

Risk Assessment

Risk Assessment for the activity of

Bluetits

Date

30/08/2025

Generic Risk Assessment

Are you a sports club or society?

Sports society

Assessor

President/Captain Name/2nd Committee Member

Charlotte Henley

Signed off

SUSU USE ONLY

Risk Assessment Information

(What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)

For example, see the Varsity one below;

Bluetits netball club hold training every week Thursday 18:30-20:00 at Widelane sports facility as well as matches on Sundays against IM netball teams either at widelane or in Jubilee sports hall.

We also have NAMS matches home and away against other universities in which we use our own vehicles to transport the team to and from matches.

We have a bluetits rulebook which is updated yearly.

Bluetits committee organise training and the matches and liaise with the team accordingly

For further information on risk, please visit - <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

PART A

(1) Risk identification

Hazard

Potential Consequences

Who might be harmed

(user; those nearby; those in the vicinity; members of the public)

(2) Risk assessment

Inherent

(3) Risk management

Residual

Further controls (use the risk hierarchy)

			Li ke lih ood	I m pact	Sc ore	Control measures (use the risk hierarchy)	Li ke lih ood	I m pact	Sc ore	
General Considerations (including group meetings)										
Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All participants and organisers/staff and spectators	2	3	6	Check ground conditions for holes, lumps, and other obstacles.	1	3	3	<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>
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 highlighted and report any issues immediately to the venue.</p> <p>Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <p>Consider accessibility requirements</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>
Setting up/moving or chairs/tables/other objects in the area.	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<p>Make stall operators aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables.</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</p>	1	3	3	<p>Seek assistance if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU Reception if in need</p> <p>Contact emergency services if needed</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety</p>

						move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates				officer have been informed. Follow SUSU incident report policy .
						Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.				
Overcrowding	Physical injury	Event organisers and attendees	1	3	3	Do not push/shove	1	3	3	Seek medical attention if problem arises
						If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.				With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day
						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				Security team may inform police of the event if required (e.g. marches)
Electronics	Risk of eye strain, injury, electric shock	Committee 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				For external venues pre- check equipment and last PAT testing dates
						Ensure no liquids are placed near electrical equipment				Seek medical attention as required
						Ensure all leads are secured with cable ties/mats etc				
Accessibility:	Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements.	Participants, committee	1	5	5	All areas chosen for activity will have their suitability checked.	1	5	5	In case of an emergency, call the emergency services on 999.
Entrances and Exits to the chosen area.	They could also be prevented from leaving the area quickly in an emergency if the correct					If a closed activity for members, members will be consulted to ensure there are no accessibility requirements.				If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.

	infrastructure and considerations have not been made.						If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.			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.
Reputational Risk:	Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students' Union or Southampton University itself.	The club, SUSU or the University's reputation	2	1	2		Ensuring all parts of this risk assessment are adhered to.	1	1	1
For the club or society, as well as to SUSU and the University							Ensuring that any incidents involving public or others are recorded and addressed.			
	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.						Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.			
Financial Risk:	Club or society activity costing more than planned, weakening their financial position.	The club or society	1	1	1		Clubs and societies required to complete financial forecasting and budget for the year.	1	1	1
For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.		Members subject to lawsuits								
	Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	SUSU if required to assist.					All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs.			
							SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.			
Legal Compliance:	Fines imposed upon the student group as well as SUSU.	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.	1	1	1
Club or society activity going against set law.	Jail sentences.									
This includes breaches of the freedom of speech act	Reputational risk to the student group, SUSU and the wider University						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.			

Medical Issues:	Illness, death	Members, committee	3	5	9	All clubs and societies should have a process for if a medical issue occurs.	1	1	1	In an emergency, contact 999.
Pre-existing and process for any that appear during club or society activity						<p>All should know the location of the nearest first aider.</p> <p>Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.</p> <p>If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 593311</p> <p>Advise participants; to bring their personal medication</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</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.
Activity Considerations										
Equipment:	Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used?	All participants and bystanders.	2	2	4	Check all equipment prior to use. Is it safe to use? Does it have any sharp edges? Is it damaged in any way?	1	1	2	Seek medical attention if problem arises
any equipment the sport requires/uses needs to be risk assessed.						<p>Check any stands – are they safe? Are they likely to fall? Are they damaged or do they have any sharp edges?</p> <p>Do those leading the session have the appropriate training to demonstrate and use the equipment correctly?</p> <p>Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated.</p>				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.
Moving/setting up equipment:	Various forms of injuries up to and including possible sprains and breakages	All participants and organisers/staff.	2	3	6	Large or heavy equipment to be carried by 2 people.	1	2	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.
Goals, hoops, nets, carrying anything else						Request tools to aid with the moving of heavy objects – SUSU facilities/venue e.g., hand truck, dolly, skates etc.				<p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as</p>

