

# Risk Assessment

<b>Risk Assessment for the activity of</b>	Southampton Vixens Cheerleading and Dance Generic Risk Assessment		<b>Date</b>	19/09/24
<b>Are you a sports club or society?</b>	Sports club	<b>Assessor</b>	Jenna Moffitt- President	
<b>2<sup>nd</sup> Committee Member</b>	Isabella Archard- Vice President	<b>Signed off</b>	<b>SUSU USE ONLY</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>Southampton Vixens cheer and dance is a dedicated cheerleading club comprised of six distinct teams: Varsity, Level 2 non-tumble, Level 3, Level 3 Stunt Group, Hip hop and a recreational team.</p> <p>Our teams consist of individuals who are taught cheerleading techniques and safety protocols. Each team is led by experienced internal coaches who have undergone training to receive appropriate cheer and dance qualifications for the level they teach alongside gaining individual DBS checks. We have established clear lines of communication within our teams and with the club leadership to ensure that everyone is informed about safety measures, emergency procedures, and any potential risks associated with our activities.</p> <p>This risk assessment covers our general training and weekly socials.</p>			

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<b>General Considerations (including group meetings)</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 ground conditions for holes, lumps, and other obstacles.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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<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 participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <p>Consider accessibility requirements</p>	1	4	4	<p>In case of an emergency, please 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>

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<b>Setting up/moving or chairs/tables/other objects in the area.</b>	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<p>Make stall operators aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables. Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>	1	3	3	<p>Seek assistance if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU Reception if in need</p> <p>Contact emergency services if needed</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>

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<b>Overcrowding</b>	Physical injury	Event organisers and attendees	1	3	3	Do not push/shove  If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.  Book during quieter times when less activities taking place on Redbrick/book all available space Inform other bookings on the Redbrick/in the area of the event	1	3	3	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. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a> ) and liaise with them on need for security teams on the day  Security team may inform police of the event if required (e.g. marches)

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<b>Electronics</b>	Risk of eye strain, injury, electric shock	Committee and attendees	2	4	8	<p>Ensure regular breaks (ideally every 20mins) when using screens</p> <p>Ensure screen is set up to avoid glare, is at eye height where possible</p> <p>Ensure no liquids are placed near electrical equipment</p> <p>Ensure all leads are secured with cable ties/mats etc</p>	1	4	4	<p>Request support and advice from SUSU IT/Tech teams e.g. via activities team</p> <p>For external venues pre-check equipment and last PAT testing dates</p> <p>Seek medical attention as required</p>

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<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.  If a closed activity for members, members will be consulted to ensure there are no accessibility requirements.  If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	1	5	5	In case of an emergency, call the emergency services on 999.  If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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<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	



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<b>Financial Risk:</b>  For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position.  Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society  Members subject to lawsuits  SUSU if required to assist.	1	1	1	Clubs and societies required to complete financial forecasting and budget for the year.  Treasurer to complete monthly reviews of financial position and feedback to committee.  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	

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<b>Legal Compliance:</b>  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, <a href="#">available here</a>  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	

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<b>Medical Issues:</b>  Pre-existing and process for any that appear during club or society activity	Illness, death	Members, committee	3	5	9	<p>All clubs and societies should have a process for if a medical issue occurs.</p> <p>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.</p> <p>If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 593311</p> <p>Advise participants; to bring their personal medication</p> <p>Members/Committee to carry out first aid if necessary and</p>	1	1	1	<p>In an emergency, contact 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>

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						<i>only if qualified and confident to do so</i>				
<b>Activity Considerations</b>										
<b>Equipment:</b> Roll up Mats and tape	Carpet burns Possibility of slips/trips/falls Risk of injury if mats slide away from each other Muscle strain	All participants and bystanders.	2	2	4	Check all equipment prior to use. Check if they are damaged or have weak spots Make sure the mats are secured together Coaches to ensure mats are secure,  Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated.	1	1	2	Seek medical attention if problem arises  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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<b>Equipment:</b> Tumble Track	Possibility of slips/trips/falls Tumble track may become deflated during the session and create a hard surface for tumbles which increases risk of sprains, strains and head injuries.	All participants and bystanders.	2	3	6	Coaches to ensure the tumble track is properly inflated throughout the session.  Weekly checks to ensure equipment is in good shape with no holes.	1	2	3	Seek medical attention if problem arises  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.	
<b>Equipment:</b> Speaker	Electrical fault Fire hazard	All participants and bystanders.	1	3	3	Check speaker is in good condition without damaged wires.  Ensure speaker has a yearly PAT check.	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.	

