

Risk Assessment			
Risk Assessment for the activity of	Southampton's Afghan Society General Activity throughout the academic year 2025-26, including Add or remove as appropriate which activities are covered, e.g. <ul style="list-style-type: none"> ○ Meetings ○ Socials ○ Information stands ○ Cinema nights 		Date 03.09.2025
Group name	Southampton's Afghan Society	Assessor	Nimla Saafi
Supervisor	President, or Health & Safety Rep Name	Signed off	SUSU USE ONLY
Description of event/activity	<ul style="list-style-type: none"> - Highfield campus - Equipment used: speaker, projection, games (ie. Buzzers, whiteboards, games, timers etc) 		

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

[illegible]

Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	<p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.</p> <p>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> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.</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 reporting guide</p>
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	2	5	10	<p>Those leading the session must ensure they are aware of and fully understand the venue or location's 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 participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <p>Avoid build-up of debris in the activity area.</p> <p>Consider accessibility requirements.</p>	1	5	5	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident reporting guide</p>
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Manual handling, including setting up of equipment. E.g. table and chairs	Bruising or broken bones from tripping over table and chairs	Meeting organisers and attendees	2	3	6	<p>Follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables or other bulky items.</p> <p>Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with the moving of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates.</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>	1	3	3	<p>Seek assistance from facilities staff/venue staff if needed.</p> <p>Seek medical attention from SUSU/venue Reception if in need.</p> <p>Contact emergency services if needed.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident reporting guide</p>
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Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	<p>Do not push/shove.</p> <p>If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management.</p> <p>Committee checks on space, lighting, access, tech available, etc.</p> <p>Use ticketing system (SUSU Box Office) for regular sessions/meetings to avoid exceeding venue capacity.</p> <p>Ensure space meets needs of members e.g. considering location & accessibility of space (use AccessAble database to check accessibility information of venues).</p> <p>If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.</p>	1	3	3	<p>Seek medical attention if problem arises.</p> <p>Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings.</p> <p>Postpone meetings where space cannot be found.</p> <p>Welfare Officer to complete WIDE training.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident reporting guide</p>
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					Committee to consult members on needs and make reasonable adjustments where possible Provide remote meeting options for members where possible.					
Electronics	Eye strain, electric shock, burns, injury due to trip hazards, causing fire	Event organisers and attendees	2	4	8	Ensure regular breaks (ideally every 20mins) when using screens. Ensure screen is set up to avoid glare, is at eye height where possible. Ensure no liquids are placed near electrical equipment. Ensure all leads are secured with cable ties/mats, etc. For external venues, pre-check equipment and last PAT testing dates.	1	4	4	Request support and advice from SUSU IT/Tech teams e.g. via Activities Team. Seek medical attention as required. Follow SUSU incident reporting guide

Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents causing reputational damage to the group, Southampton University Students' Union or Southampton University itself. 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.	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing. Members are reminded that they need to adhere to SUSU's Code of Conduct. Consider risks at activities as well as digital presence (e.g. social media posts)	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants, Members of the public	2	1	2	<p>Ask members to only bring small items and use sensibly.</p> <p>Members of the society are responsible for their own possessions and the use of them.</p> <p>Choose a theme unlikely to cause offence.</p> <p>Any participant wearing items deemed offensive asked to remove these.</p> <p>Society to follow and share with members Code of Conduct/SUSU Expect Respect policy.</p>	1	1	1	<p>SUSU Expect Respect policy to be followed.</p> <p>Committee WIDE training.</p> <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Follow SUSU incident reporting guide</p>
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Travel by foot	Disturbance to neighbourhood , participants getting lost, increased risk to personal safety, vehicle collision causing serious injury	Event organisers, event attendees, Members of the public	4	3	1 2	<p>Members are responsible for their individual safety and are expected to act sensibly.</p> <p>Local venues known to UoS students chosen.</p> <p>Event organisers will be available to direct people between venues.</p> <p>Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together.</p> <p>They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</p> <p>Avoid large groups of people totally blocking the pavement or spilling in to the road.</p> <p>Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally</p>	2	3	6	<p>Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999</p> <p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident reporting guide</p>
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					<p>with someone else. If required a taxi will be called for them (ideally SUSU Safety Bus will be used, or Radio Taxis).</p> <p>Be considerate of other pedestrians and road users, keep disturbance and noise down.</p>					
Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	Getting lost, increased risk to personal safety.	Event organisers, event attendees,	3	3	9	<p>If a person leaves without warning all efforts will be made to locate them. Stress however that attendees are responsible for their individual safety.</p> <p>Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event.</p> <p>Venues chosen local and within a short distance from each other.</p> <p>Will look to select venues known to UoS students and within student areas.</p>	2	2	4	<p>Follow SUSU incident reporting guide</p> <p>Call emergency services as required.</p>

