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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Medics Brighton Varsity**  **25th-26th January 2025** | | **Date** | **17th January 2025** |
| **Group name** | **MedSoc** | **Assessor** | **Isabel Braithwaite** | |
| **Supervisor** | Mithu Sumeshkumar | **Signed off** | N/A, please upload to groupshub for digital sign-off by SUSU Activities team | |

We will be going to Brighton for Medics Varsity and will be staying in at accommodations that Brighton will arrange (in people’s houses). Around 100-150 people will be going on this trip. People will be travelling as part of their individual sport society (groups no larger than 20). All participating teams have their own general risk assessments published on the SUSU website

| ***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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Slips, Trips, Falls | Accident and/or Injury | * Students * Members of the public | **1** | **3** | **3** | * Group sizes reduced to ensure no large groups are formed. * Students will be encouraged to take care when crossing busy streets and when negotiating paths. Students will also be encouraged to wear appropriate footwear when travelling by foot. | **1** | **3** | **3** | * Should injury occur, Committee to contact appropriate emergency services * Organisers to bring a first aid kit for minor injuries * Committee to report to SUSU Duty Manager as soon as possible |
| Individuals getting lost while on the trip. | Missing the train/car journey there or back. | User. | **2** | **3** | **6** | * Everyone has been informed to stay in groups of three or more. * Groups will be staying with people from Brighton who can give accurate directions and most of the event will be held on University of Brighton’s facilities * Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links | **1** | **2** | **2** | * The phone numbers of the committee members in attendance have been given to everyone on the trip. Social media contact is also available via the WhatsApp group and chat. * Captains will be instructed to do group counts and communicate these with the organiser on arrival in Brighton, on leaving Brighton and on arrival back in Southampton. |
| Transport: Cancellation/Diversions | Students not reaching intended destination | * Students | **3** | **1** | **4** | * Committee to review train times and any potential cancellations/diversions prior to the trip | **3** | **1** | **4** | * During the trip, the committee to regularly review train times during the trip to check for any possible cancellations and diversions. |
| Travelling around location | Large groups forming | * Students * Members of the public | **3** | **2** | **6** | * split students into smaller groups to avoid large groups forming | **3** | **1** | **4** | * Organisers to familiarise self with location and destinations in advance. People will be split into their sports societies to prevent large groups forming. People will also be put in smaller groups with the people they are staying with from Brighton |
| Traffic- accident or collision | Death or major injury | * Students * Members of the Public | **1** | **5** | **5** | * Buses without seatbelts are avoided if possible and never used on high speed roads * Student drivers- we will be in the UK but must ensure that their car is insured and licenced in the UK * Verbal warning of risk * Encourage students to use pedestrian crossings wherever possible * Encourage students to travel in appropriate group sizes to ensure no large groups are formed * Work on foot planned to avoid fast roads wherever possible. | **1** | **3** | **3** | * Gather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here.- https://www.susu.org/contact.html * Ensure all participants have insurance and access to details * Ensure that all drivers have reported to the organisers that they will be bringing their car and driving |
| Adverse Weather | Sunstroke, heatstroke, cold, minor illnesses as a result of weather | * Students | **2** | **3** | **6** | * Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream | **1** | **3** | **3** | * Should weather be deemed ‘adverse’ this event will be cancelled |
| Risk of Violent Crime, harassment and/or abuse | Accident and or injury | * Students * Members of the public | **2** | **5** | **10** | * Students will be encouraged to stay in groups at all time. * Trip organisers to familiarise self with emergency phone numbers * Stay away from large gatherings or demonstrations * Advise participants to use common sense when getting into vehicles, or accepting invitations and to get out of the vehicle if they feel at risk * Participants all advised to give up their valuables in the event of a confrontation to prioritise own safety | **1** | **5** | **5** | * Should a student witness or be a victim to such crime they are able to contact the appropriate emergency service and report to the committee. In turn this to be reported to the duty manager * Report incidents to local emergency services * Gather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here.- <https://www.susu.org/contact.html> |
| Loss of valuables | Lost items | * Students | **2** | **2** | **4** | * All attendees will be warned prior to the trip to keep valuables secure and hidden * Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery, e.g. via telephone * Stay away from large gatherings or demonstrations | **1** | **2** | **2** | * Organisers to have a record of & to share details of the consular office for the nationality of each participant * Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details |
| Students becoming lost | Distressed students | * Students | **2** | **2** | **4** | * Should student become lost, students will be encouraged to message the committee through designed chat. Whatsapp, * Encourage all participants to swap numbers before trip | **2** | **1** | **2** | * Students will be encouraged to stay in groups at all time. * Organisers to share trip itinerary were applicable |
| Inappropriate behaviour – from others or students | Distressed students, members of the public | * Students * Members of the public | **2** | **3** | **6** | * Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services * Alcohol: members to follow SUSU expect respect guidance, binge drinking to be discouraged, participants encouraged to buddy up and be sensible/use common sense when drinking e.g. do not leave drinks unattended, do not drink to excess, use licenced premises | **1** | **3** | **3** | * Ensure participants are aware that they are responsible for own behaviour (e.g. if arrested), share SUSU expect respect policy in advance of trip * Report all incidents following SUSU incident reporting guidelines * Contact emergency services * Ensure participants have appropriate insurance and access to mobile phone |
| Incident- Experience of terrorism | Distress, serious injury, fatality | Students  Public  Wider student community etc | **2** | **5** | **10** | * In case of an incident follow [**Run, Hide, Tell guidance.**](https://www.met.police.uk/SysSiteAssets/media/downloads/central/advice/terrorism/run-hide-tell-information-leaflet.pdf) follow the advice of in-country energy service * Stay away from large gatherings or demonstrations * Mobile phone access- ensure chargers are taken | **1** | **5** | **5** | * Ensure each student knows to contact the UK emergency services |
| Incidents restricting travel and health- Natural Disasters, pandemics, political incidents | Distress, serious injury, fatality, inability to return home | Students  Public  Wider student community etc | **2** | **5** | **10** | * Stay away from large gatherings or demonstrations * Mobile phone access- ensure chargers are taken * Regular checks with train and the drivers company prior to departure | **1** | **5** | **5** | * Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details * Contact UK emergency services |
| Drowning- tours/trips by the sea, | Serious injury/fatality | Student participants | **2** | **5** | **10** | * Participants to obey local laws and follow local advice on tides etc * Ideally swimming should be avoided when no lifeguard provision is available * Follow FCO guidance on country safety. on tidal patterns * Advice common sense- Participants undertake activities at own risk- encouraged to think about own ability e.g. swimming competency and training (water sports) * Life jackets/PPI to be worn as instructed * Swimming at night to be avoided | **1** | **5** | **5** | * Contact country emergency services * Ongoing dynamic risk assessment taking into account location and weather |

