

This Document Contains both Part 1: Event Plan & Part 2: Risk Assessment. Both parts are required to be completed by the organising group. **Please edit or remove sections that are not relevant or add specifics to this template before submitting to GroupsHub under the Risk Assessments tab according to your individual event plans.**

You will also need to complete a charity form linked [here](#). Also all level 2 food hygiene certificates need to be sent to suactivities@soton.ac.uk If you haven't completed the training you can sign up [here](#).

Part 1			
Event Information			
<i>1A) Contact Information:</i>			
Main Contact for The Event: Yusef Zadran	Email Address for Main Contact: Yaz1g25@soton.ac.uk	Club or Society Name: Medsoc	Contact Number: +447551937248
<i>1B) Event Information:</i>			
Event Name: Medsoc Families event	Event Date: 30/09/2026	Event Venue/s: Southampton Common	Total Attendees: Approximately 110
Event Timings:	Set Up: 13:00 Event Start: 13:45 Event End: 17:30 Pack Down: 17:45		
Event Breakdown This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	13:00-13:30 – Medsoc committee team set up one table, Medsoc ‘parents’ set up picnic blankets 13:30-13:45- Committee briefing, ingredients and allergies listed and displayed clearly on bake sale table 13:45-15:15 – x2 Committee members to serve food and take payments via card machine to Box Office Products 13:45-17:30 – New students get to know their Medsoc ‘parents’ and ‘families’ 14:00-14:15- x2 Medsoc committee members set up casual football and rounders game 17:50-18:20- Committee pack down		

Overview of event concept Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food provision and any performance or sporting activity)		Society Bakesale fundraising for the two charities (one local and one international charity) that Medsoc will be supporting for this academic year. We will be selling selection of baked goods and store-bought goods from 12-3pm on 30/09/2026. Food will be served from a table set up in the Southampton Common, all ingredients and allergies will be clearly displayed. To avoid cross contamination, baked goods will be covered when displayed and will be served individually with separate utensils.	
Volunteers hosting the event List all committee and volunteers that will be present and responsible for the event, as well as their role.		Event lead: David-John Olatunde Host: Yusef Zadran Food Lead: Lilly Hemsley Volunteers for set up: Elina Prakash, Anvita Sharma, Aaron Ke, Jess Ke, Lotus Meaden, Max Nicholson	
Food provision List the food items, whether they are store-bought goods, homemade baked goods, hot or cold food , and (if you have this information at this stage) all ingredients and potential allergens. For definitions and full guidance on this click here .		Store bought brownies Store bought cookies Store bought cake Homemade baked brownies Homemade baked cookies Homemade baked cake (homemade baked goods, supervised by L2 Food Hygiene Certified committee members)	
1C) Only required if an external company/external speaker will be on site for the event → If you are inviting an external speaker to campus for your event, you are required to submit this form to legalservices@soton.ac.uk at least 15 working days before the event. For more guidance on this please click here .			
Business Name: N/A		Business Contact Name: N/A	
		Email Address: N/A	
		Contact Number: N/A	

Arrival On Site: N/A Departure time: N/A	Company's Risk Assessment Link: N/A	Company's Insurance Link: N/A	Company's Public Liability Information Link: N/A

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	
General Considerations										
Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces. Prior rain can create slip hazards while warm weather can make ground harder.	All participants and organisers/staff and spectators	2	3	6	Check venue conditions for holes, lumps, and other obstacles. Clearing obstacles where possible or moving away from areas with deep/many holes, especially for the casual games of football and rounders as they involve running.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. 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.

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Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Highlight to all the Volunteers/Event Staff the nearest emergency exit routes at the start of a session, and the importance of assisting others to leave calmly in case of an emergency. Consider accessibility requirements	1	4	4	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. 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.

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Setting up/moving tables/sports objects in the area. (manual handling)	Bruising or broken bones from tripping over table or sports equipment. Sports equipment: - Rounders bat x1 - Tennis ball x1 - Rounders post x4 - Rounders post stand x4	Meeting organisers and attendees	2	3	6	Make Event Volunteers aware of the potential risks, follow manual handling guidelines Ensure that at least 2 people carry tables and large objects. Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. 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 facilities staff/venue staff if needed Seek medical attention from SUSU Reception if in need 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 SUSU incident report policy

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Overcrowding	Physical injury due to being crushed against fixed objects or people. Could also be caused by being trampled underfoot Panicking due to being in a confined, crowded space.	Event organisers and attendees	1	3	3	Do not push/shove Two briefed volunteers to monitor the queue for the bake sale to ensure that there is adequate space between each person. All Medsoc ‘parents’ to be briefed on placing picnic blankets adequately far away from other groups as to prevent crowded seating.	1	3	3	Seek medical attention if problem arises With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day Security team may inform police of the event if required (e.g. marches)

Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees,	3	3	9	If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. Supervision, the event will be run by the society committee. These attend each venue. Ideally, they will not drink to excess during the event. Venues chosen local and within a relatively short distance from Highfield Campus. Participants encouraged to stay with a nominated 'buddy' where possible. Brief all participants to stay in groups of at least two in the event, ask Medsoc 'parents' to ensure all their 'children' who have attended for are accounted for before the event ends.	2	2	4	Follow SUSU incident report policy Call emergency services as required
Accessibility: Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of considerations of	Participants, committee	1	5	5	All areas chosen for activity will have their suitability checked.	1	5	5	In case of an emergency, call the emergency services on 999.

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	accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.					This is a closed activity for members, so members will be consulted to ensure there are no accessibility requirements, or if there are that they are accommodated. The Southampton common is easily accessible via the Unilink bus service which is wheelchair accessible, and the venue used in the common will be approximately a 9 minute walk from the Oakmount Avenue Unilink bus stop and is accessible via a relatively flat paved route.				If those with accessibility problems have not been able to exit, make emergency services aware. 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.

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Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents during club or society activity could pose a reputational risk to the club (Medsoc), Southampton University Students' Union or Southampton University itself. This could be controversial conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University's name into disrepute.	The club, SUSU or the University's reputation	1	2	2	Ensuring all parts of this risk assessment are adhered to. Ensuring that any incidents involving public or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.	1	1	1	

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Financial Risk: Is this relevant? For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Society activity costing more than planned, weakening our financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society Members subject to lawsuits SUSU if required to assist.	1	1	1	Clubs and societies required to complete financial forecasting and budget for the year. review membership fees yearly to ensure we can comfortably cover costs.	1	1	1	
Legal Compliance: Is this relevant? Club or society activity going against set law. This includes breaches of the freedom of speech act	Fines imposed upon the student group as well as SUSU. Jail sentences. Reputational risk to the student group, SUSU and the wider University	The club or society, committee and members, SUSU or the Wider University.	1	1	1	All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place.	1	1	1	

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Medical Issues: Pre-existing and process for any that appear during	Illness, death	Members, committee	2	5	10	All clubs and societies should have a process for if a medical issue occurs. All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly. If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 59331	2	4	8	In an emergency, contact 999. 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.
Fundraising										

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Handling and Storing Money – (Charity Fundraising)	• Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss	Members and participants.	2	4	8	No Cash to be accepted at all. Clubs and Societies are not to use Personal Card machines to take payments. • Sum-up Card machine to be requested and collected from SUSU reception.	1	4	4	

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Handling and storing card readers – (Charity Fundraiser)	• Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss	Members and Participants	3	4	12	Southampton RAG procedures will be followed: • Charity Event form completed, and RAG approval will be given • All food hygiene certificates and event risk assessment to be approved by activities team • Sum-up Card machine to be requested and collected from SUSU reception. • Should not be storing money all donations to be taken via Sumup Machine or Just Giving Pages indicated in Charity Form	2	3	6	No Cash to Be Accepted at all. No card machines to be left unattended. No Volunteers to be left alone with the card machine In the event of theft committee members will: • Highlight the incident to any community police officers in the area/report to 111 • Report to SUSU Duty manager and Complete a SUSU incident report

Abuse of Members and Volunteers	Members of the public or students may act violently towards volunteers.	Volunteers and Participants	2	3	6	No Volunteers are ever to be left alone. Always have at least 2 people at a stall or at an Event. Brief all participants to stay in groups of at least two in the event, ask Medsoc 'parents' to ensure all their 'children' who have attended for are accounted for before the event ends. Do not engage with aggressive behaviour and MedSoc to brief all volunteers and participants on not engaging with aggressive behaviour. Contact University Security (details can be found on the back of student ID cards) Follow SUSU incident report policy	1	3	3	If any participants lost/unaccounted for/ acted violently towards: - Report to SUSU Duty manager and Complete a SUSU incident report - Event organisers to call University Security if necessary. - Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) - Building 32, University Road Highfield Campus. Call emergency services as required
Venue/Location considerations	Require certain licenses/sign off Fines	Organisers, Participates, SUSU	1	4	4	Ensure the venue has the relevant licenses required for your event ahead of time. In our case, no licensable activities are taking place as per UK Government Cabinet Office Guidance Organising a voluntary event: a 'can do' guide - GOV.UK (See points	1	2	2	- Event organisers to call University Security if necessary. - Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311)

