

Risk Assessment

Risk Assessment for the activity of	<i>Southampton University Water Polo Club Generic Risk Assessment</i>		Date	<i>15/07/2024</i>
Are you a sports club or society?	<i>Sports club (AU)</i>	Assessor	<i>Finlay Thomas (president)</i>	
President/Captain Name/2nd Committee Member	<i>Finlay Thomas (President) Katie Smith (Vice President) Howard Teng (Men's Captain) Charlotte Ratledge (Women's Captain)</i>	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)	<p>This is a general risk assessment for the training, fixtures and social events of the Southampton University water polo club between 01/09/2024 and 01/09/2025. Water Polo is a physical contact sport played by seven players (and up to 6 substitutes) per team. Our training hours are as follows: Wednesday (7-8pm Women's, 8-9pm Men's), Thursday (8-9pm) and Sunday (7-8pm Men's and 8- 9pm Women's). For both Men's and Women's training, the session is taken by the coach or the respective 1st Team Captain. Both compete in BUCS leagues and the Men compete in the BUCS national cup.</p>			

PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Activity										
Training / Match	Unintended collision with other players/equipment resulting in sprains, strains, bruising, fractures and head injury.	Players	2	1	2	Players are provided with hats that provide ear protection. Training is taken by experienced players and matches are refereed by qualified officials. Lifeguard on duty.	1	1	2	Equipment is always worn whenever contact may occur.
Training / Match	Lack of knowledge/skill.	Players – especially novices unaware of the physical aspect of the sport	1	2	1	Novices are placed in the second team where training and matches are less intense and are trained to a standard where they will be comfortable in a match situation.	1	1	4	Training is always taken by very experienced players/coaches. There is always a warmup, and no one is forced to do anything they feel unable to do.

Training / Match	Exhaustion resulting in hypoglycaemia, nausea, fainting and / or vomiting	Players	2	1	2	Players are advised to get out of the pool if they are feeling tired. Lifeguard on duty.	1	2	3	Competent and experienced coaching. Players are always encouraged to bring plastic bottled drinks to poolside if they need it. No pressure to turn up if you don't feel like it.
Training / Match (Circumstantial)	Dehydration	Players	1	1	1	Drinking water available on poolside from tap.	1	1	1	Coaches to supervise and proactively monitor players in all training sessions. Water available at venue. Players are encouraged to bring their own water bottle to all club sessions.
Biological	Lack of Hygiene resulting in infection and disease	Players and coaches affected by infection and disease	1	1	1	Pool is chlorinated and cleaned by jubilee pool staff. Showers and changing facilities exist on site. Lifeguard on duty.	1	1	1	All these facilities are at the Jubilee pool, equipment is kept there too.
Equipment set up/take down	Manual Handling resulting in sprains/strains, entrapment and crushing injuries	Players and coaches	1	1	1	Goals are always placed in the pool by at least two people at a time, so lifting is not an issue. Lifeguard on duty.	1	1	1	Goals are lightweight and easily carried by two people
Training / Match	Damage or failure of sports equipment resulting in sprains, strains, trauma injuries including crushing and lacerations.	Players and Coaches	1	1	1	Facilities maintained and checked by Sport and Wellbeing Staff. SUWPC equipment checked by committee members regularly. Equipment deemed to be unsafe is immediately replaced.	1	1	1	All equipment will be checked by committee member prior to use and if deemed unsafe it will not be used again and replaced when possible

Training / Match	Pre-existing illnesses and injuries.	Players – illness and injuries may come back to affect them.	1	2	2	When players sign membership forms, they must state any injuries or illnesses they may have. The committee then discuss whether it is safe for them to play. Players will be asked before entering the pool if they have any illnesses or injuries to disclose to the coach.	1	2	2	For asthmatics this is an issue, but we ensure that anyone who suffers from asthma brings their inhaler to poolside. Coach is made aware of the inhalers location before player enters the pool
Training / Match	No Lifeguard on Duty resulting in increased risk of drowning and other injuries.	Players and anyone in or around the pool	2	1	2	Jubilee must always always have at least one trained lifeguard pool side. Training or matches will not go ahead without their presence.	1	1	1	Jubilee does not allow entry to poolside without the presence of a lifeguard
Training / Match	Overcrowding of the pool leading to increased chance of drowning and lower chance of being noticed by Lifeguard	Players	1	1	1	Jubilee has a limit of 60 people in the pool at one time, numbers must not exceed this. The club splits its 2 hours pool time between boys and girls so that the pool does not become overcrowded. Members are required to book on to the session prior to entering poolside. Lifeguard on duty.	1	1	1	The captains should count numbers before each session and discuss with the lifeguards if the pool seems overcrowded even if under the 60 people limit.