							Any equipment not in use that is not fixed should be removed from the activity area.				possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
Being hit by an object (ball, frisbee, hockey stick etc.)	Concussion if hit on the head. Otherwise, potential bruising.	All participants and organisers/staff and spectators as well as members of the public who may be walking past	2	4	8		Ensure balls that equipment is used in a contained area i.e. within the netball courts and ensure everyone present is aware of all equipment being used.	1	4	4	<p>If the person who has been hit by the Frisbee is showing signs of concussion or is confused, 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>
Removal of Jewellery, plus any other objects in pockets etc	Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises.	All participants and organisers/staff.	2	2	4		Participants asked to remove jewellery and objects from pockets prior to joining in.	1	2	2	<p>If any injury occurs, seek medical attention.</p> <p>If severe, 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>
Over-exertion or exhaustion. Strenuous exercise and the effect on the body	Muscle injury – strains and pulls.	All participants and organisers/staff	3	3	9		Those leading the session should ensure a proper and thorough warm up is carried out prior to the session that focuses on the areas that are likely to be used the most i.e., arms.	2	3	6	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency (although unlikely for muscular)</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>
Participant Attire: Is the clothing they are wearing, including shoes, relevant to the sport or activity	Injury can occur if people are not wearing attire appropriate to the sport or activity.	All participants and organisers/staff and spectators	2	3	6		Ensure all participants are wearing suitable clothing (nothing in pockets) and appropriate footwear. Is specific safety equipment required i.e., helmet, pads, gum shield etc?	1	3	3	<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</p>

													informed. Follow SUSU incident report policy.
Extreme Weather	Heat or sun – risk of sunburn, heat exhaustion and dehydration. Cold – risk of hypothermia. Weather directly influences ground surfaces (see below) and the risk of slips, trips and falls (see above)	All participants and organisers/staff and spectators	3	3	9	Ensure regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle. If it is hot or sunny, ensure participants have taken steps to reduce their chance of harm – i.e., use of sun cream, hats and having available shaded area. If it is cold, ensure participants have suitable attire to enable them to keep warm.	1	3	3	If anyone is affected by the heat or cold, seek immediate medical attention. If severe, call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.			
Ground Surfaces	Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips trips and falls (see section 1).	All participants and organisers/staff and spectators	2	3	6	Check areas for hazards prior to session starting. Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.			
Tackling (sport appropriate)	Players can get injured from dangerous tackles – worst case broken legs or other limbs	Players/Participants	2	4	8	Ensure players are wearing relevant safety equipment i.e. shin pads, mouth guards etc.	1	4	4	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.			
Injury from insufficient warmups	Pulled or strained muscles	Players/Participants	3	3	9	Players/participants told the benefits of an effective warm up and encouraged to complete. Warmups led by an appropriately qualified or experienced individual. Appropriate recovery methods also discussed to ensure muscles are more pliable to warm up.	1	3	9	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.			
Qualification of coaches/instructors	Participants could be hurt or hurt each other if the	Players/Participants	3	3	9	Clubs will source coaches/instructors that have	1	3	3				

	coach does not possess relevant qualifications to be able to deliver the sport or activity safely.					the relevant qualifications to deliver their sport to that target audience (for example, football coaches will need a UEFA C/FA level 2 to be able to coach a team). Clubs are to research this and liaise with the students union.				
Travel:	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	4	5	20	Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test.	2	2	4	Contact emergency services as required 111/999
Wide Lane, Highfield, Watersports or to away games						Members expected to drive or travel in a sensible manner, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.				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.
Lighting	Players/Participants unable to see each other, the equipment or obstacles clearly, resulting in a higher risk of injury.	Players/Participants, 5 Coaches/Instructors	4	4	20	Training and matches will only take place where there is sufficient light. Coaches and committee are deemed to be responsible for determining what is a safe light level.	1	4	4	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.
						If lights are not working, this will be reported to Southampton Sport and the session stopped. SUSU Sports Coordinators will not schedule training or games in unlit areas past the predicted sunset.				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.
Ability of players	Players could be placed at the wrong level or in the wrong teams, resulting in potential risk of injury to themselves or others.	Players/Participants, 3 Coaches/Instructors	3	5	15	Some clubs will run trials to ensure players are located in the right teams with others of a similar level.	1	5	5	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.
						Coaches to decide whether it is safe for a player/participant to be part of that team or training.				Call 999 in an emergency.
						Coaches and committee to ensure that their team is playing against other teams of a similar level, training and in a safe environment.				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.

