

This document contains both 'Part 1: Event Information' AND 'Part 2: Risk Assessment'. Both parts are required to be completed by the organising group.

Part 1			
Event Information			
<i>1A) Contact Information:</i>			
<b>Main Contact for The Event:</b>  Irdina	<b>Email Address for Main Contact:</b>  ius1n24@soton.ac.uk	<b>Club or Society Name:</b>  Malaysian Students Association	<b>Contact Number:</b>  +44 7493943561
<i>1B) Event Information:</i>			
<b>Event Name:</b>  Malaysian Night	<b>Event Date:</b>  14/2/2026	<b>Event Venue/s:</b>  The Cube and Below Deck	<b>Total Attendees:</b>  175
<b>Event Timings:</b>	<b>Set Up: 3pm</b> <b>Event Start: 7pm</b> <b>Event End: 10.30pm</b> <b>Pack Down: 11pm</b>		
<b>Event Breakdown</b>  This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	15:00-16:00 – SUSU Facilities team set up stage extension, tables, committee set up decorations 16:00-16:45 – Event walkaround and sound check 16:45-17:00 – Team briefing 17:00-18:30 – Dry Run 19:00 – Doors open		

	<p>19:00-19:30 – Guest arrival</p> <p>19:30 -20:30 – First half of the event starts</p> <p>20:30-20:45 – Intermission</p> <p>20:45-22:00 – Second half of the event</p> <p>21:00-21:30 – Performances from dance societies</p> <p>23:00 – Guests leave</p> <p>23:00-00:00 – Pack down</p>
<p><b>Overview of event concept</b></p> <p>Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food provision and any performance or sporting activity)</p>	<p>This event will include live performances of Malaysian Traditional Dances, Musical Band, Traditional Music, and Drama Musical. In between, the guests will also be provided Malaysian culinary (baked goods only, which can be sweet or savory), with a full list of the menu and all allergens displayed clearly. Supervised by our members who have the proper certification in hygiene and food handling. Decorations will be arranged according to Malaysian theme that includes display of Malaysian crafts. This event will require tickets of £10 for non/free members and £8.50 for paid members of Malaysian Students Association and is targeted towards international students and local residents, with a total of 175 tickets available for sale. The Below Deck area will be used for registration and the setup of tables for door gifts.</p>
<p><b>Volunteers hosting the event</b></p> <p>List all committee and volunteers that will be present and responsible for the event, as well as their role.</p>	<p>Event lead: Irdina Suhaimee</p> <p>Host: Muhd Mazri</p> <p>Performance lead: Yu Micol</p> <p>Doors: Zainal Azri Zainal Izlan</p> <p>Food Lead: Muhammad Faris bin Jafer Sadig</p> <p>Volunteers for set up: Imran Dzikry</p>
<p><b>Security &amp; First Aid Requirements</b></p> <p>Is external first aid or security being hired? Who are the qualified first aiders in the group should a medical emergency occur?</p>	<p>Name of first aid provider or first aid trained member: Zainal Azri bin Zainal Izlan</p>

<b>Provisional Budget</b>  If you would like a more extensive budget tracker, click <a href="#">here</a> .	Projected ticket income: £1455 (based on 150 (85%) of tickets being sold, where 120 are from free/non-members and 30 are from paid members) Venue hire: £0 Security: £162 Tech: £374.40 Food: £273.42  Projected profit from tickets: £645.18
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## Part 2A