Medical emergency	<p>Members may sustain injury /become unwell</p> <p>Pre-existing medical conditions, sickness, distress</p>	Members	1	5	5	<p>Advise participants to bring their personal medication if it might be required.</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so.</p> <p>Contact emergency services as required 111/999.</p> <p>Contact SUSU Reception/venue staff for first aid support.</p> <p>Members can be referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk) in case of distress.</p>	1	4	4	<p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident reporting guide</p>
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Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence	Event organisers, event attendees, public	2	5	10	<p>Bouncers/security will be present at most licensed venues.</p> <p>Bar/venue security staff will need to be alerted and emergency services called as required.</p> <p>Do not personally engage with any violent behaviour. Stay safe and move members away from the situation if possible, inform the bar staff/police if necessary.</p> <p>The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy.</p>	1	3	5	<p>If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.</p> <p>Follow SUSU incident reporting guide</p> <p>Call emergency services as required.</p>
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Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees,	3	4	1 2	<p>Lead organiser to check the weather are suitable for activities on the day.</p> <p>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites.</p> <p>In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, and to hydrate (especially if drinking alcohol).</p>	2	2	4	<p>If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date.</p> <p>Contact emergency services if needed.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident reporting guide</p>
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Fundraising Events & Cash Handling - For own society or a charity

Fundraising for own society	Financial loss, reputational damage	Members, Participants	2	3	6	<p>No cash transactions.</p> <p>Card Machines cannot be borrowed for non-charity fundraising.</p> <p>All fundraising to be completed via QR code to a GoFundMe or similar platform.</p> <p>Clearly state the purpose of fundraising activity on fundraising platform used.</p>	1	3	3	Follow SUSU incident reporting guide
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Fundraising for charity	Financial Loss, reputational damage	Members, participants, charity	2	3	6	<p>Southampton RAG procedures will be followed:</p> <p>Charity Event form completed for each fundraising event, and RAG approval will be given.</p> <p>For bake sales: all food hygiene certificates and individual event risk assessment to be approved by the Activities Team.</p> <p>Request card machines from SUSU RAG if needed.</p> <p>Agree time for payment to the charity with SUSU Activities Team.</p> <p>Clearly state purpose of fundraising activity in event promotion and signage. Include the registered charity number if possible.</p>	1	3	3	<p>No cash to be accepted at all.</p> <p>No card machines to be left unattended.</p> <p>No volunteers to be left alone with the card machine.</p> <p>In the event of theft, committee members will: Highlight the incident to any community police officers in the area/report to 111.</p> <p>Follow SUSU incident reporting guide</p>
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Events involving Food	Allergies Food poisoning Choking	All	3	5	1 5	<p>An additional event risk assessment needs to be carried out for gatherings involving members making and/or serving food.</p> <p>An additional event risk assessment needs to be carried out for events with hired catering services. Further guidance on food provision can be found here</p> <p>Only order/buy food at establishments with appropriate food hygiene (EHO) 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 regularly using warm water and soap, refrigerate necessary products.</p>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to Activities Team.</p> <p>Call for first aid/emergency services as required .</p> <p>Report incidents via SUSU incident report procedure.</p>
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						For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.				
Demonstration / Strike / Awareness Raising / Debating Activity										
Disturbance to public, students and staff	Conflict, noise pollution, crowds	Event organisers and attendees, general public	2	2	4	<p>Protest/demonstration events should be planned on University grounds (primarily Redbrick) avoiding residential areas.</p> <p>UoS Security Teams informed of the event.</p> <p>Everybody will be encouraged to stay together as a group.</p> <p>Shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas.</p> <p>If applicable, book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons).</p>	1	2	2	<p>With support from a SUSU Activities Coordinator, inform UoS Security Team of the event.</p> <p>University Security 24 hours – on campus 3311, off campus 02380 593311.</p> <p>unisecurity@soton.ac.uk</p> <p>Inform UoS/SUSU teams of the event- Comms teams can brief others via SUSSED or social media posts.</p> <p>Follow SUSU incident reporting guide</p>

