Risk Assessment

Risk Assessment for the activity of	**Movie night**	**Date**	**06/11/2026**
Unit/Faculty/Directorate /Club or Society	**K-Pop Society**		**Kelsy Mohamed**
Line Manager/Supervisor/President	***Leyla Guarda***	**Signed off**	N/A, please upload to groupshub for digital sign-off by SUSU Activities team
Description of event/activity	**Society members will come together in a lecture theatre to watch a film together.** **Venue - 2/1039, Highfield Campus** **Numbers - 60 expected**		

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**	
Inappropriate behaviour	Harm to participants through abuse / bullying.	Participants	2	3	6	Encourage participants to speak up if someone / something bothers them, and ensure there is a committee member present at all times for someone to talk to. Committee should also keep an eye on everything happening at the event to ensure nothing harmful is taking place.	1	3	3	Tell participants to speak to committee members if they experience any inappropriate behaviour / witness any. Talk to / remove any participant that is causing said behaviour. Notify Activities Team at SUSU if there is any inappropriate behaviour.

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Electrical equipment	Risk of eye strain, injury, electric shock, trip hazards.	Anyone attending the event - committee, participants etc.	2	4	8	Ensure the screen is set up in a way that is safe for eyes; its usual setting for lectures should suffice. Participants are encouraged to let committee members know if the screen is uncomfortable on their eyes or if they need to take a break for this reason. Ensure there is no liquid around any wires, and that there are no wires on the ground for people to trip on.	2	3	6	Seek medical advise if needed, or consult the SUSU team. Notify the Activities Team of any injuries or harm of participants.

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Inadequate meeting space	Physical injury, distress, exclusion	Anyone attending the event - committee, participants etc.	1	3	3	Committee check and approve the space before allowing the event to take place - lighting, tech, space all has to be okay. Ensure the space meets the needs of all participants. Ensure there is a limit on the amount of participants, and that the maximum room capacity reflects this.	1	3	3	Speak with SUSU if there is any problem / query. Seek medical attention if there is a problem, and notify SUSU activities team.

Slips, trips and falls	Physical injury.	Anyone attending the event - committee, participants etc.	2	4	8	All boxes, wires and equipment should be stored under desks / away from participants, and ensure there is nothing on the floor. If there is something which poses a hazard in the room upon arrival, committee should inform the venue staff. Mark it with hazard signs if it cannot be removed. Committee should constantly check the floor throughout the event to see if anything changes, and something is left on the floor. Cable ties should be used if necessary. Any spilled water /drinks by participants should be reported to the committee, who will constantly be on the lookout for this and will clean it up ASAP.	1	4	4	Seek medical attention if needed / contact SUSU activities team. All incidents to be reported asap to venue staff.

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Medical emergency	Participants feeling unwell or sustain an injury. Pre-existing medical conditions / new sickness.	Anyone attending the event - committee, participants etc.	2	5	10	Advise and inform participants they cannot attend unless they bring their personal medication if they need it. Members or committee should carry out first aid if they are trained to / can do it. Contact emergency services if needed.	2	5	10	Incidents are to be reported immediately to SUSU activities team. Ensure everyone is informed of an incident. Follow SUSU incident report policy - https://www.susu.org/groups/admin/howto/protectionaccident

	Smoke inhalation, burns, harm	Anyone attending the event - committee, participants etc.	1	5	5	Everyone must be aware of the nearest emergency exits and what to do in the event of a fire - pressing the alarm, contacting emergency services. Committee should be well aware of this. Emergency exits should be clear and visible, and the route to these should not be barricaded or disrupted. Highlight emergency exits to all participants and inform them of the importance of leaving calmly in the event of an emergency. Consider accessibility requirements.	1	4	4	In case of emergency, turn on fire alarm and ensure everyone vacates the building calmly and safely. Call the emergency services asap. Inform SUSU activities team. Follow SUSU incident report policy - https://www.susu.org/groups/admin/howto/protectionaccident
Loss of valuables	Lost items	All attendees.	2	2	4	All attendees will be warned prior to the social to keep valuables secure and hidden, including ID and bank cards. Advise participants to bring only what they need.	1	2	2	We will contact SUSU Activities Team if any items go missing within the venue.