## Risk Assessment

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Slips, trips and falls	Physical injury	Event organisers , performer s, and attendees	2	3	6	<p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.</p>	1	4	4	<p>Ensure cleaning teams are visible and available to quickly address any spills</p> <p>Monitor crowd movement to prevent overcrowding and ensure safe passage for all individuals</p> <p>Assign a designated team to conduct regular safety checks during the event and report hazards immediately</p> <p>Performances paused or stopped if unsafe conditions arise.</p> <p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy.</p>
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Manual handling, including setting up of equipment. E.g. table and chairs	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<p>Follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables or other bulky items.</p> <p>Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with the moving of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates.</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>	1	3	3	<p>Assign a designated team to double-check the stability and placement of equipment before and during the event</p> <p>Have additional staff available to help with the setup to reduce the physical load on each individual</p> <p>Set up markers around the setup area to restrict unauthorized access and prevent accidents</p> <p>Keep setup area organized and clean throughout the preparation phase</p> <p>Schedule regular breaks during setup to reduce fatigue and the risk of injury</p> <p>Seek assistance from facilities staff/venue staff if needed.</p> <p>Seek medical attention from SUSU/venue Reception if in need.</p> <p>Contact emergency services if needed.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a>.</p>
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Overcrowding	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	<p>Monitor crowd density</p> <p>Do not push/shove.</p> <p>If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management.</p> <p>Committee checks on space, lighting, access, tech available, etc.</p> <p>Use ticketing system (SUSU Box Office) for regular sessions/meetings to avoid exceeding venue capacity.</p> <p>Ensure space meets needs of members e.g. considering location &amp; accessibility of space (use <a href="#">AccessAble</a> database to check accessibility information of venues).</p> <p>If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.</p>	1	3	3	<p>Seek medical attention if problem arises.</p> <p>Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings.</p> <p>Postpone meetings where space cannot be found.</p> <p>Welfare Officer to complete WIDE training.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy.</p>
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						<p>Committee to consult members on needs and make reasonable adjustments where possible</p> <p>Provide remote meeting options for members where possible.</p>				
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<p>Reputational Risk:</p> <p>For the club or society, as well as to SUSU and the University</p>	<p>Incidents causing reputational damage to the group, Southampton University Students' Union or Southampton University itself.</p> <p>This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University's name into disrepute.</p>	<p>The club, SUSU or the University's reputation</p>	2	1	2	<p>Ensuring all parts of this risk assessment are adhered to.</p> <p>Ensuring all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing.</p> <p>Members are reminded that they need to adhere to SUSU's Code of Conduct.</p>	1	1	1	<p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Report any incidents to the Activities Team.</p>
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	1	2	<p>Ask members to only bring small items and use sensibly.</p> <p>Members of the society are responsible for their own possessions and the use of them.</p> <p>Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.</p> <p>Society to follow and share with members Code of Conduct/SUSU <a href="#">Expect Respect policy</a>.</p>	1	1	1	<p>SUSU <a href="#">Expect Respect policy</a> to be followed.</p> <p>Committee WIDE training.</p> <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Report any incidents to the Activities Team.</p>
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Travel by foot	Disturbance to neighbourhood, participants getting lost, increased risk to personal safety, vehicle collision causing serious injury	Event organisers, event attendees, Members of the public	3	3	9	<p>Members are responsible for their individual safety and are expected to act sensibly.</p> <p>Local venues known to UoS students chosen.</p> <p>Event organisers will be available to direct people between venues.</p> <p>Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together.</p> <p>They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</p> <p>Avoid large groups of people totally blocking the pavement or spilling in to the road.</p> <p>Anybody in the group who is very drunk or appears unwell and therefore not safe</p>	2	2	4	<p>Where possible venue chosen for the event will be local/known to members and within a short travel distance for members.</p> <p>Contact emergency services as required 111/999.</p> <p>Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a></p>
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					<p>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).</p> <p>Be considerate of other pedestrians and road users, keep disturbance and noise down.</p>				
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Travel by car, train, bus, plane when leaving the local area.	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	2	5	10	<p>Group committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test.</p> <p>Members expected to drive or travel in a sensible manner, with those doing otherwise to face disciplinary action (from the club/society in the first instance).</p> <p>Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.</p>	1	5	5	<p>Contact emergency services as required 111/999.</p> <p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a></p>
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Medical emergency	<p>Members may sustain injury /become unwell</p> <p>Pre-existing medical conditions, sickness, distress</p>	Members	1	5	5	<p>Advise participants to bring their personal medication if it might be required.</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so.</p> <p>Contact emergency services as required 111/999.</p> <p>Contact SUSU Reception/venue staff for first aid support.</p> <p>Members can be referred to The Student Hub (02380 599 599, <a href="mailto:studenthub@soton.ac.uk">studenthub@soton.ac.uk</a>) in case of distress.</p>	1	4	4	<p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a>.</p>
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	1	5	5	<p>Committees are briefed on / aware of and fully understand the venue or location's fire procedures including the location of fire exits and assembly points.</p> <p>Ensure all fire exits, escape routes are clearly marked and easily visible and report any issues immediately to the venue.</p> <p>Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <p>Avoid build-up of debris in the activity area.</p> <p>Consider accessibility requirements.</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy.</p>
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Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence	Event organisers , event attendees , public	2	5	10	<p>security will be present at most licensed venues.</p> <p>Bar/venue security staff will need to be alerted and emergency services called as required.</p> <p>Do not personally engage with any violent behaviour. Stay safe and inform the bar staff/police if necessary.</p> <p>The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.</p> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy.</a></p>	1	3	5	<p>If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.</p> <p>Follow <a href="#">SUSU incident report policy.</a></p> <p>Call emergency services as required.</p>
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Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers , event attendees	3	4	1 2	<p>Lead organiser to check the weather are suitable for activities on the day.</p> <p>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites.</p> <p>In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, and to hydrate (especially if drinking alcohol).</p>	2	2	4	<p>If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date.</p> <p>Contact emergency services if needed.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a>.</p>
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Financial risk	Group debt	Group members, SUSU	3	3	9	<p>Create a cost balance sheet, including:</p> <p>Profit expected to be made £744.88 (refer balance sheet)</p> <p>If not enough tickets are sold, the Malaysian Students' Association balance will be used to bear the cost.</p> <p>You can find templates and guidance <a href="#">here</a>.</p>	2	3	6	Contact SUSU Activities Team if you have any questions or concerns about this – we would rather know sooner than later!
Slips, Trips & Falls during rehearsal	Sprains, bruises, fractures	Performers, choreographers	2	4	8	<p>Rehearsals conducted in suitable indoor spaces with flat, non-slip flooring.</p> <p>Bags, water bottles, props and personal items kept off the rehearsal floor.</p> <p>Adequate lighting ensured at all times.</p> <p>Floor checked for spillages before rehearsals begin.</p>	1	2	2	<p>Performers reminded to report hazards immediately.</p> <p>Rehearsals paused if floor becomes unsafe.</p>

