This Document Contains both Part 1: Event Plan & Part 2: Risk Assessment. Both parts are required to be completed by the organising group. You will also need to complete a charity form linked here.

Part 1

Event Plan

1A) Contact Information:

Main Contact for The Event: **Abigail Reid**	**Email Address for Main Contact:** **ar12g25@soton.ac.uk**	**Club or Society:** **Psychology Society**	**Contact Number:** **07487435729**

1B) Event Information:

Event Name: **PsychSoc Paint & Sip**	**Event Date: 26th of November 2026**	**Event Venue/Venues: Funky Flamingo Southampton -**	**Total Attendees: -** **60**
Event Timings:	**Set Up: 7 pm** **Event Start: 8 pm** **Event End: 10 pm** **Pack Down: 10.30 pm**		
Event Break down: (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	18:30-18:45- The committee will arrive at the venue. 18:45-19:00 – The committee will walk around Funky Flamingo, talk to staff, and ensure the location is safe for the event. 19:00-19:15 – Team briefing 19:15-20:00-– Doors Open 20:00 –20:15 – Guest Arrival, they will be seated inside while two committee members check tickets at the door. 20:15 – 20:20 – The committee will provide a briefing to the members. 20:20 – 21:45 – Members paint. 21:45– 10:00 – The committee lets everyone know that it is time to finish up their paintings. 10:00 – Members leave 10:00 – 10:30 - Committee packs up and clears the venue we used. 10:30 – The Committee leaves the venue.		

Is this a Ticketed Event? If so please state the Name of the ticket on Box-office: You can set up Box-office tickets through your group's hub page for guidance on this click here:	Yes – Psychology Paint & Sip (Member), Psychology Paint & Sip (Non-member).	**How Much Are your Tickets? And how many are available?**	Psychology society members- £5 Non society members- £6.50 60 tickets available
Overview of Event Concept: (Description of the activities taking place. This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity)	The Psychology Society will hold a charity paint and sip at Funky Flamingo – Lounge & Roof Garden in Southampton from 8 pm to 10 pm on the 26th of November. This will be in aid of raising money for No Limits. Tickets will be sold through the box office – the funds for this will then be donated to the selected charity. We will raise money through tickets sold via the box office, which will be required to attend this event. Attendees will be provided with painting supplies and can (optionally) drink cocktails/mocktails from the bar while painting. This will all take place within a reserved seating area, as we have booked their second-floor room out, which is especially set off for the event. The Psychology Society takes responsibility for the event's general running, following charity law, ticketing, and ensuring all health and safety in this assessment.		
Staff Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role)	Host: Psychology Society Committee members and staff at Funky Flamingo Doors: Abigail Reid (charity secretary) and Aimee Coleing (social media secretary) Volunteers for setup: Abigail Reid (charity secretary), Tanishaa Mulinti (president), Katie Burke (vice president), Hannah Eustration (welfare officer), Aimee Coleing (social media secretary), Joe Lawless (social secretary), Jonathon Gourmand (social secretary), Izzy Rymer (treasurer).		
Tech Requirements (For a full list of what you can hire click here)	No tech requirements needed.		
Facilities Requirements	Minimum 30 guests Tables and chairs are provided by the venue		
Food Requirements (For full guidance on this click here)	No food will be provided at the event.		

Security & First Aid Requirements (Who are the qualified first aiders in the group should a medical emergency occur?)	Izzy Rymer (treasurer).
Decorations that you are providing	Decorations we will supply: Tablecloth Paintings that were done at last year's event
Provisional Budget: (if you would like a more extensive budget tracker click here.)	Total Budget: £70 Ticket income: £300 Venue hire: £0 Painting supplies: £60 Decorations: £10 £230 Profit

1C) Only Required If External Company/External Speaker On Site For Event

Business Name:	**Business Contact Name:**	**Email Address:**	**Contact Number:**
Arrival On Site: **Departure time:**	**Companies Risk Assessment link:**	**Companies Insurance Link:**	**Companies Public Liability Information Link:**

If you are inviting a external company or individual on to campus for your event you will be 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.

