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| **Risk Assessment** |
| **Risk Assessment for the activity of** | *Skydive* Generic Risk Assessment | **Date** | **9/10/2024** |
| **Are you a sports club or society?** | ***yes*** | **Assessor** | **Freddie Frame** |
| **President/Captain Name/2nd Committee Member** | ***Rory Murphy*** | **Signed off** | ***SUSU USE ONLY*** |
| **Risk Assessment Information**(What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information) | ***This is a general risk assessment for all of our day to day activities. Unless stated otherwise most of the risks come from outdoor skydiving but we have also included the extra risks for indoor skydiving and how to minimise said risks. Socials are also included and any extra events will have another risk assessment as needed. The main locations that we skydive are as follows:*** ***Outdoor: Skydive Netheravon, Skydive Langar, Skydive Tilstock and Skydive*** ***Indoor Skydiving: Ifly Basingstoke, London*** |

| ***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** |
| **Skydiving (outside unless stated otherwise) All wind tunnel activities have same risks as outdoor minus plane and parachute activities** |
| **Malfunction of main parachute - static line or freefall** | injury | Student Skydivers | 1 | 4 | 4 | All student equipment at the Centre is packed by an approved packer (Section 6 Equipment, BS Ops Manual). All equipment has a packing log and is checked and signed at 4 stages. Each set of equipment is maintained and inspected at regular intervals (Section 14 Rigging, BS Ops Manual). All equipment is fitted with a reserve parachute, RSL and AAD. Static line and freefall students have received in depth training with regard to malfunction procedures.  Radio instructions will be given if required.  Practice exits, with equipment on, are undertaken. | 1 | 4 | 4 | N/A |
| **Malfunction of experienced skydiver’s main parachute** | injury | Experienced skydivers | 1 | 4 | 4 | As above in 1, plus if the experienced skydiver packs their own parachute, they have undertaken training, are competent in packing their own parachute and have knowledge and training of how to deal with a malfunction.    | 1 | 4 | 4 | N/A |
| **Malfunction of reserve****parachute**  | injury, death | Meeting organisers and attendees | `1 | 5 | 5 | All emergency equipment must be inspected and packed at regular intervals by a highly experienced advanced packer (Section 6 Equipment, BS Ops Manual) & (Section 14 Rigging, BS Ops Manual).  Each skydiver receives a detailed gear check before boarding the aircraft. | 1 | 5 | 5 | N/A |
| **Static line hang-up** | Injury  | Category system students | 1 | 3 | 3 | All students are trained in stability and correct exits procedure from aircraft (Section 5 Training, BS Ops Manual). The static line is checked prior to student boarding and exiting aircraft for any possible entanglements with student or equipment.  The supervising instructor is in full control of the static line and observes the deployment sequence of the main parachute and would be aware of a hang up (Section 10 Safety, BS Ops Manual).  Students are trained and briefed should a hang up occur. Instructor and pilot are fully aware of procedures should this happen (Section 10 Safety, BS Ops Manual). The general guidance is for the student to make the instructor aware they are conscious before the static line being cut and the student executing their emergency procedures. Additional procedures are place should student become unconscious.  The aircraft and exit doors are inspected before static line operations begin.  | 1 | 3 | 3 | N/A |
| **Contacting moving aircraft or propeller** | Injury, Death | All skydivers | 1 | 5 | 5 | Experienced skydivers are aware of precautions to take when boarding the aircraft due to their experience and therefore present a lower potential risk. The jumpmaster of each lift will coordinate the safe boarding of the aircraft (Section 3 Jumpmasters, BS Ops Manual).  Aircraft must be stationary before boarding begins (Section 10 Safety, BS Ops Manual).  Student skydivers will be under the direct supervision of a qualified instructor. (Section 10 Safety, BS Ops Manual). All students have received training as to how approach the aircraft in a safe manner (Section 5, BS Ops Manual).  All skydivers, student or experienced, must approach any aircraft from behind the wings (Section 10, BS Ops Manual).  Aircraft movements are heavily restricted on the ground taking into careful consideration other skydivers already in the air.   | 1 | 5 | 5 | N/A |
| **Premature opening of main or reserve parachute whilst in aircraft**  | Injury  | All skydivers | 1 | 4 | 4 | Aircraft has in-flight door to prevent prematurely deployed parachute escaping into slipstream. Skydiver will be moved as far away from the door and the aircraft will land with all remaining skydivers on board (Section 10 Safety, BS Ops Manual).  | 1 | 4 | 4 | N/A |
| **Aircraft engine or structural failure** | Injury, Death  | All skydivers | 1 | 5 | 5 | Aircraft must be suitable for skydiving and maintained are per manufactures recommendations (Section 9 Flying, BS Ops Manual). Aircraft has rigorous maintenance regime carried out by suitable approved and qualified aircraft engineers. Only suitably qualified jump pilots are authorised to fly skydivers. Aircraft checked before beginning of every day by duty pilot. Should aircraft emergency occur, pilot has knowledge of areas considered safe to land if away from DZ. Jumpmaster trained in dealing with such situations (Section 3 Jumpmasters, BS Ops Manual). Where circumstances allow all skydivers will perform an emergency exit and execute their emergency procedures. All skydivers have been trained in event of such emergency (Section 5 Training, BS Ops Manual). Fuel is checked daily on aircraft and refuelling system and recorded accordingly. Emergency vehicle available on airfield with access to most areas  | 1 | 1 | 1 |  |