Training / Match	Jewellery resulting in increased risk of physical injury including lacerations and potential strangulation	Players	1	1	1	In line with Jubilee Pool Rules, all jewellery must be removed before entering the pool. Lifeguard on duty.	1	1	1	Any member should remind anyone who forgets to remove any jewellery.
Training / Match	Long Hair & Nails increasing risk of laceration	Players	1	1	1	All members should keep nails short and remove fake nails before training or a game. Additionally, long hair must be tied up and a cap worn. In games every player must wear a swimming hat.	1	1	1	Any member should remind anyone who forgets to cut their nails or tie up their hair. Warnings given to those who fail to comply by committee members. Nail check is carried out by referee prior to any matches starting.

Away Matches	Travel to away fixtures	Players and coaches in any vehicle travelling to an away game	1	3	3	All minibus drivers must be over 21 and passed the SUSU required minibus test. Additionally, personal cars used must be fully insured and with a valid driving license. Numbers per car should not exceed the specified numbers from the manufacturer.	1	3	3	Fixtures secretary must plan, whenever possible using SUSU minibuses over member's cars so that driving can be shared.
Training / Match	Slipping, Tripping and Falling	Players, coaches, and referees on poolside.	1	1	1	In line with Jubilee Pool Rules no running is allowed pool side. Referees and Coaches are encouraged to wear non-slip footwear when walking up and down poolside. Lifeguard on duty.	1	1	1	Members must not encourage others to rush which may cause them to run and fall. Jubilee does not allow outdoor shoes on poolside.
Training / Match	Strains, Sprains and Cramp	Players	1	1	1	Captains must ensure a full and detailed warm up at the beginning of the session, with water polo specific concentration to reduce chance of strains, sprains, and cramp. Lifeguard on duty.	1	1	1	Anyone who needs specific stretches for previous injuries or tight muscles is allowed as much time to do so.

Training / Match	Risk of Drowning / Submersion	Players who are not competent swimmers	1	1	1	Any new member is required to take part in a warmup at the beginning of a session. Anyone whose swimming is deemed as inadequate is politely asked to leave for the safety of themselves and others. Lifeguard on duty.	1	1	1	A competent level of swimming should not be assumed, all members should instead be asked and tested on their ability.
General assessment - including all aspects of the club										
Slips, trips and falls	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 members and committee	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.

Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All members, committee and spectators	1	5	5 Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. 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. Consider accessibility requirements (below)	1	4	4	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 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.
Setting up/moving objects.	Bruising or broken bones from tripping over table and chairs.	All members and committee	2	3	6 Follow manual handling guidelines Setting up tables will be done by committee. Work in teams when handling large and bulky items. Make sure anyone with any pre-existing conditions isn't doing	1	3	3	Seek assistance if in need of extra help from facilities staff/venue staff if needed Seek medical attention from SUSU Reception if in need Contact emergency services if needed 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

						any unnecessary lifting and they are comfortable.				
Electronics	Risk of eye strain, back injury, electric shock	Committee and members	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 and user has access to ergonomic accompanying furniture if required.</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>
Overcrowding	Physical injury	All members and committee	1	3	3	<p>Do not push/shove – organisers/committee to enforce.</p> <p>Consider timing and location of events and the number of people expected to attend.</p> <p>Inform other bookings in the area of the event if necessary.</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>Support from a SUSU Activities coordinator</p> <p>Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day</p>

<p>Accessibility: Entrances and Exits to the chosen area.</p>	<p>Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements.</p> <p>They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.</p>	<p>All members and committee</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>All areas chosen for activity will have their suitability checked.</p> <p>If a closed activity for members, members will be consulted to ensure there are no accessibility requirements.</p> <p>If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>In case of an emergency, call the emergency services on 999.</p> <p>If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.</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>
<p>Reputational Risk: For the club as well as to SUSU and the University</p>	<p>Incidents during club activity could pose a reputational risk to the club, Southampton University Students' Union or Southampton University itself.</p>	<p>All members of the club, SUSU or the University's reputation</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>Ensuring all parts of this risk assessment are adhered to.</p> <p>Ensuring that any incidents involving public, or others are recorded, reported to senior committee, and addressed.</p> <p>Ensuring appropriate, respectful and sportsmanlike conduct when representing the university at BUCS and friendlies.</p>	<p>1</p>	<p>1</p>	<p>1</p>	

	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.					Ensuring all members are reminded that they are representing the club/society, SUSU, and the University in when in branded clothing regardless of whether they are on a club activity at that time. Ensuring that control of club social media is monitored, and all posts are not controversial or offensive in nature.				
Financial Risk:	Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing property damage which needs compensating, lawsuits and financial penalties.	The club Members or committee subject to lawsuits SUSU if required to assist.	1	1	1	Budget written and approved by committee prior to beginning of academic year and membership fees adjusted accordingly.	1	1	1	Contacting SUSU to organise a loan, repayment schedule and investigation into the management and betterment of the club.