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

Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All participants and organisers/staff and spectators	2	3	6	Check venue conditions for holes, lumps, and other obstacles. All boxes and equipment to be stored away from the main meeting area, e.g. stored under tables. Any cables to be organised as best as possible, e.g. cable ties to be used if necessary. Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers. Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs. Make sure volunteers for the event are aware of fire exits and point this out to the	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. SUSU incident reporting guide

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						guests at the beginning of the event. Consider the accessibility requirements.				

Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Highlight to all the Volunteers/Event Staff the nearest emergency exit routes at the start of a session, and the importance of assisting others to leave calmly in case of an emergency. Consider accessibility requirements	1	4	4	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.SUSU incident reporting guide
Setting up/moving or chairs/tables/other objects in the area. (If Specific bulky equipment list here)	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	Make Event Volunteers aware of the potential risks, follow manual handling guidelines Ensure that at least 2 people carry tables and large objects. Setting up tables will be done by organisers.	1	3	3	Seek assistance if in need of extra help from facilities staff/venue staff if needed Seek medical attention from SUSU Reception if in need Contact emergency services if needed

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						Work in teams when handling other large and bulky items. Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.				All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

Overcrowding	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	Do not push/shove If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. Book during quieter times when less activities taking place on Redbrick/book all available space Inform other bookings on the Redbrick/in the area of the event Use ticketing system (SUSU Box Office) for regular sessions/meetings to avoid exceeding venue capacity. Ensure space meets needs of members e.g. considering location & accessibility of space (use AcessAble database to check accessibility information of venues). If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	1	3	3	Seek medical attention if problem arises All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day. Security team may inform police of the event if required (e.g. marches). Welfare Officer to complete WIDE training.

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			Likelihood	**Impact**	**Score**	**Control measures (use the risk hierarchy)**	**Likelihood**	**Impact**	**Score**	
						Committee to consult members on needs and make reasonable adjustments where possible Ensure people come in one at a time, and that everyone entering has a ticket to the event				

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Electronics	Risk of eye strain, injury, electric shock	Committee 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

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Accessibility: Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.	Participants, committee	1	5	5	All areas chosen for activity will have their suitability checked. If a closed activity is for members, members will be consulted to ensure there are no accessibility requirements. If an open activity, the committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	1	5	5	In case of an emergency, call the emergency services on 999. If those with accessibility problems have not been able to exit, make the building manager and emergency services aware. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. Follow SUSU incident reporting guide

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents during club or society activity could pose a reputational risk to the club, 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 intro disrepute.	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring that any incidents involving public or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing. 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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Financial Risk: 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. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society Members subject to lawsuits SUSU if required to assist.	1	1	1	Clubs and societies required to complete financial forecasting and budget for the year. All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs. 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.	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide

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Legal Compliance: Club or society activity going against set law. This includes breaches of the freedom of speech act	Fines imposed upon the student group as well as SUSU. Jail sentences. Reputational risk to the student group, SUSU and the wider University	The club or society, committee and members, SUSU or the Wider University	1	1	1	All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place. All who wish to bring in an external speaker must follow due process, available here This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide

Medical Issues: Pre-existing and process for any that appear during	Illness, death	Members, committee	3	5	9	All clubs and societies should have a process for if a medical issue occurs. All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly. If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 59331	1	1	1	In an emergency, contact 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide
Charity Fundraising										
Handling and Storing Money – (Own Club/Society Fundraising)	Theft, Individuals being mugged. Loss or misplacement of items leading to financial loss.	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. No cash transactions	2	3	6	No Cash to be accepted at all. Clubs and Societies are not to use Personal Card machines to take payments. Follow SUSU incident reporting guide

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						Clearly state the purpose of fundraising activity on fundraising platform used.				