| **Body entanglement with main****parachute on****deployment**   | Injury Death | All skydivers | 1 | 5 | 5 | All students are trained in stability and exit procedure and all freefall students are briefed/trained on consequences of instability on deployment of main parachute (Section 5 Training, BS Ops Manual). Instructor will ensure students leave aircraft as square into relative slipstream as possible to prevent possible entanglement and control static line (Section 10 Safety, BS Ops Manual). All students have received training on how to react to this situation. Any student progression will include reinforcement of stability on deployment (Section 5 training BS Ops Manual). Students practice exits from aircraft wearing dummy equipment to assist and familiarise them with the exit positions and weight of equipment (Section 5 Training, BS Ops Manual)  .  | 1 | 5 | 5 | N/A |
| **Landing** | Injury, Death | All skydivers | 1 | 5 | 5 | Square parachutes are essentially wings with all associated properties of control. Landed correctly there is no vertical or horizontal momentum and the jumper simply stands up as if out of a chair. Landed incorrectly it is possible to fly the canopy into the ground at fatal velocities. Parachutes are available in different sizes in styles much as low and high-powered cars. Progression starts from very stable and docile canopies up to more high-performance designs as experience and instructors consider acceptable.  Student (S/L + F/F) skydivers: All students are trained in parachute landing techniques for both main and reserve parachutes (Section 5 Training, BS Ops Manual). In addition, all students are under radio instruction and supervision. Skydiving will only take place if conditions are suitable (Section 8, BS Ops Manual). All student skydivers are fully briefed on their descent they are to undertake on the flight line before emplaning.  Tandem students are trained and briefed to keep legs and feet up for landing and to remain with instructor until all skydivers have descended.  Experienced Skydivers present a lesser risk of injury on landings due to their experience although higher performance equipment is checked for suitability.  All experienced skydivers are aware of low turns towards the ground and the risks of such actions.  All landings are observed from a central Drop Zone control and help is available immediately in the case of an injury. Qualified first-aiders on site.  All skydivers to land into wind identified by windsocks on the airfield.  BS campaign and safety notices posted around DZ.    | 1 | 5 | 5 | N/A |
| **Aircraft infringements of****DZ airspace by other aircraft**  | Pause of all activities until the hazard has been terminated | All skydivers | 1 | 1 | 1 | Contacts listed in SOPS also notified.  Radio contact with relevant air traffic centres may be required depending upon location of DZ to relative airways their proximity and local flying clubs.  | 1 | 1 | 1 | N/A |
| Skydiving continued |
| **Canopy collisions** | Injury, Death | Student skydivers | 1 | 5 | 5 | All students receive training in canopy control and collision avoidance (Section 5, BS Ops Manual). All students are initially under radio supervision. Students on static line and or free fall will exit two per pass, with a substantial gap between each student. This is one of the jumpmaster responsibilities. No students will be despatched if the intended landing area for exit point is not visible (Section 8, BS Ops Manual).  Pilots are trained and briefed on student circuit/ patterns and number of passess required. Lengths of circuits are timed to avoid descending student skydivers from catching up with previously exited students. | 1 | 1 | 2 | Seek medical attention if problem arisesAny incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.  |
| **Canopy collisions** | Injury, death | Experienced skydivers | 1 | 5 | 5 | Experienced skydivers track away to clear sufficient airspace and wave displaying their intentions before deploying. All have knowledge in collision avoidance and are constantly reminded to be aware when under canopy.  Landing patterns are enforced throughout the parachuting programme to avoid head on collisions.    | 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. |
| **Freefall collision and collision on****deployment** | Injury, death | Experienced skydivers | 1 | 5 | 5 | Experienced skydivers are aware of the necessity to avoid free fall collisions and the potential risk. They are equipped with two serviceable parachutes and wear protective head gear. Skydivers are aware of space requirements on deployment to avoid a collision when parachutes deploy near to each other. All skydivers notify their intention of deployment by waving off. Minimum opening and break off heights are used (Section 8, BS Ops Manual). Each group exiting the aircraft will allow sufficient space/separation between the previous groups in order to minimize the potential of a freefall collision. This is monitored by the jumpmaster.  The jumpmaster may wish to nominate additional competent persons to assist control/ separation of exiting skydivers should the jumpmaster exit before aircraft is empty.  Most skydivers are equipped with an AAD which will automatically open their reserve parachute in the event they are knocked unconscious due to a collision. | 1 | 4 | 4 | If the person who has been hit by the Frisbee 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. |
| **Contaminated****fuel** | Pause of all activities until the hazard has been terminated  | All skydivers and pilot | 1 | 4 | 4 | Any aircraft fuel and oil used must have a certificate of conformity. Aircraft fuel is stored in an appropriate facility, bunded to prevent leaks and suitably sealed to prevent water ingress. Fuel is checked and recorded beginning of every flight day and a fuel sample kept for a minimum seven days, labelled appropriately.  CAP 748 Aircraft fueling and fuel installation management and CAP 393 Articles for licensed airfields and Articles for unlicensed airfields    | 1 | 4 | 4 | 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. |