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<b>Moving/setting up equipment:</b> Mats, pom bags, carrying anything else	Various forms of injuries up to and including possible sprains and breakages	All participants and organisers/staff.	2	3	6	Large or heavy equipment to be carried by 2 people.  Request tools to aid with the moving of heavy objects – SUSU facilities/venue e.g., hand truck, dolly, skates etc.  Any equipment not in use that is not fixed should be removed from the activity area.	1	2	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Being hit by another athlete or athlete falling to ground	Broken/fractured bones  Ligament/tendon/muscle damage  Head/back injury including concussion  Impact injuries  Bruising  Bleeding	All stunting athletes Nearby participants and coaches	2	4	8	Always ensure stunting is carried out on the mats / soft underfoot surface.  Ensure safe catching drills are implemented in training sessions by coaches.  New or tricky stunts should have spotters  Make sure coaches are observing all stunts and teaching correct technique	1	4	4	If the person who has been hit by the athlete 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.

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<b>Removal of Jewellery, plus any other objects in pockets etc</b>	Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises most likely during stunting	All participants and nearby athletes.	2	2	4	Coaches to make sure athletes are asked to remove jewellery and piercings to be removed or covered prior to training.	1	2	2	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency.</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>



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<b>Over-exertion or exhaustion. Strenuous exercise and the effect on the body</b>	Muscle injury – strains and pulls.  Emotional and physical fatigue	All athletes and coaches	3	3	9	Coaches ensure a proper and thorough warm up is carried out prior to training  Cool downs to be run at the end of the sessions  Consistent and regular breaks during longer training sessions  Make sure training sessions are an appropriate length of time to prevent overexertion.	2	3	6	If any injury occurs, seek medical attention.  If severe, call 999 in an emergency (although unlikely for muscular)  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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<b>Participant Attire/ Inadequate training wear:</b> Is the clothing they are wearing, including shoes, relevant to the sport or activity	Injury can occur if people are not wearing attire appropriate for stunting and dancing.	All members of team.	2	3	6	<ul style="list-style-type: none"> <li>• Ensure that all members of the team are wearing the correct shoes (any trainers for stunting/ specialised cheer shoes for tumbling)</li> <li>• No jewellery is to be worn by coaches or team members</li> <li>• All team members must wear appropriate clothing (nonslip material for flyers who need to be caught in cradles etc.)</li> <li>• Any team member will not be allowed to train until dressed appropriately</li> </ul>	1	2	2	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>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.</p>

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<b>Extreme Weather</b>	Heat or sun – risk of sunburn, heat exhaustion and dehydration. Cold – risk of hypothermia. Weather directly influences ground surfaces (see below) and the risk of slips, trips and falls (see above)	<ul style="list-style-type: none"> <li>- Varsity members who attend games</li> <li>- Those attending events</li> <li>- All members training outside</li> <li>- Members training in direct contact with weather (or close to doors or windows)</li> </ul>	3	3	9	<p>Ensure regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle.</p> <p>If it is hot or sunny, ensure participants have taken steps to reduce their chance of harm – i.e., use of sun cream, hats and having available shaded area.</p> <p>If it is cold, ensure participants have suitable attire to enable them to keep warm.</p> <p>Check the weather is suitable for activities on the day</p> <p>Warn those attending to wear/bring appropriate clothing and equipment</p>	1	3	3	<p>If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date</p> <p>If anyone is affected by the heat or cold, seek immediate medical attention.</p> <p>If severe, call 999 in an emergency.</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>

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						Members take turns to stand outside to limit exposure to the weather or stand in a sheltered area if possible				
<b>Ground Surfaces</b>	Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips trips and falls (see section 1).	All participants and organisers/staff and spectators	2	3	6	Check areas for hazards prior to session starting.  Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

<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>Collisions with other team mates</b>	Bruising  Bleeding  Other minor injuries	All athletes in vicinity	2	2	4	<ul style="list-style-type: none"> <li>• Train on non-slip mats</li> <li>• Train with appropriate clothing/ footwear</li> <li>• Appropriate training will be provided so there are smooth transitions into each section of the dance/cheer</li> <li>• First aid kit available</li> <li>• Coaches have first aid training</li> <li>• Ensure that there is appropriate lighting</li> <li>• Ensure that the surfaces are not wet</li> <li>• Ensure that the practice is clear of any objects which a member may fall into (i.e. tables and chairs)</li> </ul>	1	2	2	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.

