	Attendees and organisers	3	3	9	Ensure relevant workshops are held in well-ventilated rooms if soldering Provide safety goggles for wire clipping Committee to give a mandatory safety briefing before attendees handle tools Designated first aider must be present with a burns kit	1	3	3	Run affected burns under cold but not freezing water immediately for at least 20 minutes Seek medical attention for severe burns or eye injuries Follow SUSU incident reporting guide

Data Protection & GDPR Breaches	Legal action, fines, and loss of member trust resulting from data breaches, or improperly sharing student emails, CVs or data with external industry partners for relevant events (e.g. hackathon registrations)	Members, ECSS, SUSU, The Broader University	2	4	8	Gather explicit and documented consent before sharing any member information with corporate sponsors or industry partners. Ensure sign-up/in sheets at events do not leave previous attendees' personal details visible to the next person. Store digital data securely and delete it when no longer needed.	1	4	4	Report any suspected data breaches to SUSU immediately upon discovery. Inform affected members of the breach subject to ICO standards. Write up incident reports for any events to allow for documenting and learning from these events along with documentation of what has been amended and fixed as a result etc.
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PART B – Action Plan

Risk Assessment Action Plan

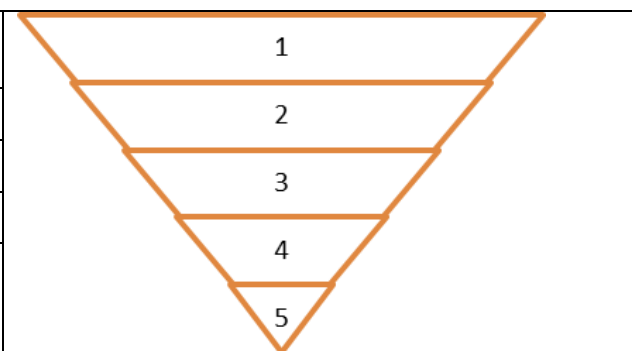
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
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1	Individual risk assessments to be completed for individual events with higher risk levels that include any risks not covered by generic risk assessment. This may include: • 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	Relevant committee members – president to ensure complete.		23/01/2027	
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.		23/01/2027	
3	Members to adhere to code of conduct	Members		23/01/2027	
4	Any incidents that occur during events are to be reported as soon as possible ensuring that the duty manager/ health and safety officer has been informed. Following numbers and links for reference:	Relevant committee members		23/01/2027	

	- Call emergency services and University Security (on campus) or venue staff (external venue) - Emergency contact number for Campus security: - Tel: +44 (0)23 8059 3311 (Ext: 3311) - Follow SUSU incident reporting guide				
Responsible committee member signature 1: Alan Kraszewski				Responsible committee member signature 2: 	
Print name: Alan Kraszewski				Date: 01/09/2026	
				Print name: Josh Stevenitt	
				Date: 02/09/2026	

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
		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