

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

Part 1			
Event Information			
<i>1A) Contact Information:</i>			
Main Contact for The Event: Aiswarya Satheesh	Email Address for Main Contact: As16g23@soton.ac.uk	Club or Society Name: Southampton Anime and Manga Society (SAMS)	Contact Number: 07578478233
<i>1B) Event Information:</i>			
Event Name: SAMS Bunkasai Cultural Festival	Event Date: 14/03/2026	Event Venue/s: 54/7033, 54/7035, 54/8031, 54/8033.	Total Attendees: Maximum 160
Event Timings:	Set Up: 12:00 Event Start: 14:00 Event End: 18:00 Pack Down: 19:00		
Event Breakdown This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	12:00 – 14:00: Set up all pre-made decorations in different rooms, prepare activities in all rooms and arrange room layouts, assign volunteers to appointed areas. 13:20: Pick up drinks from Ding Tea. 14:00: Open doors and allow guest entry. 14:00 – 18:00: Main event. 18:00 – 18:15: Guests Leave		

	<p>18:15 – 19:00: Take down decorations and activity props, restore rooms to their original layouts indicated by the room floor plan.</p> <p>19:00 – 19:30: All Society committee members and Volunteers leave</p>
<p>Overview of event concept</p> <p>Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food provision and any performance or sporting activity)</p>	<p>Bunkasai cultural festival to highlight student art and talent inspired by similar festivals held by students in Japanese High Schools and Universities. There will be four rooms each with their own games and activities ran by society members and volunteers. These rooms are: Games room, Arts & Crafts room, Haunted Escape room and Cosplay & Karaoke Café. The Games room will consist of an area for guests to bring their own games, play with physical games provided by SUSU and made by society members and participate in mini quizzes hosted by committee members and volunteers. The Arts & Crafts room will let guests get themselves drawn as an anime style caricature, have a polaroid picture taken of them or make your own pixel art, go to a photobooth with homemade anime themed props as well as having areas that guests can relax with manga books and use arts and craft supplies. The Haunted Escape room will let guests enter a room and solve puzzles and discover clues about Japanese mythology and folklore to escape. The room will be dimly lit and follow a linear path that guests will follow as they solve clues. The Cosplay & Karaoke Café will serve baked cakes and pastries by committee members prior to the event as well as drinks provided by the local Southampton DingTea bubble tea location. Guests are encouraged to dress up as their favourite Anime and Manga characters as well as join in with Karaoke songs ran by committee members and volunteers. Rooms are separated by spacious decorated corridors, and committee and volunteers will run a front desk that allows members to collect prepurchase 3D printed tokens that allow guests to spend them on the various rooms and activities.</p>
<p>Volunteers hosting the event</p> <p>List all committee and volunteers that will be present and responsible for the event, as well as their role.</p>	<p>E.g.:</p> <p>Event lead: Aiswarya Satheesh, Sreevidya Somayajula</p> <p>Front Desk: James High, Rowan Rai</p> <p>Games Room Hosts: Bradley Balchin, James Castillo Olley, Alexander New</p> <p>Arts & Crafts Room Hosts: Lavanya Sharma, Hailey Wong, Lulu Aljarba</p> <p>Haunted Escape Room Hosts: Aiswarya Satheesh, Amandi Thihara Panditha Rathnaga Don</p> <p>Cosplay & Karaoke Café Hosts: Sreevidya Somayajula, Joshua Poon, Ikhwan Mirza Bin Husni Hafiz</p> <p>Decoration and Token Makers: Sreevidya Somayajula, Aiswarya Satheesh, Lavanya Sharma, James High, Joshua Poon, Ikhwan Mirza Bin Husni Hafiz</p> <p>Bakers for Café food: Sreevidya Somayajula, Aiswarya Satheesh, James High, Joshua Poon</p>
<p>Food provision</p> <p>For full guidance on this click here.</p>	<p>Homemade Baked Goods provided by committee members and all baked 24 hours prior to the event:</p> <ul style="list-style-type: none"> • Plain Madeleines • Vanilla Pound Cake • Shortbread biscuits

