

Risk Assessment

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| Risk Assessment for the activity of | Biosoc Netball Club Generic Risk Assessment. | | Date | 20/20/2023 |
| Unit/Faculty/Directorate | SUSU IM Netball | Assessor | Ellie Wayland | |
| President/Captain Name/2nd Committee Member | Sam (president) | Signed off (SUSU Staff) | | |
| Club or Team Information | <p>Biosoc netball is an intramural (IM) netball team that plays within the IM division with teams in all 3 leagues. As an IM netball team, there is a focus on encouraging inexperienced and also completely new players to improve their basic skills before progressing to play in future games. It is recognised that the inexperienced nature of the participants and the outdoor setting comes with inherent risk, (detailed below).</p> <p>Southampton Sport has the responsibility of maintenance of facilities to a safe standard; on occasion this responsibility extends to the setting up of facilities used by the society. The committee members present at each event will take responsibility for the risk of injury, posed by equipment and players, which does not fall under the umbrella of responsibility of Southampton Sport. Players' responsibility will be to follow the guidance outlined in the risk assessment below. This risk assessment is in line with which is up to date and has been consolidated as of 23/10/2023. Members of the committee will be briefed, verbally and in writing, alongside being provided a copy of an additional amended risk assessment (if necessary) prior to each training or game. It will be the responsibility of the President and the Vice President to ensure all relevant activities have the necessary equipment and trained personnel to mitigate potential risk that may befall all participants and bystanders.</p> | | | |

| PART A | | | | | | | | | | |
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| (1) Risk identification | | | (2) Risk assessment | | | | (3) Risk management | | | |
| Hazard | Potential Consequences | Who might be harmed (user; those nearby; those in the vicinity; members of the public) | Inherent | | | Control measures (use the risk hierarchy) | Residual | | | Further controls (use the risk hierarchy) |
| | | | Likelihood | Impact | Score | | Likelihood | Impact | Score | |
| Activity | | | | | | | | | | |
| Equipment | Cut/abrasion/bruising from sharp edges. Is the equipment safe to be used? | All participants and non-participants. | 2 | 2 | 4 | <p>Checking all equipment prior to use allows any indecent equipment to be identified. For example, unpumped balls may worsen game play, and in turn, increase risk of injury to heads/hands (in the case of a ball not being caught); poorly constructed goal posts may give way to sharp edges or gaps between post parts which could cause cut or trapped fingers. Faulty equipment should be ultimately removed or fixed where possible.</p> <p>Bystanders are unlikely to be involved in game play which severely decreases risk caused by equipment.</p> | | | | <p>Where the inherent risk of equipment cannot be fully mitigated, constant vigilance from players and non-participants can help the committee to make sure that safe practice is maintained.</p> <p>Assessment prior to use of equipment will be conducted by committee members, ensuring the kit is inspected by individuals with playing experience and therefore- those who are able to recognise a correct standard of equipment performance.</p> <p>All members of the society will be made aware of on-site first aid trained personnel; the first aider(s) will be found at the front desk at the Jubilee courts, and at the first aid centre at Wide Lane sports grounds. This</p> |