					2.1 through 2.3) and thus no licenses need to be taken out. Ensure proper booking process is followed for ALL bookings off campus. With no event going forward without Activities Approving the Risk Assessment. No booking process is required as we will not be entertaining over 500 members and the event will not include live music or take place during unsocial hours. no licensable activities are taking place as per UK Government Cabinet Office Guidance Organising a voluntary event: a 'can do' guide - GOV.UK (See points 2.1 through 2.3) and thus no licenses need to be taken out Off campus - Risk assessment - Any bookings/contracts with external providers.				• Building 32, University Road Highfield Campus.
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Lone working	Stolen goods, injury to individual misuse of card reader.	Volunteers	3	3	9	Ensure no one is left alone as a volunteer at a fundraising event especially if using a Sum-up Card reader. Event led to brief volunteers to operate the card readers in pairs and briefed on how to handle situations surrounding these.	2	1	2	- Event organisers to call University Security if necessary. - Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) - Building 32, University Road Highfield Campus.

Breach of Fundraising Code of Conduct [more information can be found here]	Misleading donors, harassment, misconduct, reputational damage.	Volunteers from Club/ Society, event attendees,	2	4	8	Event Leaders to brief volunteers before fundraiser on expectations of their role, clarify clearly exactly what the fundraiser is in aid of, be mindful of treating the public respectfully and avoid harassing behaviour, either verbally or physically. Examples of harassment can include physically blocking people from walking away from the fundraiser, shouting, shaming people into donating, being unreasonably intrusive, etc. Leaders to advise all participants to not engage/respond to any aggressive language or behaviour- if safe to do so will encourage group to remove themselves from the situation- the event will end if this continues Follow control measures for risks in this risk assessment to ensure fundraising is responsible.	1	3	3	• Report to SUSU Duty manager and Complete a SUSU incident report • Call emergency services if situation escalates and people's safety is at risk • Event organisers to call University Security if necessary. • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 • (Ext: 3311) • Building 32, University Road Highfield Campus.
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Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	3	3	9	Lead organiser to check the weather is suitable for activities on the day As this event is taking place in a public, open space there is no defined cancellation window. However, we will cancel the event a minimum of 24 hours before the start time in the case of adverse weather so as to avoid confusion amongst volunteers and attendees and to prevent people from still attending to the venue in adverse weather. Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites In the case of hot weather Medsoc to advice participants to bring/wear appropriate level sunscreen, hydrate If Cancellation is required ensure all relevant parties are contacted. SUSU – sub bookings@soton.ac.uk Uni – room bookings@soton.ac.uk	3	1	3	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
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						Or your external contacts.				
Food										•

Serving and preparation of food	- Allergies - Food poisoning - Choking	Volunteers, attendees, committee.	3	5	15	- Homemade items to be avoided by those with allergies. Homemade items to be CLEARLY labelled as such BEFORE selling commences. - precautions should be made by those with appropriate food hygiene training (Level 2 +) - Only order/buy food at establishments with appropriate food hygiene rating - Food to only be provided/eaten when other activities are stopped - 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 - All involved in preparation of food to be overseen by individual who has completed SUSU food	1	5	5	SUSU food hygiene level 2 course available for completion- requests made to activities team Call for first aid/emergency services if required All committee members and volunteers to be briefed on location of closest first aider. Report incidents via SUSU incident report procedure Follow SUSU incident report policy
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						hygiene level 2 course.				

Contamination of food through food preparation.	Illness, Food poisoning, Allergy.	ALL	2	3	6	• Ensure all food is prepared in advance and done in a clean and hygienic environment. In line with the level 2 food hygiene training. • Ensure all ingredients used when making items are within their use by or best before dates. • Ensure all frozen food is thoroughly defrosted before use. • Endeavour to not cross contaminate food such as nuts and let customers know if cross contamination is a possibility. All involved in preparation of food to complete SUSU food hygiene level 2 course.	1	3	3	• SUSU food hygiene level 2 course available for completion-requests made to activities team • Call for first aid/emergency services as required • Report incidents via SUSU incident report procedure Follow SUSU incident report policy
Storage and Display of Food	Illness, Food poisoning, Allergy.	All	2	3	6	Keep any products containing fresh produce in the fridge. Do not leave any food out for longer than 4 hours. • Store all products in a clean sealable container away from raw foods.	1	3	3	• SUSU food hygiene level 2 course available for completion-requests made to activities team • Call for first aid/emergency services as required

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						Transport cakes in a clean sealable container.				Report incidents via SUSU incident report procedure Follow SUSU incident report policy