| **Serviceability of parachute****equipment** | Pause of activities until equipment satisfies the safety requirements | Student Skydivers | 1 | 1 | 1 | All student equipment at the Centre is packed by an approved packer (Section 6 Equipment, BS Ops Manual). All equipment has a packing log and is checked and signed at 4 stages. Each set of equipment is maintained and inspected at regular intervals (Section 14 Rigging, BS Ops Manual). All equipment is fitted with a reserve parachute, RSL and AAD.  Any equipment found to be faulty is withdrawn from service until repaired. This forms part of the Planned Preventative Maintenance for each set of equipment. All students are trained in use and inspection of equipment and this is documented were appropriate.  Any auxiliary equipment e.g. AADs are maintained to manufacturers’ specification.   | 1 | 1 | 1 | N/A |
| **Failure of altimeter(s)** | Early deployment | Experienced skydivers | 1 | 1 | 1 | 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 | 1 | 1 | N/A |
| **Getting lost during transport to dropzone** | Emotional stress  | All participants  | 1 | 1 | 1 | It is the driver’s responsibility to account for the people that are being taken in their car. They must ensure that they do not leave anybody behind unless that person has arranged for other transport/is staying at the dropzone. First time drivers to the dropzone will have an experienced skydiver with them to aid with directions. Personal GPS equipment will be used where possible to aid with directions. | 1 | 1 | 1 | N/A |
| **Road accident during transport to dropzone** | Injury, death | All participants | 1 | 5 | 5 | All drivers must have a current UK driving license and if using SUSU minibus have passed the SUSU minibus test. Mobile phones will not be used unless safely parked. The DVLA will be informed of any preexisting medical conditions that may affect their driving. Sufficient breaks must be taken to keep the driver fresh and free from fatigue. The use of alcohol or drugs is strictly prohibited before or during transportation to the dropzone. No medication will be taken before or during transport to the dropzone if the medication will have any detrimental effect to the ability of the driver. The driver will ensure all passengers are wearing their seatbelts. | 1 | 5 | 5 | N/A |
| **Overloading of vehicle** | Accidents, loss of driving license, damage of equipment | All participants | 1 | 3 | 3 | Driver’s legal responsibility to ensure the vehicle is packed safely and correctly to avoid any injuries due to how the vehicle is loaded. When large amounts of kit are being transported, multiple vehicles will be used to spread the load. | 1 | 3 | 3 | N/A |
| **Weather conditions** | Pause in activities | All skydivers | 1 | 2 | 2 | Student rigs (parachuting equipment) is stored and maintained by the dropzone. When it is not in use, it is stored in a locked room inside a locked building on the dropzone. Only staff members have the keys to both room and building. University kit is stored lockable lockers in a locked building on the dropzone. Keys for lockers are held by committee members and keys for the building by the dropzone staff. Personal kit is kept where the owner chooses, either within their own homes or within the locked building on the dropzone. There is an opportunity to buy personal lockers too | 1 | 2 | 2 | N/A |
| **Packing** | Wear on equipment, body fatigue (e.g. back pain, knee pain, sore hands) | All skydivers | 2 | 2 | 4 | Reserve parachutes are packed by Advanced Packers or Riggers only (Section 6 Equipment, BS Ops Manual) & (Section 14 Rigging, BS Ops Manual). These are inspected and repacked at a minimum every 6 months. Student main canopies are packed only by packers employed at the dropzone. These people have a packing certificate (Section 6 Equipment, BS Ops Manual) and undergo a training period for the different kits available. University equipment is packed by club members approved by the committee and who hold a packing certificate. Personal kit is packed by the owner, or packers, who have followed the rules set out in the BS Operations Manual (Section 6).  | 2 | 2 | 4 | N/A |
| **Medical conditions** | Injury, death | All skydivers | 1 | 5 | 5 | All skydivers are required to selfdeclare medically fit witnessed by another person (BS Forms F114A, F114, F116, F115A). Any conditions listed on this form must be checked and signed medically fit by a medical professional.  | 1 | 5 | 5 | N/A |
| **Flying in the wind tunnel wall** | Head/body injuries | Participants, Instructors | 2 | 1 | 4 | Anyone flying In the tunnel requires an instructor present with them when learning any new skills. When learning new skills the wind speeds are lower so any contact with the wall is at a low speed meaning the flyer can just push themselves away. When flying alone all flyers require a flyer safety brief as per international bodyflight association regulations. In order to be signed off to fly unassisted the flyer must demonstrate full control and situational awareness to minimise the risk of collision.All participants must have signed a waiver every 12months as a minimum before being allowed in the tunnel. | 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. |
| **Becoming snagged on/falling through the net in the wind tunnel. Loose objects coming free** | Injury to head and body | Participants Coaches/Instructors | 1 | 4 | 4 | The tunnel is constantly maintained by the staff before and after every flying session with any issues being immediately dealt with. All flyers are made to remove all jewellery, loose items and are made to wear a full body suit alongside head and eye protection. In the event of any issues the instructor is always in close proximity to/is in the flight chamber and the wind tunnel operator has the ability to shut the tunnel down immediately should anything dangerous and unplanned become apparent. | 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. |
| **Meetings and Socials** |
| Slips, trips and falls | Physical injury | Event organisers and attendees | 2 | 4 | 8 | * All boxes and equipment to be stored away from main meeting area, e.g. stored under tables
* Any cables to be organised as best as possible
* Cable ties/to be used if necessary
* Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.
* 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 | 4 | 4 | * Seek medical attention from SUSU Reception/venue staff if in need
* Contact facilities team via SUSU reception/venue staff
* Contact emergency services if needed