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| | | | | | <p>Those who are leading the session should have ensured that the equipment is safe to use by conferring with the Training Secretary and the President of the club. Additionally, at least one personnel at each event will have in-date first aid training. All kit bags that are present at games will have a correctly stocked first aid kit for use by the first aider(s).</p> <p>A piece of equipment's function will be demonstrated prior to use. The demonstration will exhibit the correct way to use the piece of equipment and any relevant dangers posed by the equipment.</p> <p>It is the responsibility of all players to remain vigilant for damaged equipment, and to notify a member of the committee in the case of broken kit. Committee members will be notified on how to safely remove faulty equipment. Where this is not applicable, committee members will be</p> | | | <p>announcement will be done at the start of each session and a reminder of emergency numbers, 111 and 999, will also be given.</p> <p>The first aid trained individual will have the responsibility of knowing the location of the first aid kit at all times and making the leader of the session aware of its location.</p> <p>Any injuries that arise will be recorded in an incident report by a committee member. The President, Vice President and relevant Team Captain will be made aware of this injury. This will be to minimise risk of re-injury in the future.</p> |
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| | | | | | | instructed on how to report the issue. All players will be briefed on who to contact in the case of faulty equipment. | | | |
| | | | | | | Example | | | |
| Being hit by a ball | Concussion if hit on the head. Otherwise, potential bruising. | All participants and non-participants - including but not limited to: organisers/staff, spectators, members of the public who may be walking past | 2 | 4 | 8 | <p>Due to the inexperience of some participants, there is a high likelihood of missed catches; this may cause injury. This risk cannot be entirely eliminated as it is inherent to learning how to play. To lessen risk to individuals, all individuals will be taught the basic throws before drills commence. These throws will be done at a suitable distance, determined by the leader of the training, to decrease the intensity of potential bodily impact. Additionally, these will be conducted in enough space so that damage from others' balls is less likely.</p> <p>Non-participants are to stand an appropriate distance from the edge of gameplay. They will remain at this distance for the entirety of the drill/ training/ match. They will also remain vigilant to ensure they are able</p> | | | <p>If a ball does hit someone then it is the responsibility of the first aid trained personnel to assess the injury and act accordingly. Given the level that Biosoc Netball plays at, the treatment of an injury caused by a ball is likely be limited to sitting out or icing the injured area. In more extreme cases, the first aider will apply knowledge of the '6Rs' to 'recognise and remove' concussion. The first aider will immediately seek medical help if a more serious injury has occurred; this may involve calling 999 in an extreme emergency.</p> <p>Any injuries that arise will be recorded in an incident report by a committee member. The President, Vice President and relevant Team Captain will be made aware of this injury. This will be to minimise risk of re-injury in the future.</p> |

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| | | | | | | <p>to move out of the way if a ball is coming toward them.</p> <p>Play is only to commence on a netball court either at Wide Lane sports grounds or at Jubilee sports hall. In both cases courts are enclosed; this minimises the potential of harm to members of the public who may be walking past at the time of play.</p> | | | |
| Setting up equipment, e.g. moving goal posts into position | Various forms of injuries including, but not limited to, sprains and breakages | Participants and organisers/staff. | 2 | 3 | 6 | <p>Goal posts are tall, and heavy. Due to their nature, it will be specified to all present that only members of the committee are to construct or move the posts. Posts are to be moved by a minimum of two people.</p> <p>Where any injury from a goal post falling does occur, it will be the responsibility of the first aider at the event to initially assess the medical situation.</p> <p>If the post hits the head the player will be removed from the session and assessed for concussion.</p> <p>When using equipment, loose kit like cones and ladders, that</p> | | | <p>After assessment by the first aid trained personnel, medical attention will be sought if deemed necessary. All members will be reminded that in a dire emergency 999 must be called.</p> <p>Any injuries that arise will be recorded in an incident report by a committee member in a timely fashion. The President, Vice President, and relevant Team Captain will be made aware of this injury. This will be to minimise risk of future re-injury.</p> |

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| | | | | | | may have been used in a previous exercise, are to be removed from the court and placed in the kit bag. Loose balls are to be secured in the ball bag which is then to be tied closed. All equipment should be accounted for before moving onto the next activity. | | | |
| Jewellery and other accessories | Bodily harm (ripped ear lobes, swollen fingers), damage caused to others | All participants and organisers/staff. | 2 | 2 | 4 | <p>Before games players will be asked to remove all jewellery; this includes (smart) watches.</p> <p>Also included under the umbrella term 'accessories' are acrylic nails or long natural nails. Biosoc Netball will follow England Netball guidance and insist that nails be no longer than the end of the fingers. Those that do not follow these stipulations will not be allowed to participate in training or matches.</p> <p>Individuals will be checked for rule-following prior to every match by the umpires or committee members.</p> <p>Loose accessories and other items such as phones must be left a safe distance away from</p> | | | <p>After assessment by the first aid trained personnel, medical attention will be sought if deemed necessary. All members will be reminded that in a dire emergency 999 must be called.</p> <p>Any injuries that arise will be recorded in an incident report by a committee member in a timely fashion. The President, Vice President, and relevant Team Captain will be made aware of this injury. This will be to minimise risk of future re-injury.</p> |