Legal Compliance:	Fines imposed upon the student group as well as SUSU. Jail sentences. Reputational risk (see above).	The club, committee and members, SUSU or the Wider University.	1	1	1	All members of the club should ensure they are following set law at all times. If ever in doubt, they will seek advice from committee who will then ligase with the student union prior to the activity taking place. Permission for guest speakers sought from University Legal Services team. This may require security being consulted and an extra risk assessment being submitted.	1	1	1
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Southampton Sport Facilities

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

Violent or aggressive behaviour or actions towards staff or other customers	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 Report + Support - University of Southampton
Meetings & 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.	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

						<p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</p>				
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	<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 SUSU incident report policy</p>

Inadequate meeting space- overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<p>Committee check on room pre-booking, checks on space, lighting, access, tech available</p> <p>Ensure space meets needs of members e.g., considering location & accessibility of space</p> <p>Committee to consult members on needs and make reasonable adjustments where possible</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>Liaise with SUSU reception/activities team on available spaces for meetings</p> <p>Postpone meetings where space cannot be found</p> <p>Look at remote meeting options for members</p> <p>Committee WIDE training</p>
Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers 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>
Socials: Costumes/Fancy Dress	Props/costumes causing injury or offence	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</p>	1	2	2	<p>SUSU Expect Respect policy to be followed</p> <p>Committee WIDE training</p>

						wearing items deemed offensive asked to remove these. Society to follow and share with members Code of conduct/SUSU Expect Respect policy				
Socials- alcohol consumption	Participants may become at risk because 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 Initiation behaviour not to be tolerated and drinking games to be discouraged For socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess Committee to select 'student friendly' bars/clubs and contact	1	3	5	Follow SUSU incident report policy Call emergency services as required 111/999 Committee WIDE training

						<p>them in advance to inform them of the event</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy</p>				
Socials-Travel	Vehicle's collision - causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	<p>Members are responsible for their individual safety though and are expected to act sensibly</p> <p>Local venues known to University of Southampton (UoS) students chosen</p> <p>Event organisers will be available to direct people between venues.</p> <p>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.</p> <p>Avoid large groups of people totally blocking the pavement or spilling into 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</p>	2	2	4	<p>Where possible venues chosen for socials will be local/known to members and within a short distance from each other.</p> <p>Contact emergency services as required 111/999</p> <p>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 SUSU incident report policy</p>

						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.				
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 <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 SUSU incident report policy
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	Members	2	10	5	Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.	1	5	5	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: Emergency contact number for Campus Security: <ul style="list-style-type: none"> • Tel: +44 (0)23 8059 3311 • (Ext:3311).

	i.e., waste cardboard/boxes.									
Fundraising Events & Cash Handling - For own society or Charity										
Handling & Storing Money- Own Society fundraising	<p>Theft</p> <p>Individuals being mugged/robbed</p> <p>Loss/ misplacement leading to financial loss</p>	Members, Participants	3	4	12	<p>Avoid using cash if possible. Card readers for charity available from the activities team.</p> <p>Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open.</p> <p>Money to be kept in lockable box</p> <p>Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)</p> <p>Where possible offer option to pre-buy tickets to avoid cash purchases E.g., use of SUSU box office, hire/loan of</p>	2	3	6	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> Highlight the incident to any community police officers in the area/report to 111 Report incident to SUSU duty manager and c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report

						<p>contactless payment machines</p> <p>Money to not be left unattended</p> <p>Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.</p>				
Handling & Storing Money- Charity fundraiser	<p>Theft</p> <p>Individuals being mugged/robbed</p> <p>Loss/ misplacement leading to financial loss</p>	Members, Participants, Charity	3	4	12	<p>Southampton RAG procedures will be followed:</p> <ul style="list-style-type: none"> • Charity Event form completed, and RAG approval will be given • All food hygiene certificates and event risk assessment to be approved by activities team • Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5) • Avoid using cash where possible and use card reader. • Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity. 	2	3	6	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • Highlight the incident to any community police officers in the area/report to 111 • Report to SUSU Duty manager and Complete a SUSU incident report

						<ul style="list-style-type: none"> • Collection buckets to remain sealed and to not be left unattended • Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. • Nominated person will be tasked with storing cash in nominated location when SUSU office not open. • Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) 				
Events involving Food	Allergies Food poisoning Choking	All	3	5	15	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 +)	1	5	5	SUSU food hygiene level 2 course available for completion- requests made to activities team Call for first aid/emergency services a required Report incidents via SUSU incident report procedure

					<p>Only order/buy food at establishments with appropriate food hygiene rating</p> <p>Food to only be provided/eaten when other activities are stopped</p> <p>Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products</p>				
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Demonstration/Strike/ Awareness Raising Activity											
Adverse Weather	Injury Illness Slipping Burns	All who attend	4	3	12	Lead organiser to check the weather are suitable for activities on the day SUSU/UoS Facilities team checks of buildings and spaces prior to the event 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	
Overcrowding	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	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. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day Security team may inform police of the event if required (e.g. marches)	



						Inform other bookings on the Redbrick/in the area of the event				
Disturbance to public, students and staff	Conflict, noise, crowds	Event organisers and attendees, or the general public.	2	2	4	<p>Events planned for redbrick avoiding residential areas</p> <p>UoS Security Teams informed of the event</p> <p>Everybody will be encouraged to stay together as a group</p> <p>shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas</p> <p>If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)</p>	1	2	2	<p>With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk</p> <p>Inform UoS/SUSU communications team of the event- can brief others via SUSSSED</p>
Counter protest, discrimination against the demonstration/Campaign	Assault, Violence or threatening/ Aggressive Behaviour	Event organisers and attendees	2	4	8	<p>Event planned for Highfield campus- a route well signposted and known for students</p> <p>Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended, and</p>	1	4	4	<p>Event organisers to call University Security if necessary.</p> <p>Emergency contact number for Campus Security:</p> <ul style="list-style-type: none"> • Tel: +44 (0)23 8059 3311 • (Ext: 3311) • Building 32, University Road Highfield Campus. <p>Any incidents will be reported via UoS reporting tools</p>

					<p>students advised to return to campus if this continues.</p> <p>Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts</p> <p>Participants made aware they could join and leave the event at any time.</p> <p>Ensure that people are aware that this is an open space for discussion to discourage protest.</p>				<p>Contact emergency services if needed</p> <p>Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</p>	
Talks/debates - subjects that could be sensitive or personal to some members	The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.	Members	2	3	6	<p>Prior information about event and what to expect given out so participants know what to expect.</p> <p>Members made aware they could leave the event at any time.</p> <p>Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members) SUSU reporting tool available</p>	1	3	3	<p>Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter</p> <p>Committee Wide Training</p> <p>Seek guidance from activities/SUSU advice centre/UoS enabling team as required</p> <p>Committee WIDE training</p>
<p>Awareness/Promotional Stand e.g. Bunfight *excluding items covered above</p>										

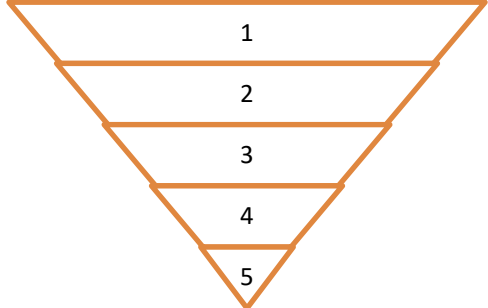
Overcrowding at Stall	Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour.	Members, visitors	2	3	6	<p>A maximum of 3 representatives to be at the stall at any one time</p> <p>Request that orderly ques are formed</p> <p>Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear</p> <p>Ensure that organisers /volunteers do not block walkways when engaging with attendees</p> <p>Follow instructions given by support staff/staff on directions and entry and exit points</p> <p>Do not move tables if this has been placed for you by staff.</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>Seek support from facilities staff</p>
Falling Objects e.g. banners	Injury Bruising Damage to equipment	Members, visitors	2	3	6	<p>Tables to be safely secured by staff where possible – ask for support from facilities team</p> <p>Ensure banner is secured and on a flat surface</p> <p>Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders</p>	1	2	2	<p>Seek medical attention if problem arises</p> <p>Seek support from facilities staff</p>

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"> Trips and Tours Fundraising events e.g. Bake Sales External Speaker Events 	Relevant committee members, President to take responsibility for completion	3 weeks prior to event (excluding overseas trips which will be completed 6 weeks prior to event).		
2.	Committee to read and share SUSU Expect Respect Policy	All committee members	Prior to Bunfight		
3.	Equipment monitoring	President and coaching team	Prior to pre-season training	Weekly to ensure continued equipment upkeep.	Any problems to be reported to and tackled by committee initially, then SUSU if required.
4.	Committee to be familiar with local guidelines for emergencies (fire exits, phone numbers for support etc.)	All committee members	Prior to event.		
Responsible committee member signature: 				Responsible committee member signature: 	
Print name: Finlay Thomas			Date: 15/07/2024	Print name: Katie Smith	
				Date: 15/07/2024	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

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