

## Part 1

### Event Plan

#### 1A) Contact Information:

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| <b>Main Contact For The Event:</b><br>Kaoutar Markhi | <b>Email Address for Main Contact:</b><br>km2g22@soton.ac.uk | <b>Club or Society:</b> Hands of Light Society, Palestine Solidarity Society, Amnesty Society, Muslim Medics Society, Arab Medical Association. | <b>Contact Number:</b><br>07851480860 |
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#### 1B) Event Information:

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| <b>Event Name:</b> Palestine Solidarity Night  | <b>Event Date:</b> 12 <sup>th</sup> February 2025  | <b>Event Venue/Venues:</b> The Cube | <b>Total Attendees:</b> Estimated between 50-150 |
| <b>Event Timings:</b>  | <b>Set Up:</b> 16:00<br><b>Event Start:</b> 17:00<br><b>Event End:</b> 21:00<br><b>Pack Down:</b> 21:30  |                                     |  |
| <b>Event Break down:</b><br>(This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.) | 16:00 — Team starts setting up. Snacks and refreshments laid out.<br>17:00 — Doors open, welcoming everyone, entry fee.<br>17:30 — Introduction to the event. Short film screening.<br>17:50 — Guest speakers Amgad Sbayeh (A.S.A.Sbayeh@soton.ac.uk), Aiman Alzetani (Aiman.Alzetani@soton.ac.uk) start. Knowledge quiz with Amgad. Q&A.<br>18:30 — Auction begins.<br>19:00 — Networking + Palestine culture stalls + pre-packaged food and baked goods served.<br>21:00 — Guests leave.<br>21:30 – 22:00 — Pack down. |                                     |  |

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| <p><b>Is this a Ticketed Event? If so please state the Name of the ticket on Boxoffice:</b></p> <p>You can set up Box-office tickets through your group's hub page for guidance on this click <a href="#">here</a>.</p> | <p>Not a ticketed event. Entry fee to be paid at the door.</p>  | <p><b>How Much Are your Tickets? And how many are available?</b></p> | <p>Entry fee at the door: £2.00 (with the option to donate more through the SumUp Machines).<br/>Max of 200 people in accordance with fire safety regulations for the cube.</p> |
| <p><b>Overview of Event Concept:</b><br/>(Description of the activities taking place. This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity)</p>    | <p>Fundraiser for Palestine. Including food and drink, short film screening, talks from external speakers, henna table, merchandise for sale, 'Message to Gaza' corner, knowledge boards, art gallery + auction, calligraphy corner.</p>  |  |   |
| <p><b>Staff Hosting the event</b><br/>(List all committee &amp; Volunteers that will be present and responsible for the event, as well as their role)</p>   | <p>Kaoutar Markhi, Rio Rodrigues — Event leads<br/>Amgad Sbayeh, Aiman Alzetani — Guest Speakers<br/>Ameer Alwash — Doors and Donations<br/>Hatice Sariaslan, Isobel Hayes — Food<br/>Dr Shmma Quraishi — Henna Stand<br/>Faisal Shahin — Auction Table<br/>Faisal Al Badri — Calligraphy Stall Volunteer<br/>Ahmad Mohamed — Gallery Managing<br/>Nadzhie Katanani — Merchandise Table<br/>Elianna Cornfield, Sa'ad Saidu, Xabi Buchanan, Zola Adonsi, Ushna Junaid, Muhammad Alzetani</p> |  |   |
| <p><b>Tech Requirements</b><br/>(For a full list of what you can hire click <a href="#">here</a>)</p>   | <p>1x Microphones.<br/>Screen with presentation + for screening + HDMI cable.</p>   |  |   |
| <p><b>Facilities Requirements</b></p>   | <p>8x tables for stalls<br/>10x tables for people to sit at.<br/>60x Chairs (6 chairs per table).</p>   |  |   |
| <p><b>Food Requirements</b><br/>(For full guidance on this click <a href="#">here</a>)</p>  | <p>Food provided by committee members.<br/>Hatice Sariaslan (Hands of Light Welfare Officer — Food hygiene certificate already sent)</p>  |  |   |