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| | | | | | | the side of the court and not in pockets. | | | | |
| Participants over-exerting themselves | Muscle injury, e.g., strains and pulls | All participants | 3 | 3 | 9 | <p>Primarily it is the responsibility of the individual to know their own body. They should be reminded that when exhaustion sets in it is vital to listen to their body and remove themselves from the event to avoid overexertion.</p> <p>The leader of the session will have the responsibility of mitigating this risk. The society caters to many inexperienced players so all corresponding drills, fitness, and games should be tailored to an appropriate level for these players. All activities should include ample rest breaks in which participants have the opportunity to appropriately rehydrate.</p> <p>At the beginning of each session there will be an at least 10 minute dynamic warm-up. The warm-up will include netball-specific activities with focus on muscles that will be likely used in game play with attention paid to ankles as they are commonly injured.</p> | | | | <p>After assessment by the first aid trained personnel, medical attention will be sought if deemed necessary. All members will be reminded that in a dire emergency 999 must be called.</p> <p>Any injuries that arise will be recorded in an incident report by a committee member in a timely fashion. The President, Vice President, and relevant Team Captain will be made aware of this injury. This will be to minimise risk of future re-injury.</p> |

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| | | | | | | At the end of each session there will be a 10 minute cool down. | | | | |
| Fire | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators | 1 | 5 | 5 | <p>It is the responsibility of those that are leading the session to be aware of the closet fire assembly points of the relevant locations and the routes which should be taken in the case of an emergency.</p> <p>Closest exits should be made obvious to everyone prior to the start of each session, ensuring the exits are clearly marked. At the start of the session, it will be reiterated that in the case of a fire individuals are to remain calm and make their way to the nearest exits, leaving personal belongings behind.</p> | 1 | 4 | 4 | <p>In the case of fire pull the nearest fire alarm and ensure all individuals leave the area in a calm orderly fashion. When at the assembly point ensure all individuals are accounted for.</p> <p>All members will be reminded that in an emergency 999 must be called.</p> <p>Any injuries that arise will be recorded in an incident report by a committee member in a timely fashion. The President, Vice President, and relevant Team Captain will be made aware of this injury. This will be to minimise risk of future re-injury.</p> |
| Slips, trips and falls | <p>Soft tissue injury- e.g., sprains or bruising.</p> <p>Potential breaks- e.g., broken ankle or wrist</p> <p>Is linked to weather and ground surfaces,</p> | All participants, organisers, staff, and spectators | 2 | 3 | 6 | <p>When playing on indoor courts water bottles should be closed to prevent leaking on to the court, creating slippery puddles. These should also be kept a suitable distance away from the court. This will reduce chances of slipping and tripping.</p> | | | | <p>After assessment by the first aid trained personnel, medical attention will be sought if deemed necessary. All members will be reminded that in a dire emergency 999 must be called.</p> <p>Any injuries that arise will be recorded in an incident report by a committee member in a timely fashion. The President, Vice President, and relevant Team Captain will be made</p> |

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| | (see 2 rows below). | | | | <p>Outdoor surfaces may become slippery; this increases the risk of players falling over. Weather assessments will be made on the day of training. In the case of unsafe conditions, the activity will be cancelled.</p> <p>On outdoor courts, tennis pole holes pose a risk. Ensuring all pole holes are covered will remove the risk of a player twisting an ankle by falling down the hole.</p> <p>Non-sport items on court, for example: leaves or clothing, may pose a risk of players slipping. Any such items should be removed before game-play is commenced, unless it is equipment being utilised within the activity. In the case of equipment use, ensure all participants are aware of the said equipment.</p> | | | | aware of this injury. This will be to minimise risk of future re-injury. |
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| | | | | | | Ensuring correct footwear reduces risk of slipping and tripping. Suitably sized trainers should be worn. The trainers should have an appropriate amount of grip. Any player wearing open toed shoes, or otherwise deemed inappropriate footwear, will be asked to leave the court. | | | | |
| Participant Attire | Injury can occur if people are not wearing attire appropriate to the sport or activity. | All participants, organisers, staff, and spectators | 2 | 3 | 6 | <p>Players who own Biosoc Kit will be encouraged to wear their kit to training and matches, as it has been made specifically with netball in mind.</p> <p>In the case that this is not possible appropriate sports attire will be asked of players. In indoor settings this includes light breathable clothing to minimise overheating. In the winter when the weather is cooler individuals will be asked to wear thermal layers, coats, and jumpers to training sessions.</p> | 1 | 3 | 3 | <p>After assessment by the first aid trained personnel, medical attention will be sought if deemed necessary. All members will be reminded that in a dire emergency 999 must be called.</p> <p>Any injuries that arise will be recorded in an incident report by a committee member in a timely fashion. The President, Vice President, and relevant Team Captain will be made aware of this injury. This will be to minimise risk of future re-injury.</p> |