Exhaustion	Could Lead to an increased likelihood of injury or when hot, fainting.	Dancers / Performers	2	1	2	<p>Ensure all performers are aware of where they can get water.</p> <p>Ensure there are plenty of water breaks throughout the event.</p> <p>Especially in adverse weather conditions.</p> <p>Ensure no dancer feels obligated to over- exert themselves.</p>	1	1	1	<p>If a performer appears exhausted, be proactive in advising them to sit out and eliminate risk of further exhaustion.</p> <p>If Weather conditions are adverse eg: very hot president to make a call on if class should be on.</p> <p>if the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>
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Food poisoning or allergic reactions	Illness, possible severe allergic reactions requiring medical help	Organizers and guests consuming food	2	5	10	<p>Food prepared by certified individuals, following food hygiene standards. All cooking products must reach 65-75° Celsius internally.</p> <p>Ingredients checked for allergens; allergen information clearly displayed</p> <p>All food is stored away from contamination risks</p> <p>Regular handwashing and sanitization protocols enforced for food handlers</p> <p>First aid kits with necessary allergy medications provided at food handling stations</p>	1	3	3	<p>Encourage guests to inform staff of any allergies or dietary restrictions when entering</p> <p>Train food handling staff on proper allergy management procedures (e.g. what to do in case of a reaction)</p> <p>Regular checks on food preparation and storage areas for compliance with hygiene and safety regulations</p> <p>Assign staff to monitor guests with known allergies and guide them to safe food options</p>
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Serving and preparation of food	Allergies Food poisoning Choking	All	3	5	1 5	<p>Homemade items to be avoided by those with allergies</p> <p>Precautions should be made by those with appropriate food hygiene training (Level 2+)</p> <p>Only order/buy food at establishments with appropriate food hygiene rating</p> <p>Food to only be provided/eaten when other activities are stopped</p> <p>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 necessary products</p>	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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Contamination of food through food preparation.	Illness, Food poisoning, Allergy.	All	2	3	6	<p>Ensure all food is prepared in advance and done in a clean and hygienic environment. In line with the level 2 food hygiene training.</p> <p>Ensure all ingredients used when making items are within their used by or best before dates.</p> <p>Ensure all frozen food is thoroughly defrosted before use.</p> <p>Endeavour to not cross contaminate food such as nuts and let customers know if cross contamination is a possibility.</p>	1	3	3	<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>2. Report incidents via SUSU incident report procedure</p>
Storage and Display of Food	Illness, Food poisoning, Allergy.	All	2	3	6	<p>Keep any products containing fresh produce in the fridge. Do not leave any food out for longer than 4 hours.</p> <p>Store all products in a clean sealable container away from raw foods.</p> <p>Transport baked product in a clean sealable container.</p>	1	3	3	<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>3. Report incidents via SUSU incident report procedure</p>