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|   | <p>Isobel Hayes (Palestine Solidarity Society Welfare Officer — Food hygiene certificate already sent)</p> <p>Store-bought goods;<br/> Za'atar bread: (ALLERGENS: sesame, sumac, dried herbs, gluten)<br/> Hummus: (ALLERGENS: chickpeas, sesame, gluten)<br/> Baklawa: (ALLERGENS: nuts, gluten, dairy, eggs, sugar)</p> <p>Homemade baked goods;<br/> Turnovers: flour, nigella seeds, salt, sugar, turmeric, olive oil, yeast, baking powder, za'atar, yogurt, halloumi.<br/> - (ALLERGENS: yeast, dairy).<br/> Brownies: flour, milk, eggs, water, oil, chocolate.<br/> - (ALLERGENS: gluten, dairy, eggs, chocolate)<br/> Halawet el jibn: milk, eggs, nuts, sugar, cheese, lemon juice, fine semolina.<br/> - (ALLERGENS: gluten, dairy, eggs)<br/> Falafel: chickpeas, onions, garlic, tahini, olive oil, parsley.<br/> - (ALLERGENS: gluten, sesame)</p> |
| <b>Security &amp; First Aid Requirements</b><br>(Who are the qualified first aiders in the group should a medical emergency occur?) | Amgad Sbayeh, Aiman Alzetani.  |
| <b>Decorations that you are providing</b>   | Tablecloths, keffiyehs, flags.   |
| <b>Provisional Budget:</b><br>(if you would like a more extensive budget tracker click <a href="#">here</a> .)                      | EXPENDITURE<br>Homemade baked goods: £100 (provided by Amnesty Society)<br>Store-bought food and snacks: £50 (provided by Hands of Light)<br>Muslim Medics Society (providing paintings for auction)<br>INCOME<br>Expected Income: £200+   |

| <b>PART 2</b>                  |                               |   |                            |               |              |  |                            |               |              |  |
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| <b>(1) Risk identification</b> |                               |   | <b>(2) Risk assessment</b> |               |              |  | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed</b><br><br><b>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b> | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
|                                |                               |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
|                                |                               |   |                            |               |              |  |                            |               |              |  |
| General Considerations         |                               |   |                            |               |              |  |                            |               |              |  |

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| <b>Slips, trips and falls</b> | Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces. | All participants and organisers/staff and spectators | 2 | 3 | 6 | <p>Check venue conditions for holes, lumps, and other obstacles.</p> <p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.</p> <p>Any cables to be organised as best as possible, e.g. cable ties to be used if necessary.</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> | 1 | 3 | 3 | <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. SUSU incident reporting guide</p> |
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| <b>PART 2</b>                  |                               |  |                            |               |              |   |                            |               |              |  |
|--------------------------------|-------------------------------|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|--|
| <b>(1) Risk identification</b> |                               |  | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
|                                |                               |  |                            |               |              | Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs. |                            |               |              |  |

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| <b>Fire</b> | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators | 1 | 5 | 5 | <p>Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>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.</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. 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. SUSU incident reporting guide</p> |
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| <b>Setting up/moving or chairs/tables/other objects in the area.</b> | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | <p>Make Event Volunteers aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables and large objects.</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 move of heavy objects- 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>Seek assistance if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU 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. Follow <a href="#">SUSU incident report policy</a></p> |
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| <b>PART 2</b>                  |                               |  |                            |               |              |   |                            |               |              |  |
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| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed</b><br><br>(user; those nearby; those in the vicinity; members of the public) | <b>Inherent</b>            |               |              | <b>Control measures</b><br>(use the risk hierarchy) | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
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| <b>Overcrowding</b> | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 3 | 3 | <p>Do not push/shove</p> <p>If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.</p> <p>Book during quieter times when less activities taking place on Redbrick/book all available space<br/>Inform other bookings on the Redbrick/in the area of the event</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</p> | 1 | 3 | 3 | <p>Seek medical attention if problem arises</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 reporting guide</a></p> <p>With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a>) 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).</p> <p>Welfare Officer to complete WIDE training.</p> |
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|             |  |                         |   |   |   | (use <a href="#">AccessAble</a> database to check accessibility information of venues).<br><br>If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.<br><br>Committee to consult members on needs and make reasonable adjustments where possible |   |   |   |   |
| Electronics | Risk of eye strain, injury, electric shock | Committee and attendees | 2 | 4 | 8 | Ensure regular breaks (ideally every 20mins) when using screens<br><br>Ensure screen is set up to avoid glare, is at eye height where possible   | 1 | 4 | 4 | Request support and advice from SUSU IT/Tech teams e.g. via activities team<br><br>Seek medical attention as required<br><br>Follow <a href="#">SUSU incident reporting guide</a> |

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| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>   | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
|                                |                               |  |                            |               |              | <p>Ensure no liquids are placed near electrical equipment</p> <p>Ensure all leads are secured with cable ties/mats etc</p> <p>For external venues, pre-check equipment and last PAT testing dates.</p> |                            |               |              |  |