Southampton Sport Facilities Considerations

Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked (Applicable to indoor activities – Sunday morning and NAMS matches)	Causing Slip, trip or Falls. Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment. Person or persons falling over or into objects and/or each other, due to fire exit blocked	Participants involved in the activity, referees, spectators and customers of the facility	2	3	6	Everyone to ensure they do visual checks of the facility / pitch/ court before the session starts and report anything to the Southampton Sport Staff. If playing surface is deemed unsafe then the session is not to go ahead. If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club.	2	2	4	QR codes to report any defects to the Southampton Sport Staff. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.
Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked (Applicable to outdoor activities – Thursday evening training)						<i>Excessive Heat</i> Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff.				
Uneven surfaces or defects						<i>Fire exit blocked</i> Everyone to ensure they do not put anything in front of fire exits. Everyone to ensure they remove anything put in front of fire exits. Clear walkways are maintained in all areas accessing the fire exits.				
Equipment provided by Southampton Sport failure	Minor bruising, sprain, fracture, dislocation, concussion,	Participants in the activity, referees, spectators	2	3	6	Everyone to report equipment failure to the Southampton Sport Staff. If equipment is unsafe, take it out of action.	2	2	4	QR code to report any equipment failure to the Southampton Sport Staff. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.
Violent or aggressive behaviour or actions towards	Inflicting physical injury, vandalising property, financial loss or reputation	Staff, customers, members	3	3	9	Abiding by facility rules, everyone should treat people with respect.	2	2	4	Make Southampton Sport Staff aware, call security.

staff or other customers

In serious circumstances seek assistance.

Injuries to be reported to the Southampton Sport Staff ad via the SUSU reporting system.

Contact Report and Support [Report + Support - University of Southampton](#)

Socials

Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	<p>Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.</p> <p>Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy</p>	1	2	2	<p>SUSU Expect Respect policy to be followed</p> <p>Committee WIDE training</p>
Alcohol consumption	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees,	2	5	10	<p>Members are responsible for their individual safety though and are expected to act sensibly</p> <p>Initiation behaviour not to be tolerated and drinking games to be discouraged</p> <p>For socials at bars/pubs etc bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p>	1	3	5	<p>Follow SUSU incident report policy</p> <p>Call emergency services as required 111/999</p> <p>Committee WIDE training</p>

					Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess					
					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					
Travel	Vehicle's collision - causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	Members are responsible for their individual safety though and are expected to act sensibly	2	2	4	Where possible venues chosen for socials will be local/known to members and within a short distance from each other.
					Local venues known to University of Southampton (UoS) students chosen					Contact emergency services as required 111/999
					Event organisers will be available to direct people between venues.					Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
					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.					Follow SUSU incident report policy
					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					

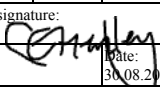

						pedestrians & road users, keep disturbance & noise down.						
Travel by car, train, bus, plane when leaving the local area.	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	4	3	12	Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test.	2	2	4	Contact emergency services as required 111/999		
						Members expected to drive or travel in a sensible manner, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.				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		
Medical emergency	Members may sustain injury /become unwell	Members	3	5	15	Advise participants; to bring their personal medication	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.		
	pre-existing medical conditions					Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so						
	Sickness									Follow SUSU incident report policy		
	Distress											
						Contact emergency services as required 111/999						
						Contact SUSU Reception/Venue staff for first aid support						
Spiked Drinks/Alcohol Poisoning	Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self-control	Event organisers, event attendees,	2	5	10	Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event	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)		
						Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff.						
						Participants encouraged to stay with a nominated 'buddy' where possible.				If they need to go to the hospital they will also be accompanied there.		
						The organizers have confirmed the premise is licensed. Action organizers (b).						
						• The consumption of alcohol will take place at				Participants advised to avoid leaving drinks unattended and if you think anything has been added to		

						licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess. Action licensee.				a drink; report it; try and retain the drink for testing.
						<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>				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 .
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.	2	2	4	Follow SUSU incident report policy .
						Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event				Call emergency services as required
						Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.				
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	Bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. 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 report policy Call emergency services as required
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	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

footwear e.g. via social media posts, email invites

In the case of hot weather organisers to advise participants to bring/wear appropriate level sunscreen, hydrate

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: <ul style="list-style-type: none">- Venue is in good condition with no major trip hazards.- Bar staff monitor the condition of the floors & mop up split drinks.- Security staff & Bar Staff provide first aid cover. 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 .
Allergies - food and drink	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	Attendees responsible for own welfare I such instances- follow guidelines of venues. First aid requested from bar staff as required.	1	5	5	Call Emergency Services/alert bar staff

<i>PART B – Action Plan</i>					
Risk Assessment Action Plan					
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
Responsible committee member signature: 			Responsible committee member signature: 		
Print name: Charlotte Henley			Print name: Zoe van Maanenbergh		
Date: 30.08.2025			Date: 30.08.2025		

□ Assessment Guidance

1. Eliminate

Remove the hazard wherever possible which negates the need for further controls

If this is not possible then explain why
2. Substitute

Replace the hazard with one less hazardous

If not possible then explain why
3. Physical controls

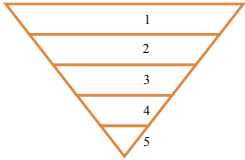
Examples: enclosure, fume cupboard, glove box

Likely to still require admin controls as well
4. Admin controls

Examples: training, supervision, signage
5. Personal protection

Examples: respirators, safety specs, gloves

Last resort as it only protects the individual



Likelihood	5	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 if 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.

Risk process

1. Identify the impact and likelihood using the tables above.

2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

4. If the residual risk is green, additional controls are not necessary.

5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.

6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.
- 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

