Risk Assessment

Risk Assessment for the activity of	**Photocard Decorating and Craft Evening**	**Date**	**30/10/2026**
Unit/Faculty/Directorate /Club or Society	**Kpop Society**	**Assessor**	**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	***12/11/2026, 18:00-21:00, Building 13 Room 3021*** ***We will be hosting a K-Pop photocard decorating and crafting evening.*** ***All the materials (stickers, top loaders and photocards) will be provided.*** ***Attendees will be given a photocard, a toploader and a choice of stickers and they can use these stickers to decorate the toploader which holds the photocard.*** ***Furthermore, attendees are encouraged to bring their own personal craft projects to work on in a relaxing and fun environment.***		

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				Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	• Boxes and equipment are to be stored away from the main areas, e.g. the sides of the room, under tables • Cables to be organised as best as possible and covered where needed. ○ Ties to be used if necessary • Floors and walkways are to be kept clear and dry and visual checks to be maintained throughout the meeting by the organisers • Vigilance to be kept up around any food and drink, in case of spillages, so they are cleaned up quickly • Report any trip hazards to facilities team/venue staff ASAP. If the hazard cannot be removed it should be marked off with hazard signs • Attendees to be warned about being careful walking up and down the stairs to avoid trips.	1	4	4	• If needed, seek medical attention from SUSU Reception/venue staff • Contact facilities team via SUSU reception • 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

Setting up equipment e.g. the stickers and photocards	Bruising or broken bones from tripping up stairs and tripping on chairs	Event organisers and attendees	2	3	6	• Make attendees and organisers aware of potential risks, following manual handling guidelines • If any tables need to be moved, at least 2 people carry it. • Work in teams if any large and heavy items need to be carried • Request tools to support moving any heavy objects from SUSU Facilities/Venue. E.g. hand truck, dolly etc. • Anyone with preexisting medical conditions isn't doing any unnecessary lifting and they are comfortable.	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 • Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. • Follow SUSU incident report policy

Socials/Meeting Medical emergency	Members may sustain injury / become unwell Could be due to pre-existing medical conditions, sickness, distress etc	Organisers and Attendees	2	5	15	• Advise participants; to bring their personal medication • 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	5	15	Incidents to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
Insufficient Fire Safety awareness and Fire emergencies	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 i.e. waste cardboard/boxes.	Organisers and attendees	2	5	10	• Ensuring that members know where the nearest fire exits 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 has been informed. • Call emergency services and University Security • Emergency contact number for Campus Security

Inappropriate behaviour	Bullying and Harassment towards other members	Organisers and Attendees	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 to inappropriate behaviour to SUSU's Activities Team
Inadequate meeting space-overcrowding, not inclusive to all member	Physical injury, distress, exclusion	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 are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. • Follow SUSU incident report policy

Event attendees may cut or injure themselves when using the decorating supplies (e.g., tweezers)	Physical injury	Organisers and Attendees	2	3	6	• Ensure that participants are aware of the risks of mishandling the supplies • Ensure that participants are only using these supplies to decorate, not to play with	1	2	2	• Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. • Follow SUSU incident report policy • Remove participants if they continue to misuse the equipment
Bringing your own crafting activities	Physical injury	Attendees	2	3	6	- Ensure participants bringing their own crafts do so in a safe manner and do not bring dangerous supplies - such as a glue gun - Ensure participants bringing their own crafts know how to use the materials they have provided themselves.	1	2	2	• Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. • Follow SUSU incident report policy • Ensure participants are aware of their surroundings and do not take any risks with their personal crafting projects that could hurt others. This will result in their immediate removal.

PART B – Action Plan

Risk Assessment Action Plan

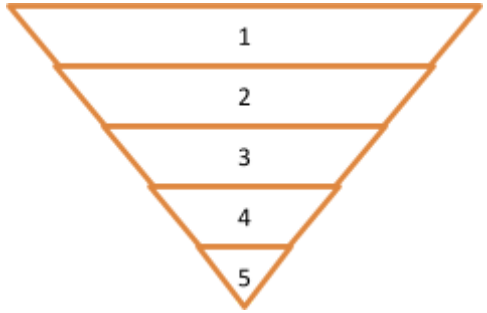
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1,2 and 4	Make sure all chairs, tables and other equipment are out of the way and there is plenty of space for activities	All committee	29/10/2026	29/10/2026	
3 and 5	Ensure all medical emergencies are prepared for and there are qualified members for first aid attending	All committee	29/10/2026	29/10/2026	
6	Remove individual/s to ensure others are not being affected by inappropriate behaviour	All committee	29/10/2026	29/10/2026	
4	Ensure that all committee members and participants are aware of the fire evacuation procedures and where the evacuation points are	All committee	29/10/2026	29/10/2026	
6	Ensure participants are in correct health and ability to part-take in activities	All committee	29/10/2026	29/10/2026	
7	Ensure participants are aware of how to handle all equipment safely.	All committee	30/10/2026	30/10/2026	
Responsible manager's signature: Print name: Leyla Guarda			ıte: 30/10 /2026	Responsible manager's signature: Print name: Kelsy Mohamed	Date: 30/10/2026

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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

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.

Likelihood	
1	Rare e.g. 1 in 10,000 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