

Risk Assessment

Risk Assessment for the activity of	K-Pop Society - Bubble Tea Social/Meet & Greet Date: 18th September 2026 Time: 5PM - 7:30PM Venue: Dingtea Southampton, 27 Hanover Buildings, Southampton SO14 1JU Expected Numbers: 40		Date 29th August 2026
Unit/Faculty/Directorate		Assessor	Iker Davis-Zamorano
Line Manager/Supervisor	Leyla Guarda	Signed off	
Description of event/activity	<i>A meet and greet social where members can get to know each other and committee. Attending members can buy their own bubble tea at the venue if they want.</i>		

PART A

(1) Risk identification	(2) Risk assessment	(3) Risk management
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Version: 2.3/2017

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	

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Slips, trips and falls	Physical injury	Event organisers, event attendees and members of the public	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 organisers. • 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. • Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs	1	4	4	• Seek medical attention from venue staff • Contact emergency services if needed 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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Setting up of equipment. E.g. Tables and chairs.	Bruising or broken bones from tripping over tables and chairs.	Event organisers, event attendees and members of the public	2	3	6	Make stall operators aware of the potential risks, follow manual handling guidelines • Ensure that at least 2 people carry tables. • Setting up tables will be done by organisers. • Work in teams when handling other large and bulky items. • Request tools to support with 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	• Seek assistance if in need of extra help from venue staff if needed • Contact emergency services if needed 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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Socials/Meeting - Medical emergency	Members may sustain injury/become unwell Pre-existing medical conditions, sickness, distress	Event organisers and attendees	2	5	10	- 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: - Choking - Illness - Allergies	Organisers and attendees	3	4	12	• Advise to bring personal medical equipment • Members/Committee to carry out first aid if needed and only if they are qualified • All individual items/drinks will be provided with correct labels identifying their contents and any present allergens. • Contact emergency services as required 111/999 • Contact Venue staff for first aid and support • Catering/drinks are sourced from a reputable vendor (Ding Tea). Verified that the vendor holds a hygiene rating of 4 or higher, ensuring safe food preparation and storage standards.	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: - Evacuation - Injury	Event organisers, attendees and members of the public	2	5	10	• 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

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Inappropriate behaviour	Bullying and harassment of participants Members of the public may act inappropriately towards all participants	Event organisers, attendees and members of the public	2	3	6	- 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	- Hosts to remove participants from the event/activity if they are behaving inappropriately - Get support from venue staff in needed - Report 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	- Committee check on room pre-booking, checks on space, lighting, access, tech available - Ensure space meets needs of members e.g. considering location & accessibility of space - Committee to consult members on needs and make reasonable adjustments where possible	1	3	3	Seek medical attention if problem arises 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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Travel to and from the venue	Vehicle collision causing serious injury	Event organisers, attendees, members of the public	4	3	1 2	- Members are responsible for their individual safety though and are expected to act sensibly - Local venue chosen to avoid event goers getting lost, or discriminating against those that cannot travel far - Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. - Avoid large groups of people totally blocking the pavement or spilling into the road. - Anybody in the group who 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).	2	3	6	- 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 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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						Be considerate of other pedestrians & road users, keep disturbance & noise down.				

PART B - Action Plan

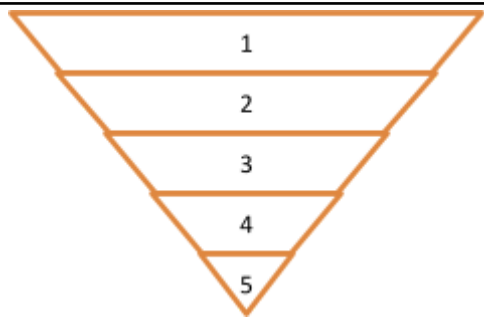
Risk Assessment Action Plan

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	18/09/26	18/09/26	
3,4	Ensure all medical emergencies are prepared for and there are qualified members for first aid attending	All committee members	18/09/26	18/09/26	
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	18/09/26	18/09/26	
6	Remove individual/s to ensure others are not being affected by inappropriate behaviour	All committee members	18/09/26	18/09/26	
7	Ensure participants are in correct health and ability to partake in activities	All committee members and participants	18/09/26	18/09/26	
Responsible manager's signature: Print name: Leyla Guarda Date: 29/08/26				Responsible manager's signature: Print name: Iker Davis-Zamorano Date: 29/08/26	

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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.