	<p>All the following Committee members will be present while baking:</p> <ul style="list-style-type: none"> • Aiswarya Satheesh • James High • Sreevidya Somayajula • Joshua Poon • Amandi Thihara Panditha Rathnage Don <p>Drinks provided by local DingTea bubble tea location ordered prior to the event and collected on the day of the event:</p> <ul style="list-style-type: none"> • Mango Fruit Tea with Passion Fruit Popping Pearls • Ding Tea Milk Tea (Cold) with Black Tapioca Pearls 		
<p>Security & First Aid Requirements</p> <p>Is external first aid or security being hired? Who are the qualified first aiders in the group should a medical emergency occur?</p>	<p>Security: University Security</p> <p>Qualified first aiders: Bradley Balchin</p>		
<p>Provisional Budget</p> <p>If you would like a more extensive budget tracker, click here.</p>	<p>Projected token income: £150 (based on 50 attendees and 3 tokens sold each)</p> <p>Projected drinks income: £150</p> <p>Projected food income: £40</p> <p>Food: £26.8</p> <p>Drinks: £120.5</p> <p>Prizes: £50</p> <p>Equipment: £50</p> <p>Projected profit: £92.7</p>		
<p>1C) Only required if an external company/external speaker will be on site for the event</p> <p>→ If you are inviting an external speaker to campus for your event, you are required to submit this form to legalservices@soton.ac.uk at least 15 working days before the event. For more guidance on this please click here.</p>			
<p>Business Name:</p>	<p>Business Contact Name:</p>	<p>Email Address:</p>	<p>Contact Number:</p>

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

Part 2A

Risk Assessment

(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			L	I	S		L	I	S	
			l	i	s		l	i	s	
			k	m	c		k	m	c	
			e	p	o		e	p	o	
			l	a	r		l	a	r	
			i	c	e		i	c	e	
			h	t			h	t		
			o				o			
			o				o			
			d				d			

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>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.</p>	1	4	4	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy.</p>
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<p>Manual handling, including setting up of equipment. E.g. table and chairs</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<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>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Seek assistance from facilities staff/venue staff if needed.</p> <p>Seek medical attention from SUSU/venue Reception if in need.</p> <p>Contact emergency services if needed.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy.</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 report policy.</p>
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					<p>Committee to consult members on needs and make reasonable adjustments where possible</p> <p>Provide remote meeting options for members where possible.</p>				
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<p>Reputational Risk:</p> <p>For the club or society, as well as to SUSU and the University</p>	<p>Incidents causing reputational damage to the group, Southampton University Students' Union or Southampton University itself.</p> <p>This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University's name into disrepute.</p>	<p>The club, SUSU or the University's reputation</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>Ensuring all parts of this risk assessment are adhered to.</p> <p>Ensuring all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing.</p> <p>Members are reminded that they need to adhere to SUSU's Code of Conduct.</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Report any incidents to the Activities Team.</p>
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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>Report any incidents to the Activities Team.</p>
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Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers, event attendees,	2	4	8	<p>Members are responsible for their individual safety though and are expected to act sensibly.</p> <p>Initiation behaviour not to be tolerated and drinking games to be discouraged.</p> <p>For socials at bars/pubs etc., bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>Where possible 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>	1	3	3	<p>Follow SUSU incident report policy.</p> <p>Call emergency services as required 111/999.</p> <p>Welfare Officer to complete WIDE training.</p>
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						<p>Committee to advise and remind members to always watch their own drinks.</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy.</p>				
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Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control	Event organisers , event attendees ,	2	5	10	<p>Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event.</p> <p>Bouncers/trained staff in pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol.</p> <p>Report any suspicious/unusual behaviour to staff.</p> <p>Participants encouraged to stay with a nominated 'buddy' where possible.</p> <p>The organisers have confirmed the premise is licensed. Action organisers (Part B).</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>	2	3	6	<p>Members are responsible for their individual safety and are expected to act sensibly when walking around.</p> <p>For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU Safety Bus, Radio Taxis options).</p> <p>If they need to go to the hospital they will also be accompanied there.</p> <p>Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy</p>
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					<p>Members/participants are advised to watch their own drinks.</p> <p><u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u></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</p>	2	2	4	<p>Where possible venue chosen for the event will be local/known to members and within a short travel distance for members.</p> <p>Contact emergency services as required 111/999.</p> <p>Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy</p>
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					<p>should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU Safety Bus will be used, or Radio Taxis).</p> <p>Be considerate of other pedestrians and road users, keep disturbance and noise down.</p>				
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<p>Travel by car, train, bus, plane when leaving the local area.</p>	<p>Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.</p>	<p>Members, those driving, members of the public</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Group committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test.</p> <p>Members expected to drive or travel in a sensible manner, with those doing otherwise to face disciplinary action (from the club/society in the first instance).</p> <p>Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Contact emergency services as required 111/999.</p> <p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy</p>
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Medical emergency	Members may sustain injury /become unwell Pre-existing medical conditions, sickness, distress	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 report policy.</p>
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	1	5	<p>5</p> <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	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy.</p>
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Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence	Event organisers , event attendees , public	2	5	10	<p>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 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 report policy.</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 report policy.</p>