Food Allergies and Dietary requirements	Illness, Allergic reaction	Customers	3	5	15	- Where possible remove common allergens from ingredients. allergen-chart-1.docx (live.com) Lists all 14 of the core allergens. - Ensure each cake/baked good is labelled with its name and list of ingredients. - Have a list available of all ingredients for any products sold at the stall. - Always use recipes from reputable sources. - Make sure to keep any packaging. - All involved in preparation of food to be overseen by individual who has completed SUSU food hygiene level 2 course. - Those with allergies to avoid homebaked goods and to be informed if store bought packaging states that there could be trace amounts of allergens present in goods.	1	5	5	- SUSU food hygiene level 2 course available for completion-requests made to activities team - Call for first aid/emergency services as required - Report incidents via SUSU incident report procedure. - For more information on allergens: Providing food at community and charity events Food Standards Agency Follow SUSU incident report policy
Stock/Food Falling	Physical Injury, Illness, Food poisoning	All Participants	3	2	6	Ensure all stock is stored correctly and not stacked too high.	1	2	2	Call for first aid/emergency services as required

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
						If any products fall that these are not sold and disposed of in food waste.				- Report incidents via SUSU incident report procedure. - SUSU food hygiene level 2 course available for completion-requests made to activities team Follow SUSU incident report policy

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Food Temperature	Food poisoning, illness, perished stock	All participants	2	3	6	- Keep any products containing fresh produce in the fridge. - Do not leave any food out for longer than 4 hours. - Ensure all products or produce are stored as describe on packaging. - Ensure all items are cooked and served to correct safe temperatures from reputable recipes or packaging.	1	3	3	- SUSU food hygiene level 2 course available for completion-requests made to activities team - Call for first aid/emergency services a required - Report incidents via SUSU incident report procedure Follow SUSU incident report policy

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Use of Knives for Cutting Food	Cuts and injuries	Volunteers and stall operators	2	2	4	• Make stall operators aware of the potential risks. • Where possible use wooden cutlery. • Knife not to be left unattended and stored away safely when not in use. • Ensure the Knife is suitable for the task and the food you are cutting. • When carrying the Knife ensure the blade is pointing down.	1	2	2	• Call for first aid/emergency services as required • Report incidents via SUSU incident report procedure. Follow SUSU incident report policy

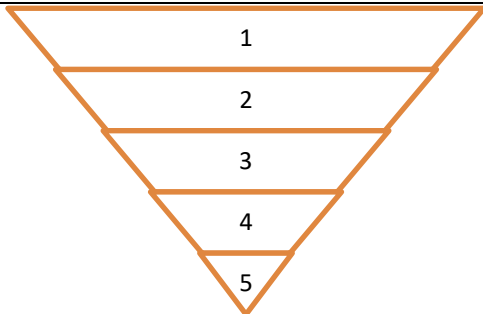
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Violent or offensive behaviour	Members of the public may act violently towards participants.	Event organisers, event attendees,	2	4	8	Do not engage with aggressive behaviour Contact University Security (details can be found on the back of student ID cards) Follow SUSU incident report policy	1	4	4	Call emergency services as required
Loss of valuables	Lost items	Students	2	2	4	All attendees will be warned prior to the activity to keep valuables secure and hidden, including ID and bank cards. Advise participants to bring only what they need.	1	2	2	- Organisers or student to contact venue for any missing items - If ID is lost, make an official report to the venue

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
	Committee to send copies of all food hygiene training certificates to suactivities@soton.ac.uk	Elina Prakash	21/09/2026	05/10/2026	
	Committee members to create and display lists of ingredients (with allergens written in bold) at the stall	Yusef Zadran	21/09/2026	05/10/2026	
	Committee to read and share SUSU Expect Respect Policy	David-John Olatunde	21/09/2026	05/10/2026	
	Complete a Charity Event form and send this to suactivities@soton.ac.uk	Lilly Hemsley	21/09/2026	05/10/2026	
	book Sum-up Card Machines for charity fundraising.	Lilly Hemsley	21/09/2026	05/10/2026	
	4 people to lift a table to prevent injuries	MedSoc Committee	21/09/2026	05/10/2026	
	Guide on how to get to the common from Highfield Campus and Southampton General Hospital to be sent to all participants and volunteers along with a map of how to get from Oakmount bus stop to the event venue.	Yusef Zadran	21/09/2026	05/10/2026	

Responsible committee member signature: Print name: Yusef Zadrán  Date: 28/07/26	Responsible committee member signature:  Print name: Elina Prakash Date: 28/07/26
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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	

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.

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.

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