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Ensuring the movie does no harm to participants	Trauma, mental harm.	All attendees including committee	2	4	6	We will ensure the movie we put on will be under the rating of 15, ensuring it is family-friendly and wholesome for all attendees to watch. Display the film on our social media a few days before the screening itself, with maturity ratings. We will warn participants in advance if there are any trigger warnings (although this is unlikely).	**1**	**4**	**5**	Ensure we do not use SUSU's list of films that are not approved for showing - https://www.filmbankmedia.com/moratorium-and-special-permissions/ Contact SUSU Activities team if there if any participant is majorly affected by the film.

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Piracy	Legal consequences	Committee members	1	4	5	Ensuring that the film is an approved one to watch and is covered under license by SUSU. Only show the films to those covered under the license - attendees must be students of the university. Ensure we do not charge an admission fee. Ensure we do not advertise the film on a billboard or other publicly visible method. Ensure the film is owned by, and has the rights from, MPLC studios and distributors.	1	2	3	Use SUSU's screening controls and guidance - https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Film-Screening-Guidance.aspx?web=1 . Contact SUSU Activities team if we have any further questions.

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	Remove participants causing harm immediately.	Committee	20/10/2026	20/10/2026	
2	Ensure all equipment is handled correctly.	Committee	20/10/2026	20/10/2026	
3	Ensure the space is sufficient for everyone.	Committee	20/10/2026	20/10/2026	
4	All spills are cleaned immediately so there is never any point where there is an obstruction or hazard on the floor.	Committee and attendees	20/10/2026	20/10/2026	
5	Ensure all medical emergencies are prepared for and that there are attendees qualified in first aid training.	Committee	20/10/2026	20/10/2026	
6	Ensure everyone is aware of fire evacuation procedure.	Committee and attendees	20/10/2026	20/10/2026	
7	Ensure everyone keeps their valuables secure	Committee and attendees	27/10/2026	27/10/2026	
8	Ensure everyone is aware well in advance of the film chosen to watch and they are all comfortable with watching said film.	Committee and attendees	27/10/2026	27/10/2026	
9	Ensuring that the film we put on is one we are legally allowed to do.	Committee	27/10/2026	27/10/2026	
Responsible manager's signature:				Responsible manager's signature:	

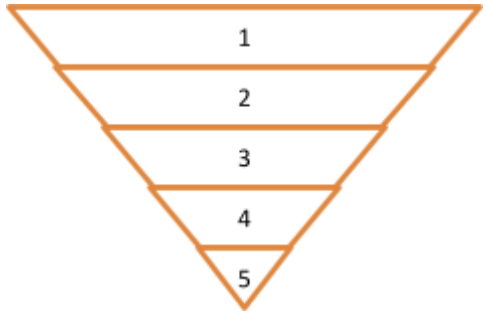
Print name: Leyla Guarda	ıte: 27/10 /2026	Print name: Kelsy Mohamed	Date: 27/10/2026

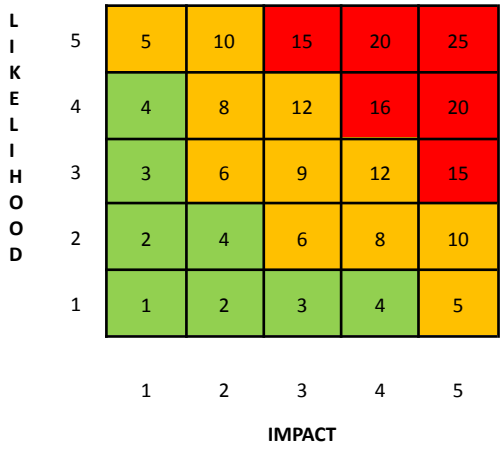
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Assessment Guidance

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





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