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| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed</b><br><br>(user; those nearby; those in the vicinity; members of the public) | <b>Inherent</b>            |               |              | <b>Control measures</b><br>(use the risk hierarchy) | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
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| <p><b>Accessibility:</b></p> <p>Entrances and Exits to the chosen area.</p>                            | <p>Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements.</p> <p>They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.</p> | <p>Participants, committee</p>                       | 1 | 5 | 5 | <p>All areas chosen for activity will have their suitability checked.</p> <p>If a closed activity for members, members will be consulted to ensure there are no accessibility requirements.</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 | 5 | 5 | <p>In case of an emergency, call the emergency services on 999.</p> <p>If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.</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. Follow <a href="#">SUSU incident reporting guide</a></p> |
| <p><b>Reputational Risk:</b></p> <p>For the club or society, as well as to SUSU and the University</p> | <p>Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students' Union or Southampton University itself.</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 that any incidents involving public or others are recorded and addressed.</p>  | 1 | 1 | 1 | <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>  |

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|   | 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.                              |   |   |   |   | Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.<br><br>Members are reminded that they need to adhere to SUSU's Code of Conduct.<br>Consider risks at activities as well as digital presence (e.g. social media posts) |   |   |   |  |
| <b>Financial Risk:</b><br><br>For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty. | Club or society activity costing more than planned, weakening their financial position.<br><br>Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties. | The club or society<br><br>Members subject to lawsuits<br><br>SUSU if required to assist. | 1 | 1 | 1 | Clubs and societies required to complete financial forecasting and budget for the year.<br><br>All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs.  | 1 | 1 | 1 | Ensure that any incidents involving public or others are recorded and addressed.<br><br>Follow <a href="#">SUSU incident reporting guide</a> |

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| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>   | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
|                                |                               |  |                            |               |              | SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected. |                            |               |              |  |



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| <p><b>Legal Compliance:</b></p> <p>Club or society activity going against set law.</p> <p>This includes breaches of the freedom of speech act</p> | <p>Fines imposed upon the student group as well as SUSU.</p> <p>Jail sentences.</p> <p>Reputational risk to the student group, SUSU and the wider University</p> | <p>The club or society, committee and members, SUSU or the Wider University.</p> | 1 | 1 | 1 | <p>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.</p> <p>All who wish to bring in an external speaker must follow due process, <a href="#">available here</a></p> <p>This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.</p> | 1 | 1 | 1 | <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>                           |
| <p><b>Medical Issues:</b></p> <p>Pre-existing and process for any that appear during</p>  | <p>Illness, death</p>  | <p>Members, committee</p>  | 3 | 5 | 9 | <p>All clubs and societies should have a process for if a medical issue occurs.</p> <p>All should know the location of the nearest first aider. Members do not need to disclose</p>   | 1 | 1 | 1 | <p>In an emergency, contact 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow</p> |

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|   |  |           |   |   |   | medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.<br><br>If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 59331 |   |   |   | Ensure that any incidents involving public or others are recorded and addressed.<br><br>Follow <a href="#">SUSU incident reporting guide</a> |
| Craft Activities                          |  |           |   |   |   |  |   |   |   |  |
| Art Supplies, e.g. calligraphy pen, paper | Ingestion, eye contamination, skin irritation. | Attendees | 2 | 3 | 6 | Clear away any spills quickly and thoroughly .<br><br>If food and/or drinks are being offered, ensure this will be in a  | 1 | 3 | 3 | - Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been. Informed.           |

| <b>PART 2</b>                  |                               |  |                            |               |              |   |                            |               |              |   |
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|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
|                                |                               |  |                            |               |              | separate area to the craft activity.<br><br>Inform attendees of the location of sinks/running water for washing eyes/hands.<br><br>Choose low toxicity options. |                            |               |              | Seek assistance from venue staff if needed.<br><br>Follow SUSU incident report policy.<br><br>Contact emergency services as required 111/999. |
| Charity Fundraising            |                               |  |                            |               |              |   |                            |               |              |   |

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| Handling and Storing Money – (Fundraising)               | Theft, Individuals being mugged.  | Members and Participants | 3 | 4 | 12 | As Fundraising for own Society/Club no Card Machine will be present. All fundraising to be completed via QR code to A GoFundMe or Similar Platform.<br><br>No cash transactions<br><br>Clearly state the purpose of fundraising activity on fundraising platform used.                                  | 2 | 3 | 6 | No Cash to be accepted at all. Clubs and Societies are not to use Personal Card machines to take payments.<br><br>Follow <a href="#">SUSU incident reporting guide</a>   |
| Handling and storing card readers – (Charity Fundraiser) | <ul style="list-style-type: none"> <li>• Theft</li> <li>• Individuals being mugged/robbed</li> <li>• Loss/misplacement leading to financial loss</li> </ul> | Members and Participants | 3 | 4 | 12 | Southampton RAG procedures will be followed: <ul style="list-style-type: none"> <li>• Charity Event form completed, and RAG approval will be given</li> <li>• All food hygiene certificates and event risk assessment to be approved by activities team</li> <li>• Sum-up Card machine to be</li> </ul> | 2 | 3 | 6 | No Cash to Be Accepted at all.<br><br>No card machines to be left unattended.<br><br>No Volunteers to be left alone with the card machine<br><br>In the event of theft committee members will: <ul style="list-style-type: none"> <li>• Highlight the incident to any community police officers in the area/report to 111</li> </ul> |