Food Allergies and Dietary requirements	Illness, Allergic reaction	Customers	3	5	15	<p>Where possible remove common allergens from ingredients. <a href="#">allergen-chart-1.docx (live.com)</a> Lists all 14 of the core allergens.</p> <p>Ensure each baked food is labelled with its name and list of ingredients.</p> <p>Have a list available of all ingredients for any products sold at the stall.</p> <p>Always use recipes from reputable sources.</p> <p>Make sure to keep any packaging.</p>	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> <p>For more information on allergens: <a href="#">Providing food at community and charity events   Food Standards Agency</a></p>
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Food Temperature	Food poisoning, illness, perished stock	All participants	2	3	6	<p>Keep any products containing fresh produce in the fridge.</p> <p>Do not leave any food out for longer than 4 hours.</p> <p>Ensure all products or produce are stored as describe on packaging.</p> <p>Ensure all items are cooked to correct temperatures from reputable recipes or packaging.</p>	1	3	3	<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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Counter protest, discrimination against the demonstration	Assault, Violence or threatening/ Aggressive Behaviour	Event organisers and attendees	1	4	4	<p>Event planned for Highfield campus- a route well signposted and known for students</p> <p>Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues</p> <p>Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts</p> <p>Participants made aware they could join and leave the event at any time.</p> <p>Ensure that people are aware that this is an open space for discussion to discourage protest.</p>	1	4	4	<p>Event organisers to call University Security if necessary.</p> <p>Emergency contact number for Campus Security: Tel: <a href="tel:+44(0)2380593311">+44 (0)23 8059 3311</a></p> <p>(Ext: 3311)</p> <p>Building 32, University Road Highfield Campus.</p> <p>Any incidents will be reported via UoS reporting tools</p> <p>Contact emergency services if needed</p> <p>Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</p>
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Cleaning Up	Waste food, packaging and bottles and cans.	Attendees, students, staff	1	1	1	<p>Waste receptacles or refuse sacks are provided to dispose of all food waste. Full waste bags are tied at the neck and disposed of in a secure waste bin.</p> <p>Care is taken to correctly dispose of food waste to minimize the risk of vermin breaking into sacks.</p> <p>Where possible all recyclable products are placed in the appropriate recycling bins.</p> <p>Written agreements are in place regarding damage to the venue and clean up procedure</p>	1	1	1	<p>Seek medical attention from SUSU reception/venue staff if in need</p> <p>Contact emergency services if needed</p> <p>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></p>
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Noise Levels (excessive sound exposure during event)	Hearing damage, temporary or permanent hearing loss, tinnitus, discomfort, stress, or communication difficulty.  Potential complaints from public or staff.	Event staff, attendees, performers, nearby public, security.	2	4	8	<p>Eliminate/Substitute: use lower volume settings and orientate speakers away from staff and public.</p> <p>Engineering: fit sound limiters, position speakers appropriately, provide quiet areas.</p> <p>Administrative: rotate staff, limit exposure duration, post noise warning signage, provide ear protection.</p> <p>PPE: [only add if using, otherwise change to any other measures you are taking] supply CE-marked earplugs to staff and make available to audience</p>	2	3	6	<p>Engineering: use additional speakers to distribute sound evenly and avoid hotspots.</p> <p>Administrative: real-time monitoring of sound levels; designate a noise officer with authority to reduce volume if limits exceeded</p>
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Moving/setting up instruments and stands	<p>Back/muscle strain from lifting items that are too heavy Trapping fingers in stands or other items</p> <p>Damaging equipment</p> <p>Dropping equipment on feet/another person</p> <p>Falling moving equipment on stairs</p>	Those setting up and members nearby or assisting.	2	3	6	<p>Any heavy items lifted by multiple people Use lifts where possible for heavy items, where not possible extreme caution to be used and additional members should be on hand to assist</p> <p>Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</p> <p>Teach members how to correctly carry equipment and how to safely set up specific items and don't allow untrained members to assist</p> <p>Those carrying things be accompanied by someone able to clear a pathway open door</p> <p>Committee to ensure adequate time for set up and pack down is planned for /allocated when bookings are made</p>	1	3	3	<p>Committee to ensure tech team recruited/trained to move and set instruments</p> <p>Seek medical attention from SUSU Reception/venue staff if in need</p> <p>Contact facilities team via SUSU reception/venue staff</p> <p>Contact emergency services if needed</p> <p>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></p>
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Falling from stage edge	Serious injury including fractures, head injury, or sprains	Dancers / performers	3	4	1 2	<p>Stage dimensions, height, and edge positions checked during technical rehearsal and dry run.</p> <p>Clear visual markers (e.g. tape or floor markings) placed at the front and sides of the stage to indicate safe performance boundaries.</p> <p>Choreography adapted to ensure no dangerous choreography, stunts, lifts or props, high-energy movements, spins, jumps, or travelling steps are performed.</p> <p>Stage kept clear of unnecessary equipment, cables and decorations.</p> <p>Adequate stage lighting maintained at all times.</p> <p>Entry and exit points clearly defined and communicated to all performers.</p>	1	4	4	<p>Performances paused or modified immediately if unsafe conditions are identified.</p> <p>First aid and venue staff alerted immediately in the event of a fall.</p> <p>Contact emergency services if needed</p> <p>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></p>
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						Performance lead present backstage and side-stage to monitor safety.  Performers briefed on stage layout and hazards prior to doors opening.				
Unsuitable footwear	Slips, trips, ankle injuries, loss of balance	Dancers / performers	1	2	2	Footwear assessed during rehearsals for grip, stability, and suitability for stage surfaces.  No high heels, loose footwear, or slippery soles permitted.  Costume rehearsals conducted where possible.	1	2	2	Performers advised to change footwear if deemed unsafe on the day.  Emergency footwear kept backstage if required.