Financial risk	Group debt	Group members, SUSU	4	3	1 2	<p>Create a cost balance sheet, including:</p> <p>How much profit is expected to be made?</p> <p>What is the contingency plan if not enough tickets are sold? e.g. cancelling or postponing</p>	2	3	6	Contact SUSU Activities Team if you have any questions or concerns about this – we would rather know sooner than later!
Electronics	Risk of eye strain, injury, electric shock	Committee and attendees	2	4	8	<p>Ensure regular breaks (ideally every 20mins) when using screens</p> <p>Ensure screen is set up to avoid glare, is at eye height where possible.</p> <p>Ensure no liquids are placed near electrical equipment.</p> <p>Ensure all leads are secured with cable ties/mats etc.</p>	1	4	4	<p>Request support and advice from SUSU IT/Tech teams e.g. via activities team.</p> <p>For external venues pre-check equipment and last PAT testing dates Seek medical attention as required.</p>

Serving and preparation of food	Allergies Food poisoning Choking	All	3	5	1 5	Homemade items to be avoided by those with allergies Precautions should be made by those with appropriate food hygiene training (Level 2 +) Only order/buy food at establishments with appropriate food hygiene rating Food to only be provided/eaten when other activities are stopped Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products	1	5	5	SUSU food hygiene level 2 course available for completion- requests made to Activities Team. Allergen training available for completion. Call for first aid/emergency services as required. Report incidents via SUSU incident report procedure.
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Contamination of food through food preparation.	Allergies Food poisoning	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 dates.</p> <p>Ensure all frozen food is thoroughly defrosted before use.</p> <p>Endeavour to not cross contaminate food such as nuts and let customers know if cross contamination is a possibility.</p>	1	3	3	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required</p> <p>Report incidents via SUSU incident report procedure Follow SUSU incident report policy</p>
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Food Allergies and Dietary requirements	Allergies Illness	Customers	3	5	1 5	<p>Where possible remove common allergens from ingredients. allergen-chart-1.docx (live.com) Lists all 14 of the core allergens.</p> <p>Ensure each food item is labelled with its name and list of ingredients.</p> <p>Have a list available of all ingredients for any products sold at the stall.</p> <p>Always use recipes from reputable sources.</p> <p>Make sure to keep any packaging.</p>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required</p> <p>Report incidents via SUSU incident report procedure.</p> <p>For more information on allergens: Providing food at community and charity events Food Standards Agency</p> <p>Follow SUSU incident report policy.</p>
Gas hobs and ovens	Serious or Fatal injuries as a result of explosion/release of gas or hot oven.	Committee members Volunteers	2	5	1 0	<p>Always use protective equipment such as oven gloves when cooking.</p> <p>Only use Gas hobs and ovens at your events that have been provided by SUSU or in volunteers homes.</p> <p>Make sure anyone using the appliances are confident to do so.</p>	1	5	5	<p>Call for first aid/emergency services as required</p> <p>Report incidents via SUSU incident report procedure. Follow SUSU incident report policy.</p>