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|--------------------------------|-------------------------------|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|---|
| <b>(1) Risk identification</b> |                               |  | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |   |
| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>  |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
|                                |                               |  |                            |               |              | <p>requested and collected from SUSU reception.</p> <ul style="list-style-type: none"> <li>Should not be storing money. ALL donations to be taken via Sumup Machine or Just Giving Pages</li> </ul> |                            |               |              | <ul style="list-style-type: none"> <li>Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li> </ul> |

PART 2

| (1) Risk identification         |   |   | (2) Risk assessment |        |       |   | (3) Risk management |        |       |   |
|---------------------------------|---|---|---------------------|--------|-------|---|---------------------|--------|-------|---|
| Hazard                          | Potential Consequences  | Who might be harmed<br><br>(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 |   |
| Abuse of Members and Volunteers | Members of the public or students may act violently towards volunteers. Eg: Because they disagree with the cause. | Volunteers and Participants   | 4                   | 3      | 12    | No Volunteers are ever to be left alone. Always have at least 2 people at a stall or at an Event. | 2                   | 3      | 6     | <ul style="list-style-type: none"><li>Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li><li>Event organisers to call University Security if necessary.<ul style="list-style-type: none"><li>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li><li>(Ext: 3311)</li><li>Building 32, University Road Highfield Campus.</li></ul></li></ul> |

|                               |                                   |                                |   |   |   |  |   |   |   |   |
|-------------------------------|-----------------------------------|--------------------------------|---|---|---|--|---|---|---|---|
| Venue/Location considerations | Require certain licenses/sign off | Organisers, Participates, SUSU | 1 | 4 | 4 | <p>Ensure the venue has the relevant licenses required for your event ahead of time.</p> <p>Ensure your event has the required sign off by the venue's security teams.</p> <p>Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment.</p> <p>On campus</p> <ul style="list-style-type: none"> <li>- Ivvy Booking/uni room booking</li> <li>- Risk assessment</li> <li>- Contract</li> </ul> <p>Off campus</p> <ul style="list-style-type: none"> <li>- Risk assessment</li> <li>- Any bookings/contracts with external providers.</li> </ul> | 1 | 2 | 2 | <ul style="list-style-type: none"> <li>• Event organisers to call University Security if necessary. <ul style="list-style-type: none"> <li>• Emergency contact number for Campus Security:<br/>Tel: +44 (0)23 8059 3311</li> <li>• (Ext: 3311)</li> <li>• Building 32, University Road Highfield Campus.</li> <li>• Follow <a href="#">SUSU incident reporting guide</a></li> </ul> </li> </ul> |
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| <b>PART 2</b>                                    |   |  |                            |               |              |   |                            |               |              |   |
|--|---|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|---|
| <b>(1) Risk identification</b>                   |   |  | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |   |
| <b>Hazard</b>                                    | <b>Potential Consequences</b>   | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>  |
|  |   |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| Room will be dark (evening showing + lights off) | Possible tripping hazards become more likely, including knocking into things such as desk corners | Attendees  | 3                          | 2             | 6            | Ensure that any tripping hazards are removed before the event begins. Turn on the lights as soon as the screening ends. | 2                          | 1             | 2            | Make the attendees aware of the risk and of where any wires will be.<br><br>All incidents are to be reported following the SUSU incident report policy. |



| <b>PART 2</b>                  |   |  |                            |               |              |   |                            |               |              |   |
|--------------------------------|---|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|---|
| <b>(1) Risk identification</b> |   |  | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |   |
| <b>Hazard</b>                  | <b>Potential Consequences</b>                             | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>  |
|                                |   |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| Lone working                   | Stolen goods, injury to individual misuse of card reader. | Volunteers   | 3                          | 3             | 9            | <p>Ensure no one is left alone as a volunteer at a fundraising event especially if using a Sum-up Card reader.</p> <p>Event led to brief volunteers to operate the card readers in pairs and briefed on how to handle situations surrounding these.</p> | 3                          | 1             | 3            | <ul style="list-style-type: none"> <li>Event organisers to call University Security if necessary.               <ul style="list-style-type: none"> <li>Emergency contact number for Campus Security:<br/>Tel: +44 (0)23 8059 3311</li> <li>(Ext: 3311)</li> <li>Building 32, University Road Highfield Campus.</li> <li>Follow <a href="#">SUSU incident reporting guide</a></li> </ul> </li> </ul> |