Slips or loss of footing on stage surface	Falls, collisions, injuries	Dancers / performers	2	3	6	<p>Stage surface checked for spillages, moisture, or debris before performances.</p> <p>No food or drink permitted on stage or in performance areas.</p> <p>Cables, props, and equipment secured and kept away from performance zones.</p>	1	3	3	<p>Stage inspected again during intermission.</p> <p>Performances delayed if surface becomes unsafe.</p> <p>Contact emergency services if needed</p> <p>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></p>
Collision between performers	Minor to moderate injuries	Dancers / performers	2	2	4	<p>Group sizes appropriate to stage capacity.</p> <p>Choreography designed to maintain safe spacing between performers.</p> <p>Full-run rehearsals conducted to identify congestion points.</p>	1	2	2	<p>Choreography adjusted if spacing proves unsafe.</p> <p>Contact emergency services if needed</p> <p>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></p>

Reduced visibility due to lighting	Missteps, falls, collisions	Dancers / performers	2	3	6	Lighting tested during technical rehearsal.  No sudden blackouts during dance routines unless rehearsed and approved.  Adequate stage lighting maintained at all times.  Edge of stage kept well lit.	1	3	3	Lighting cues adjusted if visibility is insufficient.  Contact emergency services if needed  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>
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## ***PART 2B – Action Plan***

