

## Risk Assessment

<b>Risk Assessment for the activity of</b>	Sailing Society Quiz Night Charity Event Risk Assessment 8pm-11pm, The Bridge		<b>Date</b>	<b>26<sup>th</sup> February</b>
<b>Are you a sports club or society?</b>	<b>Yes</b>	<b>Assessor</b>	<b>Lucy Street</b>	
<b>President/Captain Name/2<sup>nd</sup> Committee Member</b>	Ben Simmons	<b>Signed off</b>	<b><i>SUSU USE ONLY</i></b>	
<b>Risk Assessment Information</b> (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)	<p>The Sailing Society will be holding a Quiz Night to fundraise for Solent Mind Charity. It will be held in The Bridge starting at 20.00 and then finishing (absolute latest) at 23.00 as one of our weekly socials. We expect to have around 50-100 people present from the sailing society. At the quiz we will have the bar available for people to purchase drinks but it is intended as a relaxed social to accommodate those who may not be interesting in alcohol orientated socials.</p> <p>The sailing society takes responsibility of the general running of the event, following charity law, ticketing and ensuring all health and safety in this assessment is followed. SUSU takes responsibility for supplying the sites and facilities needed to run the event including venue space and bar. On the day it will be expected that committee fulfil their pre -agreed roles and duties assigned by the event lead.</p>			

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Slips, trips and falls</b>	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 venue 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 will be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Fire</b>	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>Highlight to all the committee the nearest emergency exit routes at the start of a session, and the importance of assisting others to leave calmly in case of an emergency.</p> <p>Consider accessibility requirements</p>	1	4	4	<p>In case of an emergency, pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>

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

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

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<p><b>Legal Compliance:</b></p> <p>Club or society activity going against set law.</p> <p>This includes breaches of the freedom of speech act</p>	<p>Fines imposed upon the student group as well as SUSU.</p> <p>Jail sentences.</p> <p>Reputational risk to the student group, SUSU and the wider University</p>	<p>The club or society, committee and members, SUSU or the Wider University.</p>	1	1	1	<p>The society should ensure they are following set law at all times. If ever in doubt, we will contact the Activities team prior to the activity taking place.</p> <p>This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.</p>	1	1	1	

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Medical Issues:</b>  Pre-existing and process for any that appear during	Illness, death	Participants, committee	3	5	9	Follow societies process for if a medical issue occurs.  All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.	1	1	1	In an emergency, contact 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.

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Handling and storing Money	<ul style="list-style-type: none"> <li>• Theft</li> <li>• Individuals being mugged/robbed</li> <li>• Loss/misplacement leading to financial loss</li> </ul>	Members and Participants	3	4	12	Southampton RAG procedures will be followed: <ul style="list-style-type: none"> <li>• Charity Event form completed, and RAG approval will be given</li> <li>• Sum-up Card machine to be requested and collected from SUSU reception.</li> <li>• Should not be storing money. ALL donations to be taken via Sumup Machine or Just Giving Pages</li> </ul>	2	3	6	No Cash to Be Accepted at all.  No card machines to be left unattended.  No Volunteers to be left alone with the card machine  In the event of theft committee members will: <ul style="list-style-type: none"> <li>• Highlight the incident to any community police officers in the area/report to 111</li> <li>• Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li> </ul>



<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed</b>  <b>(user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Abuse of Members and Volunteers	Members of the public or students may act violently towards volunteers. Eg: Because they disagree with the cause.	Volunteers and Participants	4	3	12	No Volunteers are ever to be left alone. Always have at least 2 people at a stall or at an Event.	2	3	6	<ul style="list-style-type: none"> <li>Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li> <li>Event organisers to call University Security if necessary. <ul style="list-style-type: none"> <li>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li> <li>(Ext: 3311)</li> <li>Building 32, University Road Highfield Campus.</li> </ul> </li> </ul>

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Venue considerations	Require certain licenses/sign off	Organisers, Participates, SUSU	1	4	4	Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment. On campus <ul style="list-style-type: none"> <li>- Ivy Booking/uni room booking</li> <li>- Risk assessment</li> <li>- Contract</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• Event organisers to call University Security if necessary. <ul style="list-style-type: none"> <li>• Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li> <li>• (Ext: 3311)</li> <li>• Building 32, University Road Highfield Campus.</li> </ul> </li> </ul>

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	<p>Lead organiser to check the weather is suitable for activities on the day</p> <p>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites</p> <p>In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate</p> <p>If Cancellation is required ensure all relevant parties are contacted. SUSU – <a href="mailto:subookings@soto.ac.uk">subookings@soto.ac.uk</a> Uni – <a href="mailto:roombookings@soton.ac.uk">roombookings@soton.ac.uk</a></p>	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date



<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
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  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	1	3	5	Follow <a href="#">SUSU incident report policy</a>  Call emergency services as required 111/999  Committee WIDE training  Welfare secs will be present on site to aid any in issues that arise.

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
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,	2	5	10	<p>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> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></p>	1	3	5	<p>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.</p> <p>Follow <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required</p>

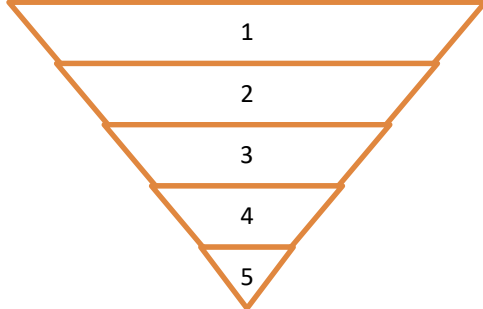
<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Slips, trips and falls as a result of alcohol	Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.	Event organisers, event attendees,	3	2	6	Committee to check that chosen venues meet the following requirements: <ul style="list-style-type: none"> <li>- Venue is in good condition with no major trip hazards.</li> <li>- Bar staff monitor the condition of the floors &amp; mop up spill drinks.</li> </ul> Societies designated first aider will be present at the event.	3	1	3	If necessary, emergency services will be called  Request first aid at venue  Follow <a href="#">SUSU incident report policy</a>
Allergies - food and drink	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	Attendees responsible for own welfare in such instances- follow guidelines of venues. First aid requested from bar staff as required.	1	5	5	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
1	Check for holes, bumps and obstacles	Lucy Street	20/2/25		
2	Check where fire exits are and inform committee members attending the event	Lucy Street	20/2/25		
3	Check the weather during the event and inform caution on travelling to the venue if required. If extreme weather event will be cancelled.	Lucy Street	24/2/25		
Responsible committee member signature: 				Responsible committee member signature: 	
Print name: Lucy Street		Date 27/01/25		Print name: Ben Simmons Date 27/01/25	

## 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