

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Socials</b>	<b>Date</b>	<b>16/10/2024</b>
<b>Society</b>	<b>UoS Kickboxing Society</b>	<b>Assessor</b>	Zofia Struzik
<b>Checked by</b>		<b>Signed off</b>	

<b>PART A</b>										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed	Inherent			Control measures	Residual			Further controls
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Consumption of alcohol whilst on a Social	Injuries caused by being under the influence, alcohol poisoning	Event organisers, event attendees	3	4	12	At no stage during the social shall alcohol be forced on a member.  The consumption of alcohol will take place at licensed premises. The conditions on the licence will be adhered to and alcohol will not be served to customers who have drunk to excess.  At each social there will be a more sober committee member to help deal with problems if they arise. This will likely be a Social Secretary and/or Welfare Officer.	2	3	6	Committee WIDE training  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.

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Losing a person from the group.	Harm might come to that person whilst being separated from the group.	Event organisers, event attendees	2	3	6	<p>All members attending the social shall be known.</p> <p>At each change in location, checks will be done to make sure no members are lost on route.</p> <p>Updates will be given on the official social media sites affiliated with CivSoc, updating members on our location during socials.</p> <p>Attendees will be reminded that they are responsible for their personal safety during the event.</p>	1	3	3	Give notice of locations prior to an event.

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Travel between venues on a social	Road traffic accident causing serious injury	Event organisers, event attendees, members of the public	3	3	9	<p>Local venues known to UoS students and within a short distance of each other will be chosen.</p> <p>Attendees will be briefed about the journeys before the event starts e.g. list of venues will be shared via social media. Event organisers to make it clear that travel to and from each venue is attendees' own responsibility.</p> <p>Event organisers will be available to direct people between venues as much as possible.</p> <p>Attendees will be encouraged 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 into the road. Be considerate of other pedestrians and road users, keep disturbance and noise down.</p>	2	2	4	

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Violent or offensive behaviour	<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>	Event organisers, event attendees and members of the public.	2	5	10	<p>The consumption of alcohol will take place at licensed premises. The conditions on the licence will be adhered to and alcohol will not be served to customers who have drunk to excess.</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event and number of persons expected to attend.</p> <p>Bouncers will be present at most venues.</p> <p>Avoid behaviour likely to provoke a disturbance or fights. Society to follow and share with members Code of conduct/SUSU Expect Respect policy.</p>	1	4	4	

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Adverse weather	Slips, falls, sunburn	Event organisers, event attendees	3	3	9	Lead organiser to check the weather forecast is suitable for activities on the day. If adverse weather is severe, the event should be cancelled or postponed to a different date.  Warn those attending to prepare by wearing appropriate clothing and footwear e.g. raincoats, boots/hat, sun cream. It may be appropriate to advise attendees to bring a spare change of clothes.  In the case of hot weather organisers to advise participants bring and drink plenty of water.	2	1	2	

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Costumes/fancy dress	Props/costumes causing injury or offence	Event organisers, event attendees, members of the public	2	2	4	<p>Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.</p> <p>Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive will be asked to remove these.</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy.</p> <p>Committee Welfare Officer(s) will have completed WIDE training.</p>	1	2	2	

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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 e.g. Cable ties to be used if necessary.  Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by 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 and inform attendees of the hazard at the start of the event.	1	4	4	
Setting up of equipment e.g. tables and chairs	Bruising or broken bones from tripping over table and chairs, injuries from incorrect manual handling	Event organisers, event attendees	2	3	6	Make organisers and attendees aware of the potential risks, follow manual handling guidelines.  Seek assistance if in need of extra help from facilities staff/venue staff if	1	3	3	

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						<p>needed. Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates.</p> <p>Work in teams when handling large and bulky items.</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>				
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. Liaise with SUSU reception/activities team on available spaces for meetings.</p> <p>Ensure space meets needs of members e.g. considering location and accessibility of space. Committee to consult members on needs and make reasonable adjustments where possible.</p> <p>Consider online/remote meeting options for members.</p> <p>All committee members will have completed Welfare training.</p>	1	2	2	

Commented [S11]: You could reference to the Covid RAMS in relation to making sure there is enough space.



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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	Ensure regular breaks when using screens.  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.
Events involving Food	Allergies, food poisoning, choking	Event organisers, event attendees	3	5	15	Remind attendees to inform organisers of any food allergies at time of confirming attendance at event.  Individual event risk assessment to be carried out for events involving members making/serving food.  Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +). 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.  Only order/buy food at establishments with appropriate food hygiene rating.	1	5	5	SUSU food hygiene level 2 course available for completion - requests made to Activities team.

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						Food served at events should be clearly labelled with all allergens. Food to only be provided/eaten when other activities are stopped.				
Members with pre-existing medical conditions	Members may become unwell/condition may flare up	Members with pre-existing medical conditions	2	5	10	Advise participants to bring personal medication if required, including auto-injectors, insulin, inhalers etc. Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so. Contact emergency services as required 111/999. Contact SUSU Reception/Venue staff for first aid support. Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a> .	1	4	4	
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,	Event organisers, event attendees	2	5	10	Safety briefing to attendees at start of event. Ensure that members know where the nearest fire exits and outside assembly area are.	1	5	5	All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.

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	reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.					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.  Ensure emergency signage is not obstructed during the activity.  Adhere to fire regulations regarding number of people in the venue, keeping fire doors closed, not blocking fire exits etc.				Call emergency services and University Security: <ul style="list-style-type: none"> <li>• Emergency contact number for Campus Security:</li> <li>• Tel: +44 (0)23 8059 3311</li> <li>• (Ext:3311).</li> </ul>

**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	Committee to complete Welfare training	All committee	16/09/2024	14/10/2024	Welfare secretary has successfully completed SUSU Welfare training.
2	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.	Event organisers (Member of Committee)	As required		
3	For external venues pre-check equipment and last PAT testing dates.	Health and Safety Lead (President)	As required		
4	SUSU food hygiene level 2 course available for completion - requests made to Activities team.	As required	As required		
5	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: <ul style="list-style-type: none"> <li>• Emergency contact number for Campus Security:</li> <li>• Tel: +44 (0)23 8059 3311 (Ext:3311).</li> </ul>	Event organisers (Member of Committee)	As required		
Secretary's signature: Maisie Williams			Social secretary's signature: Zofia Struzik		

## University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Print name:  
MAISIE WILLIAMS

Date:  
14.10.2024

Print name: ZOFIA STRUZIK

Date:  
14/10/2024

## 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	

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