Food Temperature	Food poisoning, illness, perished stock	All participants	2	3	6	<p>Keep any products containing fresh produce in the fridge.</p> <p>Do not leave any food out for longer than 4 hours.</p> <p>Ensure all products or produce are stored as describe on packaging.</p> <p>Ensure all items are cooked and served to correct safe temperatures from reputable recipes or packaging.</p>	1	3	3	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services a required</p> <p>Report incidents via SUSU incident report procedure. Follow SUSU incident report policy.</p>
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Using sharp craft tools	Physical Injury	Event organisers and attendees	2	4	8	<p>Inspection of tools carried out by responsible person in advance of activity.</p> <p>Any damaged or unsafe tools to be disposed of safely.</p> <p>Clear safety guidelines to be explained to participants before access to tools.</p> <p>Ensure sharp objects are put away when not in use. Ensure sharp craft tools are not carried where possible or carried walking blade down.</p> <p>Members/Committee to carry out first aid if necessary and only if qualified and confident to do so.</p> <p>Contact SUSU Reception/venue staff for first aid support if needed</p>	1	2	2	<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>Seek assistance from venue staff if needed.</p> <p>Follow SUSU incident report policy.</p> <p>Contact emergency services as required 111/999</p>
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<p>Small items, e.g. small beads for bracelet making, buttons, etc.</p>	<p>Choking Hazard Slips</p>	<p>Attendees</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Ensure attendees do not put anything in their mouth. Clear away any spills quickly and thoroughly.</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Seek assistance from venue staff if needed.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy.</p>
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<p>Art Supplies e.g. paint, glue, etc.</p>	<p>Ingestion Eye contamination</p> <p>Poor ventilation/inha lation</p> <p>Skin irritation</p>	<p>Attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Clear away any spills quickly and thoroughly.</p> <p>Ensure location is well ventilated if necessary, including opening windows.</p> <p>Ensure all food and drink being offered will be in a separate area to the craft activity.</p> <p>Inform attendees of the location of sinks/running water for washing eyes/hands.</p> <p>Choose low toxicity options.</p> <p>Keep lids of glue closed when not in use.</p> <p>Keep packaging for information on ingredients.</p>	<p>1</p>	<p>3</p>	<p>3</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>Seek assistance from venue staff if needed.</p> <p>Follow SUSU incident report policy.</p> <p>Contact emergency services as required 111/999.</p>
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<p>Mess from art activities</p>	<p>Increased risk of slips.</p> <p>Reputational damage of club/society/SU SU/UoS.</p> <p>loss of permission to continue activity.</p> <p>Damage to property</p>	<p>Organisers</p> <p>Attendees</p> <p>Club/society, SUSU, UoS</p>	<p>3</p>	<p>2</p>	<p>6</p> <p>Committee/event organisers are responsible for leaving the venue as they found it.</p> <p>Ensure enough time is planned into activity for comprehensive clean up.</p> <p>Prompts clean up to avoid damage to equipment, so that it can be used again next time.</p> <p>Use table and floor coverings where necessary.</p> <p>Ensure the location of a sink is known, and that you have permission to use the sink.</p> <p>Clear away any spills quickly and thoroughly.</p> <p>Ensure you either have cleaning materials (e.g. cleaning spray and blue roll), or you have permission to borrow them from the venue for the purposes of cleaning up.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Choose water-based materials for easier cleaning.</p> <p>Report any big spills that you are unable to adequately clean to venue staff.</p> <p>Report any potential issues to SUSU Activities Team.</p>
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					<p>Ensure attendees adequately wash their hands to avoid transference.</p> <p>Consider providing wipes to attendees.</p>					
<p>Activities held in dark / dimly lit rooms.</p>	<p>Increased risk of slips, trips and falls.</p> <p>Reputational damage of club/society/SU SU/UoS.</p> <p>loss of permission to continue activity.</p> <p>Damage to property.</p> <p>Difficulty accessing emergency exits.</p>	<p>Organisers</p> <p>Attendees</p>	3	3	9	<p>Not covering emergency signage such as Fire Exits and Fire Extinguishers.</p> <p>Clearly indicate exits to attendees prior to entry.</p> <p>Have at least one organiser able to access a backup light source for the room at all times.</p> <p>Clearly indicate with well-lit objects – Any walls, low ceilings, exit doors, articles within the room and on the floor, clear exit paths and event organisers.</p> <p>Keep paths attendees will move through and exits to the room completely clear of objects.</p>	2	2	4	<p>Consider showing attendees the layout of the room prior to entry.</p> <p>Allow attendees to bring their own light sources into the room.</p> <p>Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy.</p>