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| | | | | | <p>Correct footwear is required; trainers suitable for the conditions in which game-play is happening. All players will be advised on correct footwear prior to activity starting. Any footwear identified as unsafe by the personnel running the activity will be asked to sit out.</p> <p>All pockets should be empty and loses items removed where possible.</p> | | | | | |
| Weather | <p>In the case of extreme: Heat- risk of sunburn, heat exhaustion, and dehydration Cold- risk of hypothermia. Weather influences ground conditions, (see below), and therefore the risk of slips, trips and falls (see two rows above)</p> | All participants and organisers/staff and spectators | 3 | 3 | 9 | <p>When training in warm weather, drink breaks will be given at regular intervals. If the heat exceeds a safe temperature, the activity will be cancelled or postponed. All individuals should come to each event with a suitably sized and filled water bottle.</p> <p>In sunny weather it will be recommended to participants to wear sunscreen and take the relevant precautions; precautions may include wearing caps or light long clothing, to limit sun exposure.</p> <p>In cold environments it is important that players dress</p> | 1 | 3 | 3 | <p>Anyone affected by the weather conditions should seek help from the first aider. After assessment by the first aid trained personnel, medical attention will be sought if deemed necessary. All members will be reminded that in a dire emergency 999 must be called.</p> <p>Any injuries that arise will be recorded in an incident report by a committee member in a timely fashion. The President, Vice President, and relevant Team Captain will be made aware of this injury. This will be to minimise risk of future re-injury.</p> |

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| | | | | | | appropriately for the conditions. This includes wearing warm extra layers. Gloves will be allowed if they are textured, to provided grip when catching a ball, only in training. | | | | |
| Ground surfaces | Hard, uneven or slippery surfaces, usually linked to weather, that may cause slips trips and falls (see section above) | All participants and organisers/staff and spectators | 2 | 3 | 6 | <p>Courts will be checked prior to each activity starting. If courts are in unsuitable conditions, the activity will be cancelled.</p> <p>Suitable clothing and footwear should be worn. Footwear must have suitable grip to be able to deal with the courts' conditions.</p> | 1 | 3 | 3 | <p>If injury occurs, after assessment by the first aid trained personnel, medical attention will be sought if deemed necessary. All members will be reminded that in a dire emergency 999 must be called.</p> <p>Any injuries that arise will be recorded in an incident report by a committee member in a timely fashion. The President, Vice President, and relevant Team Captain will be made aware of this injury. This will be to minimise risk of future re-injury.</p> |
| COVID Guidelines | All those in attendance must adhere to the latest COVID guidelines as set out by the UK Government as | All participants and organisers/staff and spectators | 3 | 2 | 6 | <p>Always adhere to the latest COVID guidance.</p> <p>Where applicable, ensure areas where people meet is well ventilated i.e. opening windows.</p> | 2 | 2 | 4 | Encourage participants or staff who test positive to inform group leaders so they can pass this information on if applicable. |

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| | well as the University. | | | | | Encourage those with symptoms to test and avoid sessions if positive. | | | | |
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Southampton Sport Facilities

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

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| towards staff or other customers | financial loss or reputation | | | | | 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 |
| Meetings & Socials | | | | | | | | | | |
| Slips, trips and falls | Physical injury | Event organisers and attendees | 2 | 4 | 8 | 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 Cable ties/to be used if necessary Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. | 1 | 4 | 4 | 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 on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy |

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| | | | | | | <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> | | | | |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | <p>Make stall operators aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables. Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</p> | 1 | 3 | 3 | <p>Seek assistance if in need of extra help from facilities 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 officer have been informed. Follow SUSU incident report policy</p> |