All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) Staff and via the SUSU reporting system. |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion  | Event organisers and attendees | 1 | 3 | 3 | * 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 | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| 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 | * 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 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **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 societyMembers subject to lawsuitsSUSU 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. All who wish to bring in an external speaker must follow due process, [available here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Inviting-External-Speakers.aspx)This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.  | 1 | 1 | 1 |  |
| **Socials CONTINUED** |
| **Costumes/Fancy Dress** | Props/costumes causing injury or offence | ParticipantsMembers 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 followedCommittee WIDE training  |
| **Alcohol consumption**  | Participants may become at risk as a result of alcohol consumptionMembers 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 discouragedFor 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 excessCommittee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the eventSociety 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 111/999Committee 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 Local venues known to University of Southampton (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 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 111/999Incidents 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) |
| Socials/Meetings- 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 | 2 | 4 | Contact emergency services as required 111/999Incidents 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) |
| 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 | 5 | 10 | Advise participants; to bring their personal medicationMembers/Committee to carry out first aid if necessary and only if qualified and confident to do soContact emergency services as required 111/999Contact SUSU Reception/Venue staff for first aid support | 1 | 5 | 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 (on campus) or venue staff (external venue)
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311
* (Ext:3311)

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 leave, 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 excessCommittee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the eventSociety 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 invitesIn 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 venueFollow [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. | * 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:
* Tel: +44 (0)23 8059 3311
* (Ext:3311)

Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) | Risk assessments to be completed when such events not covered are planned | Risk assessments to be completed when such events not covered are planned |  |  |
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|  |  |  |  |  |  |
| Responsible committee member signature:  | Responsible committee member signature:  |
| Print name: Rory Murphy | Date: 9/10/24 | Print name: Freddie Frame | Date9/10/24 |

**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 |

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| --- | --- | --- | --- | --- | --- | --- |
| **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** |

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

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.

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| 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 |