

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Annual General Meeting (AGM) and Society Meeting</b>  <b>Date and time of event:</b> <b>Thursday, 1 May 2025, 7:00 PM – 9:00 PM</b>  <b>Event location:</b> <b>Room 58/1067, University of Southampton</b>	<b>Date</b>	<b>30/4/2025</b>
<b>Group name</b>	<b>Malaysian Student's Association</b>	<b>Assessor</b>	Jing En Ng
<b>Supervisor</b>	<b>Noor Syazwani Atiqah Ros Lee</b>	<b>Signed off</b>	
<b>Description of event/activity</b>	<b>The AGM includes a summary of the year's events, the financial report's presentation and the new committee's announcement based on prior voting via Microsoft Form. Ron will be included if needed.</b>		

### *PART A*

(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard		Who might	Inherent		Residual	Further controls (use the risk hierarchy)

	Potential Consequences	be harmed (user; those nearby; those in the vicinity; members of the public)	L i k e l i h o o d	I m p a c t	S c o r e	Control measures (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	
<b>Meetings &amp; Socials</b>										
Slips, trips and falls	Physical injury	Event organisers and attendees	3	2	6	<ul style="list-style-type: none"> <li>All bags to be stored away from main meeting area, e.g. stored under tables</li> <li>Any cables to be organised as best as possible</li> <li>Cable ties/to be used if necessary</li> <li>Floors to be kept clear and dry and visual checks to be maintained throughout the meeting</li> <li>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Seek medical attention from SUSU Reception/venue staff if in need</li> <li>Contact facilities team via SUSU reception/venue staff</li> <li>Contact emergency services if needed</li> <li>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>

Inadequate meeting space- overcrowding	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>• Committee check on room pre-booking, checks on space, lighting, access, tech available</li> <li>• Ensure space meets needs of members e.g. considering location &amp; accessibility of space</li> <li>• Committee to consult members on needs and make reasonable adjustments where possible</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Seek medical attention if problem arises</li> <li>• Liaise with SUSU reception/activities team on available spaces for meetings</li> <li>• Postpone meetings where space cannot be found</li> <li>• Look at remote meeting options for members</li> <li>• Committee WIDE training</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• Ensure regular breaks when using screens</li> <li>• Ensure screen is set up to avoid glare, is at eye height where possible</li> <li>• Ensure no liquids are placed near electrical equipment</li> <li>• Ensure all leads are secured with cable ties/mats etc</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Request support and advice from SUSU IT/Tech teams e.g. via activities team</li> <li>• For external venues pre-check equipment and last PAT testing dates</li> <li>• Seek medical attention as required</li> </ul>

<p>Socials/Meetings- Medical emergency</p>	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</p>	<p>Members</p>	<p>3</p>	<p>5</p>	<p>1 5</p>	<ul style="list-style-type: none"> <li>• Advise participants; to bring their personal medication</li> <li>• Members/Committee to carry out first aid if necessary and <u>only</u> if qualified and confident to do so</li> <li>• Contact emergency services as required 111/999</li> <li>• Contact SUSU Reception/Venue staff for first aid support</li> </ul>	<p>5</p>	<p>1 5</p>	<ul style="list-style-type: none"> <li>• Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Insufficient Fire Safety awareness	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.	Members	2	10	5	<ul style="list-style-type: none"> <li>ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed</li> <li>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.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Call emergency services and University Security (on campus) or venue staff (external venue)</li> <li>Emergency contact number for Campus Security:</li> <li>Tel: +44 (0)23 8059 3311</li> <li>(Ext:3311)</li> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Events involving Food	<ul style="list-style-type: none"> <li>• Allergies</li> <li>• Food poisoning</li> <li>• Choking</li> </ul>	All	3	5	15	<ul style="list-style-type: none"> <li>• Individual event risk assessment to be carried out for events involving members making/serving food.</li> <li>• Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)</li> <li>• Only order/buy food at establishments with appropriate food hygiene rating</li> <li>• Food to only be provided/eaten when other activities are stopped</li> <li>• Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate</li> </ul>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required</p> <p>Report incidents via SUSU incident report procedure</p>
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						necessary products				
Talks - subjects that could be sensitive or personal to some members	The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.	Members	2	3	6	<ul style="list-style-type: none"> <li>• Prior information about event and what to expect given out so participants know what to expect.</li> <li>• Members made aware they could leave the event at any time.</li> <li>• Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)</li> <li>• SUSU reporting tool available</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter</li> <li>• Committee Wide Training</li> <li>• Seek guidance from activities/SUSU advice centre/UoS enabling team as required</li> <li>• committee-wide training</li> </ul>

**PART B - Action Plan**

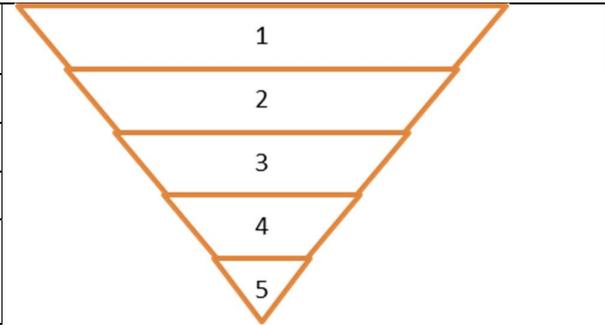
**Risk Assessment Action Plan**

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
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1	Individual risk assessment completed for AGM meeting. Covers risks associated with meeting room setup, equipment use and emergency procedures.	Relevant committee members – president to ensure complete.	30/4/2025		
2	Committee to read and share SUSU Expect Respect Policy and ensure it is followed during AGM.	Relevant committee members – president to ensure complete.	1/5/2025		
3	Cable ties and extension leads to be brought by committee tech officer to ensure safe equipment setup. Verbal reminder to attendees at start of meeting about exits and safety procedures.	Relevant committee	1/5/2025		
Responsible committee member signature:				Responsible committee member signature:	
					
Print name: Noor Syazwani Atiqah Ros Lee			Date: 30/4/2025	Print name: Jing En Ng	
			Date: 30/4/2025	Date: 30/4/2025	

## Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
• Admin controls	Examples: training, supervision, signage	
• 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
<b>IMPACT</b>						

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