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| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 3 | 3 | <p>Committee check on room pre-booking, checks on space, lighting, access, tech available</p> <p>Ensure space meets needs of members e.g., considering location & accessibility of space</p> <p>Committee to consult members on needs and make reasonable adjustments where possible</p> | 1 | 3 | 3 | <p>Seek medical attention if problem arises</p> <p>Liaise with SUSU reception/activities team on available spaces for meetings</p> <p>Postpone meetings where space cannot be found</p> <p>Look at remote meeting options for members</p> <p>Committee WIDE training</p> |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees | 2 | 4 | 8 | <p>Ensure regular breaks (ideally every 20mins) when using screens</p> <p>Ensure screen is set up to avoid glare, is at eye height where possible</p> <p>Ensure no liquids are placed near electrical equipment</p> <p>Ensure all leads are secured with cable ties/mats etc</p> | 1 | 4 | 4 | <p>Request support and advice from SUSU IT/Tech teams e.g., via activities team</p> <p>For external venues pre-check equipment and last PAT testing dates</p> <p>Seek medical attention as required</p> |
| 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> | 1 | 2 | 2 | <p>SUSU Expect Respect policy to be followed</p> <p>Committee WIDE training</p> |

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| | | | | | <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> | | | | | |
| Socials- 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> <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</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> |

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| | | | | | | <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy</p> | | | | |
| Socials-Travel | Vehicle's collision -causing serious injury | Event organisers, event attendees, Members of the public | 4 | 3 | 12 | <p>Members are responsible for their individual safety though and are expected to act sensibly</p> <p>Local venues known to University of Southampton (UoS) students chosen</p> <p>Event organisers will be available to direct people between venues.</p> <p>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.</p> <p>Avoid large groups of people totally blocking the pavement or spilling in to the road.</p> | 2 | 2 | 4 | <p>Where possible venues chosen for socials will be local/known to members and within a short distance from each other.</p> <p>Contact emergency services as required 111/999</p> <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 report policy</p> |

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| | | | | | | <p>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).</p> <p>Be considerate of other pedestrians & road users, keep disturbance & noise down.</p> | | | | |
| Socials/Meetings- Medical emergency | <p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions</p> <p>Sickness</p> <p>Distress</p> | Members | 3 | 5 | 15 | <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> <p>Contact emergency services as required 111/999</p> <p>Contact SUSU Reception/Venue staff for first aid support</p> | 2 | 5 | 15 | <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 report policy</p> |
| Insufficient Fire Safety awareness | <p>If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising</p> | Members | 2 | 10 | 5 | <p>Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed</p> <p>Build-up of rubbish is to be kept to a minimum. Excess build up is</p> | 1 | 5 | 5 | <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Call emergency services and University Security:</p> |

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| | from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | | | | | to be removed promptly and deposited in the designated areas. | | | | Emergency contact number for Campus Security: <ul style="list-style-type: none"> • Tel: +44 (0)23 8059 3311 • (Ext:3311). |
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Fundraising Events & Cash Handling - For own society or Charity

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| Handling & Storing Money- Own Society fundraising | <p>Theft</p> <p>Individuals being mugged/robbed</p> <p>Loss/ misplacement leading to financial loss</p> | Members, Participants | 3 | 4 | 12 | <p>Avoid using cash if possible. Card readers for charity available from the activities team.</p> <p>Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open.</p> <p>Money to be kept in lockable box</p> <p>Avoid giving cash to committee member if they will be travelling</p> | 2 | 3 | 6 | <p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • Highlight the incident to any community police officers in the area/report to 111 • Report incident to SUSU duty manager and c HYPERLINK "https://www.susu.org/groups/admin/hownto/protectionaccident"omplete a SUSU incident report |
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| | | | | | <p>by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)</p> <p>Where possible offer option to pre-buy tickets to avoid cash purchases E.g., use of SUSU box office, hire/loan of contactless payment machines</p> <p>Money to not be left unattended</p> <p>Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.</p> | | | | | |
| Handling & Storing Money- Charity fundraiser | <p>Theft</p> <p>Individuals being mugged/robbed</p> <p>Loss/ misplacement leading to financial loss</p> | Members, Participants, Charity | 3 | 4 | 12 | <p>Southampton RAG procedures will be followed:</p> <ul style="list-style-type: none"> Charity Event form completed, and RAG approval will be given All food hygiene certificates and event risk assessment to be approved by activities team Sealed collection buckets with charity banner to be | 2 | 3 | 6 | <p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> Highlight the incident to any community police officers in the area/report to 111 Report to SUSU Duty manager and Complete a SUSU incident report |