| ***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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| **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 | 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. |
| **Fire** | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators | 1 | 5 | 5 | Those leading the session must ensure they are aware of and fully understand the venue or locations 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.  Consider accessibility requirements | 1 | 4 | 4 | In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.  Once in a safe position to do so, call the emergency services on 999.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **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 | Make stall operators aware of the potential risks, follow manual handling guidelines  Ensure that at least 2 people carry tables.  Setting up tables will be done by organisers.  Work in teams when handling other large and bulky items.  Request tools to support with move of heavy objects- 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 if in need of extra help from facilities staff/venue staff if needed  Seek medical attention from SUSU 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 report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Overcrowding** | Physical injury | Event organisers and attendees | 1 | 3 | 3 | Do not push/shove | 1 | 3 | 3 | Seek medical attention if problem arises  Organise with Brighton to contact their security team if needed |
| **Electronics** | Risk of eye strain, injury, electric shock | Committee 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 | 1 | 4 | 4 | For external venues pre-check equipment and last PAT testing dates  Seek medical attention as required |
| **Accessibility**:  Entrances and Exits to the chosen area. | Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements.  They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made. | Participants, committee | 1 | 5 | 5 | All areas chosen for activity will have their suitability checked.  If a closed activity for members, members will be consulted to ensure there are no accessibility requirements.  If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible. | 1 | 5 | 5 | In case of an emergency, call the emergency services on 999.  If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.  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:**  For the club or society, as well as to SUSU and the University | Incidents during club or society activity could pose a reputational risk to the club, 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 intro disrepute. | The club, SUSU or the University’s reputation | 2 | 1 | 2 | Ensuring all parts of this risk assessment are adhered to.  Ensuring that any incidents involving public or others are recorded and addressed.  Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing. | 1 | 1 | 1 |  |
| **Financial Risk:**  For the club or society, or potentially even SUSU if the club/soc 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. | The club or society  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 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. | 1 | 1 | 1 |  |
| **Legal Compliance:**  Club or society activity going against set law.  This includes 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 | 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 |  |
| **Activity Considerations** | | | | | | | | | | |
| **Equipment:**  any equipment the sport requires/uses needs to be risk assessed. | 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?  Do those leading the session have the appropriate training to demonstrate and use the equipment correctly?  Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated. | 1 | 1 | 2 | Seek medical attention if problem arises  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:**  Goals, hoops, nets, carrying anything else | 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.  Any equipment not in use that is not fixed should be removed from the activity area. | 1 | 2 | 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. |
| **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 | Have a short briefing to inform where spectators will be located | 1 | 4 | 4 | If the person who has been hit by the ball is showing signs of concussion or is confused, 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. |
| **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.  Those leading the session must ensure this has been done. | 1 | 2 | 2 | If any injury occurs, seek 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. |
| **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 | If any injury occurs, seek medical attention.  If severe, call 999 in an emergency (although unlikely for muscular)  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. |
| **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 | 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. |
| **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. |
| **Lighting** | Players/Participants unable to see each other, the equipment or obstacles clearly, resulting in a higher risk of injury. | Players/Participants, Coaches/Instructors | 5 | 4 | 20 | Training and matches will only take place where there is sufficient light. 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.  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, 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.  Coaches to decide whether it is safe for a player/participant to be part of that team or training.  Coaches and committee to ensure that their team is playing against other teams of a similar level, training and in a safe environment. | 1 | 5 | 5 | 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. |
| **Socials** | | | | | | | | | | |
| **Costumes/Fancy Dress** | Props/costumes causing injury or offence | Participants  Members of the public | 2 | 2 | 4 | 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](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 2 | 2 | SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed  Committee WIDE training |
| **Alcohol consumption** | Participants may become at risk as a result of alcohol consumption  Members of the public may act violently towards participants. | Event organisers, event attendees, | 2 | 5 | 10 | 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  Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 3 | 5 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required 111/999  Committee WIDE training |
| **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  Event organisers will be available to direct people between venues.  Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.  Avoid large groups of people totally blocking the pavement or spilling in to the road.  Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).  Be considerate of other pedestrians & road users, keep disturbance & noise down. | 2 | 2 | 4 | 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 report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Travel by car, train, bus, 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.  Members expected to drive or travel in a sensible manor, 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. | 2 | 2 | 4 | 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 report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Medical emergency** | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | 3 | 5 | 15 | Advise participants; to bring their personal medication  Members/Committee to carry out first aid if necessary and only if qualified and confident to do so  Contact emergency services as required 111/999  Contact SUSU Reception/Venue staff for first aid support | 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.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **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  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.  The organizers have confirmed the premise is licensed. **Action organizers (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. Action licensee.   **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**](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **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)  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 report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Members getting lost or separated. Members leaving an event/activity alone or without notifying others.** | During the event participants may decide they want to l  eave, 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.  Supervision, the event will be run by the society committee These 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 report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required |
| **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](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 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](https://www.susu.org/groups/admin/howto/protectionaccident)  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 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 | 4 | 1 | 4 | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| **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:   * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **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 |