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<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>	
<b>Injury from insufficient warmups</b>	Pulled or strained muscles	All athletes participating	3	3	9	Coaches to lead warm up at the start of each session. Encourage all athletes to fully stretch before participating.. Appropriate recovery methods also discussed to ensure muscles are more pliable to warm up	1	3	9	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
<b>Qualification of coaches/instructors</b>	Participants could be hurt or hurt each other if the coach does not possess relevant qualifications to be able to deliver the sport or activity safely.	All members of team	3	3	9	Coaches to achieve appropriate standard and level of qualification. Ensure in-date certification.  Comply with sport cheer England recommendations.	1	3	3	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.

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<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>Travel:</b> Travel to comps and training at external venue (Storm Athletics)	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	4	5	20	Club committee to check that drivers have the relevant licences and insurance for the mode of travel.  Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues. Importance of this to be reminded.  When travelling by coach ensure travelling with a reputable company with necessary insurance and licenses.	2	2	4	Contact emergency services as required 111/999  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow <a href="#">SUSU incident report policy</a>

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<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>Lighting</b>	Players/Participants unable to see each other, the equipment or obstacles clearly, resulting in a higher risk of injury.	Players/Participants, Coaches/Instructors	5	4	20	<p>Training will only take place where there is sufficient light. Coaches and committee are deemed to be responsible for determining what is a safe light level.</p> <p>If lights are not working, this will be reported to Southampton Sport and the session stopped. SUSU Sports Coordinators will not schedule training or games in unlit areas past the predicted sunset.</p>	1	4	4	<p>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.</p>



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<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>Ability of players</b>	Athletes could be placed at the wrong level or in the wrong teams, resulting in potential risk of injury to themselves or others.	All members and coaches within the vicinity	3	5	15	<p>Tryouts will be run to ensure suitable team placements</p> <p>Coaches to decide whether it is safe for a player/participant to be part of that team or training.</p> <p>Coaches and committee to ensure that their team is playing against other teams of a similar level, training and in a safe environment.</p> <p>All team members are taught the basics of stunting from the beginning.</p> <p>Teach flyers how to fall safely.</p> <p>Coaches have experienced training qualifications to teach beginners</p>	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.

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<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>	
						<p>Beginners must show competency before trying higher level stunts</p> <p>Structured training sessions and clear instructions given.</p>				

Southampton Sport/ SUSU Facilities Considerations

<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>	
<b>Facility defects, including, Lighting, Heating, Fire, Bomb Threat (unidentified package), fire exit blocked</b>  <b>Wet floors, uneven surfaces or defects.</b> <b>Extreme heat, fire exits blocked</b>	Causing Slip, trip or Falls.  Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment.  Person or persons falling over or into objects and/or each other, due to fire exit blocked  Smoke inhalation or burns	Participants involved in the activity and those in the vicinity	2	3	6	Everyone to ensure they do visual checks of the facility before the session starts and report anything to the SUSU staff.  If surface is deemed unsafe then the session is not to go ahead.  If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club.  <i>Excessive Heat</i> Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff.  <i>Fire exit blocked</i>	2	2	4	QR codes to report any defects to the Susu Staff.  Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.

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<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>	
						<p>Everyone to ensure they do not put anything in front of fire exits.</p> <p>Everyone to ensure they remove anything put in front of fire exits.</p> <p>Clear walkways are maintained in all areas accessing the fire exits.</p>				

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Violent or aggressive behaviour or actions towards staff or other customers</b>	Inflicting physical injury, vandalising property, financial loss or reputation	Staff, customers, members	3	3	9	Abiding by facility rules, everyone should treat people with respect.  In serious circumstances seek assistance.	2	2	4	Make Southampton Sport Staff aware, call security.  Injuries to be reported to the Southampton Sport Staff ad via the SUSU reporting system.  Contact Report and Support <a href="#">Report + Support - University of Southampton</a>

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<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>	

**Socials**

<b>PART A</b>										
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<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>Costumes/Fancy Dress</b>	<p>Props/costumes causing injury or offence</p> <p>Risk of reputational damage for the society and the university.</p>	Participants 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 asked to remove these.</p> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></p>	1	2	2	<p>SUSU <a href="#">Expect Respect policy</a> to be followed</p> <p>Committee WIDE training</p> <p>Social Secretaries to be aware and attentive at all socials of the participants and intervene early.</p>

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<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>Alcohol consumption</b>	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees,	2	5	10	<p>Members are responsible for their individual safety though and are expected to act sensibly</p> <p>Initiation behaviour not to be tolerated and drinking games to be discouraged</p> <p>For socials at bars/pubs etc bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>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</p>	1	3	5	<p>Follow <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required 111/999</p> <p>Committee WIDE training</p>



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<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>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</p> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></p>				