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| | | | | | <p>requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5)</p> <ul style="list-style-type: none">• Avoid using cash where possible and use card reader.• Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.• Collection buckets to remain sealed and to not be left unattended• Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.• Nominated person will be tasked with storing cash in nominated location when SUSU office not open.• Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) | | | |
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| Events involving Food | Allergies Food poisoning Choking | All | 3 | 5 | 15 | <p>Individual event risk assessment to be carried out for events involving members making/serving food.</p> <p>Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)</p> <p>Only order/buy food at establishments with appropriate food hygiene 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 and equipment regularly using warm water and cleaning products, refrigerate necessary products</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> |

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| Demonstration/Strike/ Awareness Raising Activity | | | | | | | | | | |
| Adverse Weather | Injury Illness Slipping Burns | All who attend | 4 | 3 | 12 | Lead organiser to check the weather are 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 | 4 | 1 | 4 | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |

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| | | | | | | to bring/wear appropriate level sunscreen, hydrate | | | | |
| Overcrowding | Physical injury | Event organisers and attendees | 1 | 3 | 3 | <p>Do not push/shove</p> <p>If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.</p> <p>Book during quieter times when less activities taking place on Redbrick/book all available space</p> <p>Inform other bookings on the Redbrick/in the area of the event</p> | 1 | 3 | 3 | <p>Seek medical attention if problem arises</p> <p>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</p> <p>Security team may inform police of the event if required (e.g. marches)</p> |
| Disturbance to public, students and staff | Conflict, noise, crowds | Event organisers and attendees, general public | 2 | 2 | 4 | <p>Events planned for redbrick avoiding residential areas</p> <p>UoS Security Teams informed of the event</p> <p>Everybody will be encouraged to stay together as a group</p> <p>shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas</p> | 1 | 2 | 2 | <p>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</p> <p>Inform UoS/SUSU communications team of the event- can brief others via SUSSSED</p> |

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| | | | | | | If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons) | | | | |
| Counter protest, discrimination against the demonstration/Campaign | Assault, Violence or threatening/ Aggressive Behaviour | Event organisers and attendees | 2 | 4 | 8 | <p>Event planned for Highfield campus- a route well signposted and known for students</p> <p>Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will 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</p> <p>Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts</p> <p>Participants made aware they could join and leave the event at any time.</p> <p>Ensure that people are aware that this is an open space for</p> | 1 | 4 | 4 | <p>Event organisers to call University Security if necessary.</p> <p>Emergency contact number for Campus Security:</p> <ul style="list-style-type: none"> • Tel: +44 (0)23 8059 3311 • (Ext: 3311) • Building 32, University Road Highfield Campus. <p>Any incidents will be reported via UoS reporting tools</p> <p>Contact emergency services if needed</p> <p>Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</p> |

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| | | | | | | discussion to discourage protest. | | | | |
| 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. Members made aware they could leave the event at any time. Members referred to enabling/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 enabling team as required Committee WIDE training |
| Awareness/Promotional Stand e.g. Bunfight *excluding items covered above | | | | | | | | | | |
| 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 ques are formed Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear Ensure that organisers /volunteers do not block | 1 | 3 | 3 | Seek medical attention if problem arises Seek support from facilities staff |

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| | | | | | | walkways when engaging with attendees Follow instructions given by support staff/staff on directions and entry and exit points Do not move tables if this has been placed for you by staff. | | | | |
| Falling Objects e.g. banners | Injury Bruising Damage to equipment | Members, visitors | 2 | 3 | 6 | Tables to be safely secured by staff where possible – ask for support from facilities team Ensure banner is secured and on a flat surface Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders | 1 | 2 | 2 | Seek medical attention if problem arises Seek support from facilities staff |

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: <ul style="list-style-type: none"> Trips and Tours Fundraising events e.g. Bake Sales External Speaker Events | Relevant committee members – president to ensure complete. | | | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee | | | |

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| | | members – president to ensure complete. | | | |
| Responsible manager's signature: <i>Include the Assessors Signature Here</i> | | | Responsible manager's signature: <i>President/Captain Name/2nd Committee Member</i> | | |
| Print name: <i>Print Name and Date here</i> | | | Date: | Print name: <i>Print Name and Date here</i> | |
| | | | Date: | | |