PART 2B - Action Plan

Risk Assessment Action Plan

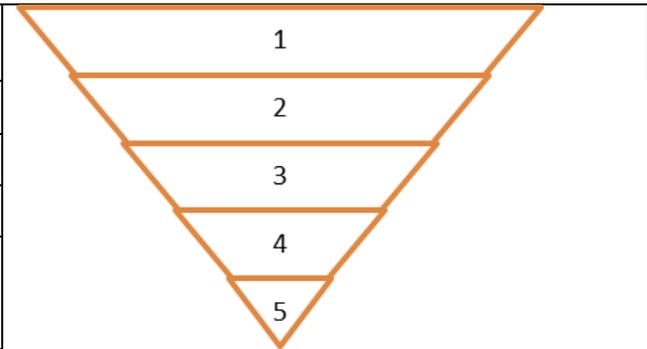
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Risk assessment shared with all organisers and checked through before the event Follow SUSU Food Provision Guidance for events involving home-cooked/prepared food or external catering.	All Committee members	20/2/2026		
2	Committee to read and share SUSU Expect Respect Policy	All Committee members	20/2/2026		
3	Complete a financial assessment of the event	Joshua Poon, Aiswarya Satheesh, Sreevidya Somayajula	13/2/2026	12/2/26	Financial assessment completed and finalised. Provisional budget included in Risk Assessment.
4	Liaise with external companies (e.g. venue, DJ, caterers) for all necessary paperwork.	All Committee members	13/2/2026	15/2/26	Finalised Partnership Agreement with Ding Tea for drinks provision. Sent to SUSU Activities Team for review.

5	Committee and Volunteers that are baking homemade goods to complete SUSU Food Hygiene Level 2 course.	Sreevidya Somayajula, Aiswarya Satheesh, James High, Joshua Poon, Amandi Thihara Panditha Rathnage Don, Ikhwan Mirza Bin Husni Hafiz	28/2/2026		
6	Committee and Volunteers that are baking homemade goods to complete Allergen training course.	Sreevidya Somayajula, Aiswarya Satheesh, James High, Joshua Poon, Amandi Thihara Panditha Rathnage Don, Ikhwan Mirza Bin Husni Hafiz	28/2/2026		
Responsible committee member signature 1: 				Responsible committee member signature 2: 	

Print name: AISWARYA SATHEESH	Date: 13/02/26	Print name: JAMES HIGH	Date: 17/02/26
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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