| <b>PART 2</b>                  |  |  |                            |               |              |   |                            |               |              |  |
|--------------------------------|--|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|--|
| <b>(1) Risk identification</b> |  |  | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>                  | <b>Potential Consequences</b>  | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>   |
|                                |  |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
| Serving Food                   | Food contamination, allergic reactions, slips, trips, falls, manual handling, fire hazard. | Volunteers, members, guests, everyone.   | 2                          | 4             | 8            | Using gloves while handling, displaying allergen information, keep area tidy, store food properly, team lifting, check all electrical leads, hand sanitiser, be sensitive with materials. | 2                          | 2             | 4            | <ul style="list-style-type: none"> <li>Clear allergen posters, seek medical attention when needed, complete food hygiene checklist, provide gloves, visual inspections.</li> </ul> |

|   |  |            |   |   |    |   |   |   |   |  |
|---|--|------------|---|---|----|---|---|---|---|--|
| Use of boiling water for tea or coffee. | Physical injury (i.e. burns), condensation in urn that can lead to mould build-up. | Attendees. | 3 | 2 | 6  | <p>Borrow an urn from SUSU to ensure high-quality equipment.</p> <p>Committee ensure sensible use of urn (e.g. keeping it stationary).</p> <p>Ensure people are careful when carrying vessels containing hot water.</p> | 2 | 2 | 4 | <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 as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy.</li> </ul> |
| Serving and preparation of food         | Allergies, food poisoning, choking.  | All.       | 3 | 5 | 15 | <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</p>            | 1 | 5 | 5 | <ul style="list-style-type: none"> <li>• SUSU food hygiene level 2 course available for completion – requests made to activities team.</li> <li>• Call for first aid/emergencies services required.</li> <li>• Report incidents via SUSU incident report.</li> </ul>   |

|   |                                   |      |   |   |   |   |   |   |   |   |
|---|-----------------------------------|------|---|---|---|---|---|---|---|---|
|   |                                   |      |   |   |   | <p>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> |   |   |   |   |
| 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 use-by or best before date.</p>   | 1 | 3 | 3 | <ul style="list-style-type: none"><li>SUSU food hygiene level 2 course available for completion — requests made to activities team.</li><li>Call for first aid/emergency services as required.</li><li>Report incidents via SUSU following SUSU incident report policy and procedure.</li></ul> |

| <b>PART 2</b>                  |                               |  |                            |               |              |   |                            |               |              |  |
|--------------------------------|-------------------------------|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|--|
| <b>(1) Risk identification</b> |                               |  | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
|                                |                               |  |                            |               |              | <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> |                            |               |              |  |

|  |                                    |            |   |   |    |  |   |   |   |  |
|--|------------------------------------|------------|---|---|----|--|---|---|---|--|
| Storage and display of food.             | Illness, food poisoning, allergy.  | All.       | 2 | 3 | 6  | <p>Keep any products containing fresh produce in their 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 cakes in a clean sealable container.</p> | 1 | 3 | 3 | <ul style="list-style-type: none"> <li>SUSU food hygiene level 2 course available for completion — requests made to activities team.</li> <li>Call for first aid/emergency services as required.</li> <li>Report incidents via SUSU, following SUSU incident report policy and procedure.</li> </ul> |
| Food allergies and dietary requirements. | Illness, allergic reaction, death. | Customers. | 3 | 5 | 15 | <p>Where possible remove common allergens from incredible.</p> <p>List 14 of the core allergens.</p> <p>Ensure all food is labelled with its name and list of ingredients.</p> <p>Have a list available of all ingredients for any</p>                   | 1 | 5 | 5 | <ul style="list-style-type: none"> <li>SUSU food hygiene level 2 course available for completion — requests made to activities team.</li> <li>Call for first aid/emergency services as required.</li> <li>Report incidents via SUSU incident report procedure.</li> </ul>                            |

| <b>PART 2</b>                  |                               |  |                            |               |              |   |                            |               |              |  |
|--------------------------------|-------------------------------|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|--|
| <b>(1) Risk identification</b> |                               |  | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
|                                |                               |  |                            |               |              | products sold at the stall.<br><br>Always use recipes from reputable sources, and buy from reputable sources.<br><br>Make sure to keep any packaging. |                            |               |              |  |

| <b>PART 2</b>                  |                               |  |                            |               |              |  |                            |               |              |  |
|--------------------------------|-------------------------------|--|----------------------------|---------------|--------------|--|----------------------------|---------------|--------------|--|
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| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>   | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>   |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
| Kettle.                        | Injuries/burns from the heat  | All attendees.   | 2                          | 5             | 10           | Only the stall holders/volunteers to use kettle.<br><br>Customers to be kept at a minimum of 4ft from hot equipment.<br><br>Fire safety equipment on hand. | 1                          | 5             | 5            | <ul style="list-style-type: none"> <li>• Call for first aid/emergency services as required.</li> <li>• Report incidents via SUSU incident report procedure.</li> </ul> |



| <b>PART 2</b>                  |  |  |                            |               |              |  |                            |               |              |  |
|--------------------------------|--|--|----------------------------|---------------|--------------|--|----------------------------|---------------|--------------|--|
| <b>(1) Risk identification</b> |  |  | <b>(2) Risk assessment</b> |               |              |  | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>                  | <b>Potential Consequences</b>                    | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b> | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>   |
|                                |  |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
| Electrical Issues              | Serious/fatal injuries because of electric shock | Volunteers and customer  | 2                          | 4             | 8            | Electric Kettle                                      | 1                          | 5             | 5            | <ul style="list-style-type: none"> <li>• Call for first aid/emergency services as required.</li> <li>• Report incidents via SUSU incident report procedure.</li> </ul> |

| <b>PART 2</b>                  |  |  |                            |               |              |   |                            |               |              |  |
|--------------------------------|--|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|--|
| <b>(1) Risk identification</b> |  |  | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>                  | <b>Potential Consequences</b>  | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>   |
|                                |  |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
| Gas hobs and ovens.            | Serious or fatal injuries as a result of explosion/release of gas or hot oven. | Customers and volunteers.  | 2                          | 5             | 10           | <p>Always use protective equipment such as oven gloves when cooking.</p> <p>Only use gas hobs and ovens at your event that have been provided by SUSU or in volunteer homes.</p> <p>Make sure anyone using the appliances are confident to do so.</p> | 1                          | 5             | 5            | <ul style="list-style-type: none"> <li>• Call for first aid/emergency services as required.</li> <li>• Report incidents via SUSU incident report procedure.</li> </ul> |

| <b>PART 2</b>                  |  |  |                            |               |              |   |                            |               |              |   |
|--------------------------------|--|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|---|
| <b>(1) Risk identification</b> |  |  | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |   |
| <b>Hazard</b>                  | <b>Potential Consequences</b>            | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>  |
|                                |  |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| Stock/food failing             | Physical injury, illness, food poisoning | All participants.  | 3                          | 2             | 6            | Ensure all stock is stored correctly and not stacked too high.<br><br>If any products fall that these are not sold and disposed of in food waste. | 1                          | 2             | 2            | <ul style="list-style-type: none"> <li>• Call for first aid/emergency services as required.</li> <li>• Report incidents via SUSU incident report procedure</li> </ul> |

|                                |   |                                |   |   |   |  |   |   |   |  |
|--------------------------------|---|--------------------------------|---|---|---|--|---|---|---|--|
| 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 described on packaging.</p> <p>Ensure all items are cooked to correct temperatures from reputable recipes or packaging.</p> | 1 | 3 | 3 | <ul style="list-style-type: none"> <li>SUSU food hygiene level 2 course available for completion — requests made to activities team.</li> <li>Call for first aid/emergency services as required.</li> <li>Report incidents via SUSU incident report procedure</li> </ul> |
| Use of knives for cutting food | Cuts and injuries                       | Volunteers and stall operators | 2 | 2 | 4 | <p>Make stall operators aware of the potential risks.</p> <p>Where possible use wooden cutlery.</p> <p>Knife not to be left unattended and stored away safely when not in use.</p>   | 1 | 3 | 3 | <ul style="list-style-type: none"> <li>Call for first aid/emergency services as required.</li> <li>Report incidents via SUSU incident report procedure</li> </ul>  |

| PART 2                  |                        |   |                     |        |       |   |                     |        |       |   |
|-------------------------|------------------------|---|---------------------|--------|-------|---|---------------------|--------|-------|---|
| (1) Risk identification |                        |   | (2) Risk assessment |        |       |   | (3) Risk management |        |       |   |
| Hazard                  | Potential Consequences | Who might be harmed<br><br>(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 |   |
|                         |                        |   |                     |        |       | Ensure the knife is suitable for the task and the food you are cutting.<br><br>When carrying the knife ensure the blade is pointing down. |                     |        |       |   |

| <b>PART 2</b>                  |                               |  |                            |               |              |   |                            |               |              |  |
|--------------------------------|-------------------------------|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|--|
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| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>   |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
| Henna stall                    | Allergic reaction             | Customers  | 2                          | 3             | 6            | Make stall operator aware of the potential risks.<br><br>Ensure 'black henna' (BHTTs) is not used, and only orange/brown henna is used. | 1                          | 2             | 2            | <ul style="list-style-type: none"> <li>Call for first aid/emergency services as required.</li> <li>Report incidents via SUSU incident report procedure.</li> </ul> |

| <b>PART 2</b>                  |                               |  |                            |               |              |   |                            |               |              |   |
|--------------------------------|-------------------------------|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|---|
| <b>(1) Risk identification</b> |                               |  | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |   |
| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>        |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| Henna stains on clothes        | Clothing being stained        | Those partaking in the event   | 2                          | 2             | 4            | <ul style="list-style-type: none"> <li>Provide napkins and wipes to ensure henna does not stain clothing.</li> <li>Necessary steps should be taken to avoid contact with clothes, e.g., ensuring henna is done on the table.</li> </ul> | 1                          | 2             | 2            | To provide guideline on how to get rid of henna stains. |

|                 |   |                          |   |   |   |  |   |   |   |   |
|-----------------|---|--------------------------|---|---|---|--|---|---|---|---|
| Ingesting henna | Those with severe allergies may be affected | Beginners at the session | 1 | 4 | 4 | <ul style="list-style-type: none"> <li>• Ensure supervision of</li> <li>• processes and keep away items from attendees</li> <li>• Clear warning about non ingestion of the product given before session</li> <li>• Drinking loads of water if at all ingested and seeking medical attention</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> </ul> <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> |
|-----------------|---|--------------------------|---|---|---|--|---|---|---|---|



|  |   |              |   |   |   |  |   |   |   |  |
|--|---|--------------|---|---|---|--|---|---|---|--|
| Reaction to henna product causing adverse effect | Triggering skin allergies causing, rashes, burn or similar effect | Participants | 2 | 3 | 6 | <ul style="list-style-type: none"> <li>100% henna tattooing is safe except in extreme cases eg allergic reactions. Pure 100% henna comes in orange, red, burgundy, brown and coffee colours. This can cause a condition known as 'glucose 6 – phosphate dehydroge nase deficiency' (G6PD) which is rare and</li> </ul> | 1 | 2 | 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> </ul> <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> <ul style="list-style-type: none"> <li>Email participants asking to have a patch test done before the session</li> </ul> |
|--|---|--------------|---|---|---|--|---|---|---|--|

|   |  |         |   |   |   |   |   |   |   |  |
|---|--|---------|---|---|---|---|---|---|---|--|
|   |  |         |   |   |   | <p>occurs most commonly in infants. So will avoid doing henna on children.</p> <ul style="list-style-type: none"> <li>Using only certified 100% henna from reputable companies to avoid chemical reactions from additives.</li> </ul> |   |   |   |  |
| <p>Talks/debates</p> <ul style="list-style-type: none"> <li>Subjects that could be sensitive or personal to some members</li> </ul> | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed. | Members | 2 | 3 | 6 | <p>Prior information about event and what to expect given out so participants know what to expect.</p> <p><b>If inviting external speakers, follow UoS Code of Practice to Secure Freedom of Speech within the Law.</b></p>           | 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</li> </ul> |

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|  |  |  |  |  | <p>Do not confirm speaker's attendance before final confirmation from UoS Legal Services &amp; SUSU Activities Team is given. More info on the process for inviting external speakers can be found <a href="#">here</a>.</p> <p>Be aware this process can take time, so be sure to give plenty of notice.</p> <p>Members made aware they could leave the event at any time.</p> <p>Members referred to The Student Hub (02380 599 599, <a href="mailto:studenthub@soton.ac.uk">studenthub@soton.ac.uk</a>), and/or signpost to support organisations (e.g. via presentation slide, or by speakers/committee members).</p> <p>SUSU reporting tool available.</p> |  |  |  | Centre/UoS Student Hub as required. |
|--|--|--|--|--|---|--|--|--|-------------------------------------|

| <b>PART 2</b>                  |                               |   |                            |               |              |  |                            |               |              |  |
|--------------------------------|-------------------------------|---|----------------------------|---------------|--------------|--|----------------------------|---------------|--------------|--|
| <b>(1) Risk identification</b> |                               |   | <b>(2) Risk assessment</b> |               |              |  | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed</b><br><br><b>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b> | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
|                                |                               |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
|                                |                               |   |                            |               |              |  |                            |               |              |  |

|  |   |                 |   |   |   |   |   |   |   |  |
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| Guest speaker may say something which does not align with the views of the society. This may hold a reputational risk for the society. | <p>Someone may be offended by what is said. They may associate this offence with the society.</p> <p>The reputation of the society may be damaged.</p> <p>Legal complicate may be violated.</p> | Society members | 2 | 2 | 4 | <ul style="list-style-type: none"> <li>• Ask the guest speakers to prepare some slides for the event</li> <li>• Discuss prior to event with guest speakers the main topics of the event</li> <li>• A member of committee will be presediate any issues that, although unlikely, arise</li> <li>• A reputationa l risk is low risk as often the</li> </ul> | 1 | 2 | 2 | <ul style="list-style-type: none"> <li>• Any unacceptable behaviour to be reported.</li> <li>• If needed students will be reminded of the support services offered by the university.</li> <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.</li> <li>• Follow SUSU incident report policy</li> </ul> |
|--|---|-----------------|---|---|---|---|---|---|---|--|