### **Risk Assessment Action Plan**

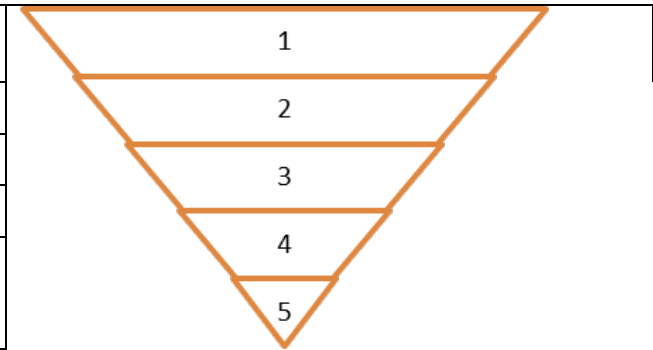
<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	Risk assessment shared with all organisers and checked through before the event  Follow <a href="#">SUSU Food Provision Guidance</a> for events involving home-cooked/prepared food or external catering.	Irdina Suhaimee	18/1/2026		

2	Committee to read and share SUSU Expect Respect Policy	Irdina Suhaimee	18/1/2026		
3	Complete a financial assessment of the event	Aina Mohd Rafee	19/1/2026		
4	Liaise with external companies (e.g. venue, DJ, caterers) for all necessary paperwork.	Irdina Suhaimee	18/1/2026		
5	Share travel info with attendees	Irdina Suhaimee	13/2/2026		
6	Faris will be responsible for supervising the baking of the food, to meet the hygiene requirement	Faris Jafer	14/2/2026		
Responsible committee member signature 1:				Responsible committee member signature 2:	
					
Print name: Irdina Umairah Binti Suhaimee			Date: 18/1/2026	Print name: Ariz Durrani Bin Nasiruddin	Date: 18/1/2026



## 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
		IMPACT				

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

<b>Club/Society name:</b>	Malaysian Students' Association
<b>Financial reporting period:</b>	14/2/2026
<b>Reporting date:</b>	18/1/2026

<b>Income</b>	
Tickets	£1,455.00
Sponsorship	£300.00
Fundraising	£100.00
Malaysian Students' Association	£200.00

<b>Expenditure</b>	
Food	£273.42
Door gift	£100.00
Marketing	£50.00
Prop materials and supplies	£200.00
Costume and makeup	£150.00
Tech equipment & Security	£536.70
Venue	£0.00

Food (currypuff)	
Wheat flour	£2.00
Rice flour	£1.95
Sugar	£1.09
Salt	£1.30
Butter	£2.65
Cooking oil	£9.75
Potatoes	£5.40
Brown onion	£1.50
Curry spice	£1.50
Total	£54.28

Mineral water	£60.00
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Security	162
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8ft x 4ft LiteDeck Stage	108
8 Wireless Microphones Package	20.25
Tech Crew (Stage Extension Assembly)	57
Tech Crew (Disassembly of stage extension)	57
Tech Crew (Event Support)	47.5
3 Meter Pipe and Drape Package	11.25
Motorola Two Way Radio Package	11.25
Tax	62.45
<b>Total Tech</b>	<b>374.7</b>

<b>Summary</b>	
Total Income	£2,055.00
Total Expenditure	£1,310.12
<b>Total</b>	<b>£744.88</b>

<b>Existing Club or Society Balances</b>	
Main Account (Bank Account/Money Hub)	£3,925.26
Cash	£0.00
Any other associated accounts	£0.00

**Contingency plan**  
If not enough tickets are sold, the Malaysian Students' Association balance will be used to bear the cost.

Food (spring rolls)	
Spring roll pastry	£11.94
Cooking oil	£9.75
Mushroom	£7.74
Brown onion	£1.50
Double cream	£12.00
Salt	£1.30
Total	£88.46

Food (samosa)	
Spring roll pastry	£11.94
Cooking oil	£9.75
Beansprouts	£4.25
Brown onion	£1.50
Mixed vegetables	£6.60
Salt	£1.30
Total	£70.68