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<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>Travel</b>	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.  Group chats of members in nearby locations to be	2	2	4	Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow <a href="#">SUSU incident report policy</a>

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<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>formed to allow for safer travel.</p> <p>Avoid large groups of people totally blocking the pavement or spilling in to the road.</p> <p>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).</p> <p>Be considerate of other pedestrians &amp; road users, keep disturbance &amp; noise down.</p>				

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Travel by car, train, bus, plane when leaving the local area.</b>	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	4	3	12	Club committee to check that drivers have the relevant licences and insurance for the mode of travel.  Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.	2	2	4	Contact emergency services as required 111/999  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow <a href="#">SUSU incident report policy</a>

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Medical emergency</b>	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 <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	2	5	15	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow <a href="#">SUSU incident report policy</a>

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Spiked Drinks/Alcohol Poisoning</b>	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. <b>Action organizers (b).</b> <ul style="list-style-type: none"> <li>The consumption of alcohol will take place at</li> </ul>	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.

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
						<p>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.</p> <p><b><u>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</u></b></p>				<p>Social secretaries and welfare secretary to coordinate with local venues for drink covers.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a></p>

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Members getting lost or separated. Members leaving an event/activity alone or without notifying others.</b>	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	<p>If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.</p> <p>Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event</p> <p>Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.</p>	2	2	4	<p>Follow <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required</p>



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<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>Violent or offensive behaviour</b>	Participants may become violent or offensive due to the consumption of too much alcohol.  Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	Bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a>	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.  <a href="#">Follow SUSU incident report policy</a>  Call emergency services as required

<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>Adverse weather</b>	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	Lead organiser to check the weather are suitable for activities on the day  Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites  In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

<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 as a result of alcohol</b>	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 split drinks.</li> <li>- Security staff &amp; Bar Staff provide first aid cover.</li> </ul> DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down.	3	1	3	If necessary, emergency services will be called  Request first aid at venue  Follow <a href="#">SUSU incident report policy</a>

<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>Allergies - food and drink</b>	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.  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 +)  Only order/buy food at establishments with appropriate food hygiene rating	1	5	5	Call Emergency Services/alert bar staff

<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>	
						Food to only be provided/eaten when other activities are stopped  Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly.				



**Fundraising Events & Cash Handling - For own society or Charity**

Handling and storing assets belonging to our society	Theft Damage to belongings Loss/ misplacement leading to financial loss	- All members	3	4	12	<ul style="list-style-type: none"> <li>• Cash from any fundraising events should be deposited into society bank account as soon as possible by the society's appointed treasurer</li> <li>• Money to be kept in lockable box whilst fundraising event occurs</li> <li>• Any equipment belonging to our society should be labelled and stored in a lockable cupboard To remove any equipment from the cupboard, a member must issue this in an accessible document which clearly states student ID and reason for removal, which allows us to contact individuals if there was ever loss or damage to belongings</li> </ul>	2	3	6	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> <li>• Highlight the incident to any community police officers in the area/report to 111</li> <li>• Report incident to SUSU duty manager and <a href="#">complete a SUSU incident report</a></li> </ul>
<b>Awareness/Promotional Stand e.g. Bunfight</b> *excluding items covered above										

<p>Overcrowding/ falling objects at stall (Bunfight)</p>	<p>Injury Individuals panicking because of confinement  Damage to equipment and materials</p>	<p>- All members &amp; attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Limit the number of committee members at the stall at any one time to 2.</li> </ul> <p>Ask individuals to wait/ form a queue rather than push and shove.</p> <ul style="list-style-type: none"> <li>- Ensure area around stall is clear with no trip hazards</li> <li>- Make sure fire exits and walkways aren't blocked</li> <li>- Ensure materials and equipment are secured and of sensible size</li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Seek medical attention where necessary</li> <li>• Seek help from support staff</li> </ul>
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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	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: <ul style="list-style-type: none"> <li>- Trips and Tours</li> <li>- Fundraising events e.g. bake sales, bag packing etc</li> <li>- Competitions</li> </ul>	Relevant committee members  President to ensure completion			
2	Committee to read and share SUSU Expect Respect Policy	All committee members  President to ensure completion			
3	Members to adhere to code of conduct and fill out membership forms	Members			
4	Coaches to ensure qualifications are the correct level and in date (and complete a renewal if necessary)	Coaches  President to ensure completion			
Responsible committee member signature:  <div style="text-align: center;">             Print name: Jenna Moffitt         </div>			Responsible committee member signature:  <div style="text-align: center;">             Print name: Isabella Archard         </div>		
Date: 24/09/24 4			Date: 24/09/24		



## Assessment Guidance

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