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|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  | <p>talks will be about the specialty itself, however it is important to consider this. As such prior to any events the topic will be discussed in some format with the guest speaker. A member of committee will be present at each event and if needed can remind the audience that the</p> |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|

| <b>PART 2</b>                  |                               |  |                            |               |              |   |                            |               |              |  |
|--------------------------------|-------------------------------|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|--|
| <b>(1) Risk identification</b> |                               |  | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>                  | <b>Potential Consequences</b> | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures<br/>(use the risk hierarchy)</b>                        | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
|                                |                               |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
|                                |                               |  |                            |               |              | views mentioned are the views of the speaker not the society specifically . |                            |               |              |  |

|  |  |                                |   |   |   |  |   |   |   |  |
|--|--|--------------------------------|---|---|---|--|---|---|---|--|
| Counter protest, discrimination against the demonstration/campaign | Distress due to threatening/aggressive behaviour, injury due to assault/violence | Event organisers and attendees | 2 | 4 | 8 | <p>Event planned for Highfield campus — a route is well signposted and known for students.</p> <p>Leaders to advise all participants to not engage/respond to any counter protests or aggressive behaviour.</p> <p>If safe to do so, encourage group to move on and remove themselves from situation.</p> <p>The event will be ended if necessary to avoid injury.</p> | 1 | 4 | 4 | <p>Event organisers to call University Security if necessary.</p> <p>Emergency contact number for Campus Security:<br/>Tel: +44 (0)23 8059 3311 (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> <p>Follow <a href="#">SUSU incident reporting guide</a></p> |
|--|--|--------------------------------|---|---|---|--|---|---|---|--|



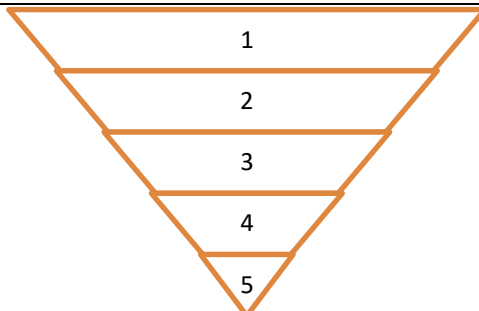
**PART 2B- Action Plan**

## Risk Assessment Action Plan

| Part no. | Action to be taken, incl. Cost  | By whom  | Target date               | Review date | Outcome at review date |
|----------|---|--|---------------------------|-------------|------------------------|
| 1        | Complete a <a href="#">Charity Event form</a> and send this to <a href="mailto:suactivities@soton.ac.uk">suactivities@soton.ac.uk</a> | Kaoutar Markhi   | 23 <sup>rd</sup> January  |             |                        |
| 2        | Committee to Read and share SUSU Expect respect policy  | All committee members – presidents to ensure complete.     | 19 <sup>th</sup> January  |             |                        |
| 3        | Set Up Just Giving/Fundraising Platform and/or book Sum-up Card Machines  | Relevant committee members – president to ensure complete. | 23 <sup>rd</sup> January  |             |                        |
| 4        | Committee members to create and display lists of ingredients (with allergens written in bold) at the stall                            | Relevant committee members – president to ensure complete. | 10 <sup>th</sup> February |             |                        |

|  |   |  |               |   |  |
|--|---|--|---------------|---|--|
| 5  | Committee to send copies of all food hygiene training certificates to suactivities@soton.ac.uk  | Relevant committee members – president to ensure complete. | 19th January  |   |  |
| 6  | Maintain awareness that cables must be safely stowed away and are not to trail on the floor and move these if necessary.                    | Relevant committee members – president to ensure complete. | 12th February |   |  |
| 7  | Ensure that all film screenings are advertised to the society pages BEFORE the day of the event, including the maturity rating of the film. | Relevant committee members – president to ensure complete. | 11th February |   |  |
| Responsible committee member signature: Kaoutar Markhi |   |  |               | Responsible committee member signature: Rio Rodrigues |  |
| Print name: Kaoutar Markhi                             |   |  | Date: 21/01   | Print name: Rio Rodrigues                             |  |
|  |   |  |               | Date: 21/01   |  |

## 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

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  |