

Risk Assessment

Risk Assessment for the activity of	Karaoke Night		Date	12/10/2025
Unit/Faculty/Directorate /Club or Society		Assessor	Soby Achusim	
Line Manager/Supervisor/President	Alfred Chung	Signed off		
Description of event/activity	<p><i>A tiem where members can get to sing song kpop and non-kpop related songs.</i></p> <p><i>Date: 20th October 2025</i></p> <p><i>Time: 6.30PM-9.30PM</i></p> <p><i>Venue: Room 1083, Building 2, University of Southampton Highfield Campus, 12 University Rd, Southampton SO17 1BJ</i></p> <p><i>Expected Numbers: 60</i></p>			

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Slips, trips and falls	Physical injury due to event set up	Event organisers and attendees	2	4	8	Ensure all cables and equipment are securely taped down or covered. Keep floors clear and dry. Report and mark any trip hazards with hazard signs. Committee to conduct regular checks during event.	1	3	3	Seek medical attention from venue staff if required. Contact emergency services if necessary. Report incidents immediately to the SUSU duty manager.

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Electrical Equipment Setup (Microphones, Speakers, Screens)	Risk of electric shock, burns, or tripping over cables.	Event organisers and attendees	2	4	8	Inspect all electrical equipment for visible damage before use. Ensure PAT-tested equipment is used. Keep drinks and liquids away from electrical equipment. Avoid overloading power sockets and use surge protectors.	2	3	6	Seek help from venue staff or SUSU team for technical issues. Report electrical faults immediately. Contact emergency services if injury occurs.

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Behaviour	Bullying, harassment, or making others uncomfortable.	Attendees and organisers	2	3	6	Promote an inclusive environment and remind attendees to be respectful. Enforce SUSU's zero-tolerance policy on discrimination, harassment, or inappropriate conduct. Committee to monitor attendees throughout the event.	1	3	3	Remove participants behaving inappropriately. Report any incidents to SUSU Activities Team.

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Fire Emergencies	Smoke inhalation, burns, or evacuation difficulties.	Event organisers and attendees	2	5	10	Ensure organisers and attendees are aware of the nearest emergency exits. Keep exit routes clear of equipment. Avoid blocking access to fire safety equipment.	1	4	4	Follow venue fire procedures. Contact emergency services (999) if required. Report incident to SUSU Health and Safety Officer.
Medical Emergencies	Illness, injury, or distress during event.	Attendees and organisers	2	5	10	Encourage attendees to bring necessary medication. Committee members trained in first aid to assist if needed. Contact venue staff or emergency services immediately if serious.	2	4	8	Report incidents to SUSU Health and Safety Officer. Record details for follow-up.

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Inadequate Space or Overcrowding	Physical injury, distress, or exclusion.	Attendees and organisers	2	4	8	Check room layout and ensure it is large enough for 60 attendees. Ensure adequate ventilation and seating. Monitor entry numbers to prevent overcrowding.	1	3	3	Seek medical attention if issues arise. Report incidents to SUSU duty manager.

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Food and drink	Consequences could include -Choking - Illness - Allergies - Intolerances	Organisers and attendees	3	4	12	All participants will bring their own food in packages, indicating allergies risks. Advise to bring personal medical equipment. Members/Comitee to carry out first aid if needed and only if they are qualified. Everything will have the correct labels provided	2	4	8	Incidents are to be reported as soon as the incident has happened, ensuring duty manager/health and safety officer has been informed. Contact emergency service as required 111/999 Contact the venue for first aid and support

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Activities involving electrical equipment	Risk of eye strain, injury, electric shock, trip hazards	Event organisers, committee and attendees	2	4	8	<p>Ensure there are breaks in between when using screens/bright equipment.</p> <p>Ensure the screen is set up to avoid eye glare and is at eye height where possible</p> <p>Assess cables for any bare wires and make sure there is no liquid around wires.</p> <p>Ensure wires and any other equipment are out of the way and covered appropriately</p>	2	3	6	<p>Request support and advice from SUSU team.</p> <p>For external venues, pre-check equipment and last PAT testing dates.</p> <p>Seek medical advice if needed.</p> <p>Notify the activities team at SUSU of any injuries resulting from any clubs/societies activity.</p>

PART B – Action Plan

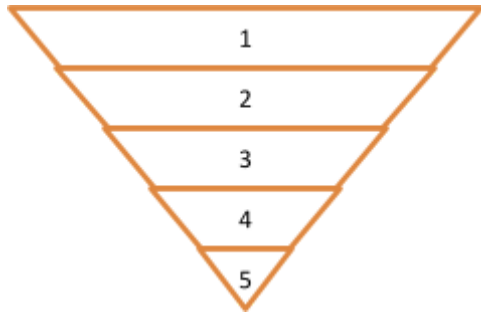
Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Ensure all cables and equipment are secured safely.	All committee members	20/10/25	20/10/25	
2	Check all electrical equipment before use and ensure PAT certification.	All committee members	20/10/25	20/10/25	
3	Remove participants behaving inappropriately and report incidents.	All committee members	20/10/25	20/10/25	
4	Ensure all fire exits are clear and members are aware of evacuation procedures.	All committee members	20/10/25	20/10/25	
5	Ensure first aid support is available and incidents are reported immediately.	All committee members	20/10/25	20/10/25	
6	Ensure venue is not overcrowded and participants are comfortable.	All committee members	20/10/25	20/10/25	
Responsible manager's signature:				Responsible manager's signature:	
Print name: Alfred Chung				Print name: Soby Achusim	
Date: 12/10/2025				Date: 12/10/2025	

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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	

L I K E L I H O O D	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

Identify the impact and likelihood using the tables above. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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.