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| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
| 1 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information) | Isabel Braithwaite | 23rd Jan | | 24th Jan |  | |
| 2 | Trip itinerary and details of events shared with participants | Isabel Braithwaite | 23rd Jan | | 24th Jan |  | |
| 3 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines | Isabel Braithwaite | 23rd Jan | | 24th Jan |  | |
| 4 | Organisers to check and pack a first aid kit | Isabel Braithwaite | 24th Jan | | 24th Jan |  | |
| 5 | Organisers Severe Weather and Natural Disaster Check prior to departure | Isabel Braithwaite | 24th Jan | | 24th Jan |  | |
| 6 | Transport- on the same form as the contact details, get how they will be travelling (train/car) and if they will driving so it is known how they will be arriving | Isabel Braithwaite | 23rd Jan | | 24th Jan |  | |
| 7 | For insurance purposes, ensure all attending participants are members of MedSoc | Isabel Braithwaite | 23rd Jan | | 23rd Jan |  | |
| 8 | Arrange with Brighton organisers to know what their University security number is, as well as finding out which bars/pubs/club the social will be held at | Isabel Braithwaite | 23rd Jan | | 23rd Jan |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: Isabel Braithwaite | | | | Date: 17/01/25 | Print name: Yasmine Hulf | | Date: 17/01/25 |

**Assessment Guidance**



|  |  |  |  |
| --- | --- | --- | --- |
| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. 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** | | | | |

|  |  |
| --- | --- |
| 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 |

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.

|  |  |  |
| --- | --- | --- |
| 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. |