Talks/debates - subjects that could be sensitive or personal to some members	The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.	Members	2	3	6	<p>Prior information about event and what to expect given out so participants know what to expect.</p> <p>If inviting external speakers, follow UoS Code of Practice to Secure Freedom of Speech within the Law.</p> <p>Do not confirm speaker's attendance before final confirmation from UoS Legal Services & SUSU Activities Team is given. More info on the process for inviting external speakers can be found here.</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, studenthub@soton.ac.uk), and/or signpost to support organisations (e.g. via</p>	1	3	3	<p>Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter.</p> <p>Committee WIDE training.</p> <p>Seek guidance from Activities/SUSU Advice Centre/UoS Student Hub as required.</p>
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						presentation slide, or by speakers/committee members).					
						SUSU reporting tool available.					
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. All incidents are to be reported following the SUSU incident report policy.	

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	Event planned for Highfield campus- a route well signposted and known for students Leaders to advise all participants to not engage/respond to any protests,	1	4	4	Event organisers to call University Security if necessary. Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311)
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					<p>aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues</p> <p>Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts</p> <p>Participants made aware they could join and leave the event at any time.</p>				<p>Building 32, University Road Highfield Campus.</p> <p>Any incidents will be reported via UoS reporting tools Contact emergency services if needed</p> <p>Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</p>
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						Ensure that people are aware that this is an open space for discussion to discourage protest.				
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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 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"> Ivvy Booking/uni room booking Risk assessment Contract 	1	2	2	<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Ensure society committee members
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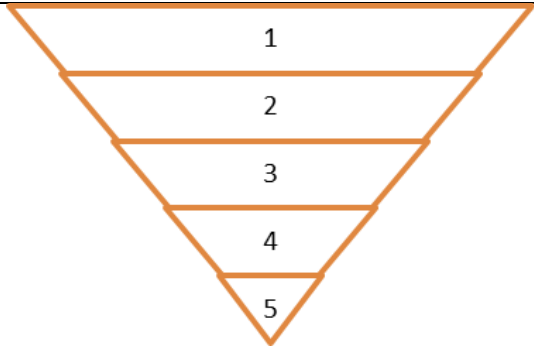
						Off campus				have read SUSU's film licensing guidelines.
						<ul style="list-style-type: none"> • Risk assessment • Any bookings/contracts with external providers. 				

PART B – Action Plan					
Risk Assessment Action Plan					
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	<p>Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Trips and Tours • Fundraising events e.g. Bake Sales • External Speaker Events 	Relevant committee members – president to ensure complete.	10.09.2025	10.09.2025	<ul style="list-style-type: none"> • To have more understanding of the risks involved and better learn how to prepare for those risks

	<ul style="list-style-type: none"> • Events involving home-cooked/prepared food or external catering • Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities... 				
2	<div>Maintain awareness that cables must be safely stowed away and are not to trail on the floor, and move these if necessary.</div>	Relevant committee members – president to ensure complete.	10.09.2025	10.09.2025	<ul style="list-style-type: none"> • To have more understanding of the risks involved and better learn how to prepare for those risks
3	<div>Ensure that all film screenings are advertised to the society page and instagram group BEFORE the day of the event, including the maturity rating of the film.</div>	Relevant committee members – president to ensure complete.	10.09.2025	10.09.2025	<ul style="list-style-type: none"> - To understand what is expected from members of the committee.
4	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	10.09.2025	10.09.2025	<ul style="list-style-type: none"> • To understand what is expected from members of the committee.

Responsible committee member signature 1: Nimla Saafi		Responsible committee member signature 2: Nangyalay Syed	
Print name: Nimla Saafi	Date: 3.9.25	Print name: Nangyalay Syed	Date: 3.9.25

Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why					
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why					
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well					
• Admin controls	Examples: training, supervision, signage						
• Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual					
LIKELIHOOD	5	5	10	15	20	25	

4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

1	2	3	4	5
IMPACT				

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher