

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Risk Assessment			
Risk Assessment for the activity of	Icebreaker		Date 24 th September 2025
Unit/Faculty/Directorate	K-pop Society	Assessor	Soby Achusim
Line Manager/Supervisor	Alfred Chung	Signed off	
Description of event/activity	<p><i>A meet and greet social where members can get to know each other and committee, with some games to get familiar with each other.</i></p> <p><i>Activities include:</i></p> <ul style="list-style-type: none"> • <i>Welcome Talk [Committee & Society Introduction]</i> • <i>Games: Bingo, Musical Chairs, Kahoot, Random play dance</i> <p><i>Date: 9th October 2025</i></p> <p><i>Time: 7.30PM-9.30PM</i></p> <p><i>Venue: The Bridge, Building 42 University Rd, Highfield, Southampton SO17 1BJ</i></p> <p><i>Expected Numbers: 150</i></p>		

<i>PART A</i>									
(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)
			L i k e l i h o o d	I m p a c t	S c e n a r i o	L i k e l i h o o d	I m p a c t	S c e n a r i o	
					Control measures (use the risk hierarchy)				

Slips, trips and falls	Physical injury due to event set up	Event organisers, event attendees	2	4	8	<p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</p> <p>Any cables to be organised as best as possible</p> <p>Cable ties to be used if necessary</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.</p> <p>Extra vigilance will be paid to make sure that any spilled drinks and food products/objects are cleaned up quickly and efficiently in the area.</p> <ul style="list-style-type: none"> Report any trip hazards to facilities teams/venue staff asap. If cannot be 	1	3	3	<p>Seek medical attention from venue staff</p> <p>Contact emergency services if needed</p> <p>Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy</p>
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Setting up of equipment and clearing event space. E.g. Tables and chairs.	Bruising or broken bones from tripping over tables and chairs.	Event organisers, event attendees	2	3	6	<p>Make event organisers aware of the potential risks, follow manual handling guidelines</p> <ul style="list-style-type: none"> • 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 the 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	<ul style="list-style-type: none"> • Seek assistance if in need of extra help from venue staff if needed • Contact emergency services if needed <p>Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>
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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	

Socials/Meeting - Medical emergency	Members may sustain injury/become unwell Pre-existing medical conditions, sickness, distress	Event organisers and attendees	2	5	10	<ul style="list-style-type: none"> • Advise participants to bring their personal medication if required • 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 Venue staff for first aid support 	2	4	8	Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
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Food and drink	Consequences could include: <ul style="list-style-type: none"> • Choking • Illness • Allergies 	Organisers and attendees	3	4	12	<ul style="list-style-type: none"> • Advise to bring personal medical equipment • Members/Committee to carry out first aid if needed and only if they are qualified • Everything will have the correct labels provided • Contact emergency services as required 111/999 • Contact Venue staff for first aid and support 	2	4	8	Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
Fire emergencies	Consequences could involve: <ul style="list-style-type: none"> • Evacuation • Injury 	Event organisers, attendees	2	5	10	<ul style="list-style-type: none"> • Advise members where the emergency exits are • Contact emergency services as required 111/999 	2	5	10	Report to building management and provide important and relevant information regarding the incident

Inappropriate behaviour	<p>Bullying and harassment of participants</p> <p>Event attendees or members of the public may act inappropriately towards other attendees</p>	Event organisers, attendees	2	3	6	<ul style="list-style-type: none"> • Ensure everybody is respectful of others • Enforce SUSU's zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct and any victimisation. • Ensuring hosts have read the SUSU's respect policy • Contact emergency services as required 111/999 	1	3	3	<ul style="list-style-type: none"> • Hosts to remove participants from the event/activity if they are behaving inappropriately • Get support from venue staff in needed • Report to inappropriate behaviour to SUSU's Activities Team
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Inadequate meeting space- overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> 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 <p>Random Play Dance:</p> <ul style="list-style-type: none"> Ensure that there is sufficient space for the dance area for participants to spread out comfortably. Committee members will be 	1	3	3	<ul style="list-style-type: none"> Seek medical attention if problem arises <p>Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>
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						supervising the activity to prevent overcrowding around the dance area.				
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Physical Activities	Participants may accidentally injure themselves during the activities	Participants of activities	2	3	6	<p>Ensure participants are aware of the required skills needed</p> <p>Remind participants of the required skills to take part in session</p> <p>Musical Chairs:</p> <p>Firm verbal warning to participants prior to activity that aggressive behaviour & violence is strictly prohibited.</p> <p>Reminding participants to be wary, do not run and be careful of chair legs when moving around.</p> <p>Remove any cables or potential obstacles near the circle of chairs.</p> <p>Carrying out the activity in small groups, one at a time under committee supervision.</p> <p>Immediately remove any participant that is</p>	1	3	3	<p>Advise participants to sit out of activity if it is unsafe for them</p> <p>Notify SUSU's Activities Team of any injuries resulting from club/societies activity</p>
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						noticed to be displaying excessively aggressive or violent behaviour from the activity.				
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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
1,2,7	Make sure all chairs, tables and other equipment are out of the way and there is plenty of space for activities	All committee members	09/10/2 5		

3,4	Ensure all medical emergencies are prepared for and there are qualified members for first aid attending	All committee members	09/10/25		
5	Ensure that all committee members and attendees are aware of the fire evacuation procedures and where the evacuation points are	All committee members and participants	09/10/25		
6	Remove individual/s to ensure others are not being affected by inappropriate behaviour	All committee members	09/10/25		
7	Ensure participants are in correct health and ability to part-take in activities	All committee members and participants	09/10/25		
Responsible manager's signature: Alfred Chung				Responsible manager's signature: OYEH	
Print name: Alfred Chung			Date: 24/09/25	Print name: Emma Ho	Date: 24/09/25

Assessment Guidance

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

LIKELIHOOD

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15

2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

IMPACT

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