

Risk Assessment

Risk Assessment for the activity of	Name of Club/Society – Archaeology Society Date and Time of Event – 7:30-9:30pm, and then 10-12pm 27th January 2025 Event Location – Avenue Campus, Lecture Theatre A/1133 then the Crown (pub) from 10pm This is a quiz on campus that will allow people to bring their own food and drink (no alcohol or food provided), followed by a walk to the Crown Pub for a few hours of socialising		Date	(23/01/25)
Unit/Faculty/Directorate /Club or Society	Archaeology Society	Assessor	Ella Wise (Social secretary)	
Line Manager/Supervisor/President	<i>James Hatherell (Temporary President)</i> <i>Matthew Stell (Events Secretary)</i> <i>James Hatherell (Health and Safety Officer)</i>	Signed off		

PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> 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. Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs 	1	2	2	<ul style="list-style-type: none"> 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
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	<ul style="list-style-type: none"> 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. 	1	3	3	<ul style="list-style-type: none"> 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

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						<ul style="list-style-type: none"> • 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 				<ul style="list-style-type: none"> • 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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Inadequate meeting space- overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> Committee check on room pre-booking, checks on space, lighting, access, tech available Ensure space meets needs of members e.g. considering location & accessibility of space Committee to consult members on needs and make reasonable adjustments where possible 	1	3	3	<ul style="list-style-type: none"> Seek medical attention if problem arises Liaise with SUSU reception/activities team on available spaces for meetings Postpone meetings where space cannot be found Look at remote meeting options for members Committee WIDE training <ul style="list-style-type: none"> 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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Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Request support and advice from SUSU IT/Tech teams e.g. via activities team • For external venues pre-check equipment and last PAT testing dates • Seek medical attention as required

<p>Socials- alcohol consumption</p>	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants.</p>	<p>Event organisers, event attendees,</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> 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 	<p>1</p>	<p>3</p>	<p>5</p>	<ul style="list-style-type: none"> Follow SUSU incident report policy Call emergency services as required 111/999 Committee WIDE training
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						<ul style="list-style-type: none"> • 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 				

<p>Socials-Travel</p>	<p>Vehicles collision -causing serious injury</p>	<p>Event organisers, event attendees, Members of the public</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> • Members are responsible for their individual safety though and are expected to act sensibly • local venues known to UoS students chosen • Event organisers will be available to direct people between venues. • Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. • Avoid large groups of people totally blocking the pavement or spilling in to the road. • Anybody in the group who is very drunk or 	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • 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
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						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). <ul style="list-style-type: none"> • Be considerate of other pedestrians & road users, keep disturbance & noise down. 				

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Socials/Meetings-Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	<ul style="list-style-type: none"> Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so Contact emergency services as required 111/999 <ul style="list-style-type: none"> Contact SUSU Reception/Venue staff for first aid support 		5	15	<ul style="list-style-type: none"> Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. <ul style="list-style-type: none"> Follow SUSU incident report policy

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Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.	Members	2	10	5	<ul style="list-style-type: none"> ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. 	1	5	5	<ul style="list-style-type: none"> All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Call emergency services and University Security (on campus) or venue staff (external venue) Emergency contact number for Campus Security: <ul style="list-style-type: none"> Tel: +44 (0)23 8059 3311 (Ext:3311) Follow SUSU incident report policy	

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Bringing Food	Allergies Food poisoning choking	All	3	5	15	<ul style="list-style-type: none"> • Only order/buy food from establishments with appropriate food hygiene ratings • Food to only be provided/eaten when other activities have stopped • Only allow people to consume the food they brought themselves • 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 	1	5	5	<ul style="list-style-type: none"> • Call for first aid/emergency services if required • Report incidents via SUSU incident report procedure 	

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Steps in location	tripping	Event organisers and attendees	2	2	4	<ul style="list-style-type: none"> Ask people to be careful on stairs, ensure surface is not slippery and allow people with accessibility issues to sit at the front 	1	1	2	<ul style="list-style-type: none"> Seek medical attention if problem arises 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 Security team may inform police of the event if required

<p>Road traffic accident/ Walking between places while intoxicated</p>	<p>Vehicles collision -causing serious injury</p>	<p>Event organisers, event attendees, Members of the public</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> • People also briefed about the journeys before the event starts. For example, the list of venues will be printed on the score card or shared via social media. Event organisers to make it clear that travel to and from each venue is attendees' own responsibility. • local venues known to UoS students chosen • Event organisers will be available to direct people between venues. • Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. • Avoid large groups of people totally blocking the pavement or spilling in to the road. • Anybody in the group who is very drunk or appears unwell and 	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> • Venues chosen local and within a short distance from each other. • 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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						therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them. <ul style="list-style-type: none"> • Be considerate of other pedestrians & road users, keep disturbance & noise down. • Avoid behaviour likely to provoke a disturbance or fights. 				

<p>Spiked drinks/ Alcohol poisoning</p>	<p>Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self-control</p>	<p>Event organisers, event attendees,</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • 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. • <u>Games involving binge drinking or the consumption of</u> 	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • 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
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						<u>excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u>				

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Participants getting lost or leaving without any one being aware	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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Follow SUSU incident report policy Call emergency services as required

<p>Violent or offensive behaviour</p>	<p>Participants may become violent or offensive due to the consumption of too much alcohol.</p> <p>Members of the public may act violently towards participants.</p>	<p>Event organisers, event attendees,</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • 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 	<p>1</p>	<p>3</p>	<p>5</p>	<ul style="list-style-type: none"> • 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
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Adverse Weather	<ul style="list-style-type: none"> • Injury • Illness • Slipping • Burns 	Event organisers, event attendees,	4	3	12	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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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Falls/ slips	Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.	Event organisers, event attendees,	3	2	6	<ul style="list-style-type: none"> • 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 spill 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	<ul style="list-style-type: none"> • If necessary, emergency services will be called • Request first aid at venue • Follow SUSU incident report policy

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Allergies	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	<ul style="list-style-type: none"> Attendees responsible for own welfare I such instances- follow guidelines of venues First aid requested from bar staff as required 	1	5	5	<ul style="list-style-type: none"> Call Emergency Services/alert bar 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
	Organizers to ensure they have shared and read Expect respect policy with members	Ella Wise (Social Secretary)	1/12/24		

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

	Route planned and shared in advance with attendees	Luce Barnard (Publicity Officer)	23/01/25		
	Organizers to confirm each premise is licensed	Ella Wise (Social Secretary)	1/12/24		
	All major incidents will be logged with SUSU the next day.	Victoria Olechowska (Secretary)	28/01/25		
	Weather check prior to event start	Ella Wise (Social Secretary)	26/01/25		
	WIDE training completed by committee	Victoria Olechowska (Secretary)	28/11/24		
Responsible manager's signature: Ella Wise				Responsible manager's signature: James Hatherell	
Print name: Ella Wise			Date: 23/01/25	Print name: James Hatherell	
				Date 23/01/25	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
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	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				

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.

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