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

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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	2	4	• Report to SUSU Duty manager and Complete a SUSU incident report
										• Event organisers to call University Security if necessary.
										  • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311
										  • (Ext: 3311)
										  • Building 32, University Road Highfield Campus.

Venue/Location considerations	Require certain licenses/sign off	Organisers, Participates, SUSU	1	4	4	Ensure the venue has the relevant licenses required for your event ahead of time. Ensure your event has the required sign off by the venue's security teams. Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment. On campus - Ivvy Booking/uni room booking - Risk assessment - Contract Off campus - Risk assessment - Any bookings/contracts with external providers.	1	2	2	• Event organisers to call University Security if necessary. • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 • (Ext: 3311) • Building 32, University Road Highfield Campus. • Follow SUSU incident reporting guide
Lone working	Stolen goods, injury to individual misuse of card reader.	Volunteers	3	3	9	Ensure no one is left alone as a volunteer at a fundraising event especially if using a Sum-up Card reader. Event led to brief volunteers to operate the card readers in pairs and briefed on how to	3	1	3	• 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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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
						handle situations surrounding these.				• Building 32, University Road Highfield Campus. • Follow SUSU incident reporting guide
Serving Food	No food will be served at our event	-	-	-	-	-	-	-	-	-

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Paint and sip	Alcohol consumption leading to slips, trips and falls.	Volunteers, Guests, Members of the general public.	3	4	12	Ensure event space is well-lit and free of obstructions. Encourage responsible drinking. Monitor participants for signs of intoxication.	2	1	2	Ensure that the welfare secretary is looking out for any signs of intoxication in members Have our first aid trained members prepared to deal with any minor issues, from small slips or trips. Display signs to highlight potential trip hazards
Paint and sip	Usage of paint and creativity items, causing allergic reactions and skin irritation.	Committee members and guests.	3	4	12	Only use non-toxic paints. Ensure that Gloves are available upon request Have the Materials list available and provided for all to see.	2	1	1	Have all society members provide a list of allergies. Have clear signage of items that are being used and ingredients.

Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	Lead organiser to check the weather is suitable for activities on the day Will alert the society members of a cancellation 24 hours before via our social media channels and send out an email to all members. Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate If Cancellation is required ensure all relevant parties are contacted. SUSU – subookings@soto.ac.uk Uni – roombookings@soton.ac.uk Or your external contacts.	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Alcoholic/External Events										

Alcohol consumption	Participants may become at risk as a result of alcohol consumption Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	Members are responsible for their individual safety though and are expected to act sensibly Initiation behaviour not to be tolerated and drinking games to be discouraged For socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. 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 Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event Society to follow and share with members Code of	1	3	5	Follow SUSU incident report policy Call emergency services as required 111/999 Committee WIDE training

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						conduct/SUSU Expect Respect policy				

Travel to the Funky Flamingo	Vehicle's collision -causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	Members are responsible for their individual safety though and are expected to act sensibly Local venues known to University of Southampton (UoS) students chosen Event organisers will be available to direct people between venues. Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. Avoid large groups of people totally blocking the pavement or spilling in to the road. Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety	2	2	4	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 Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

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			Likelihood	Impact	Score		Likelihood	Impact	Score		
						bus will be used, or radio taxis). Be considerate of other pedestrians & road users, keep disturbance & noise down.					
Travel by car, train, bus, plane when leaving the local area. (if hosting at a external venue)	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	4	3	12	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. Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.	2	2	4	Contact emergency services as required 111/999 Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy	

Spiked Drinks/Alcohol Poisoning	Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self-control	Event organisers, event attendees,	**2**	**5**	**10**	Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event Bouncers/trained staff in Venues should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff. Participants encouraged to stay with a nominated 'buddy' where possible. The organizers have confirmed the premise is licensed. **Action organizers (b).** • 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. Action licensee.	**2**	**3**	**6**	Members are responsible for their individual safety though and are expected to act sensibly when walking around. 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) If they need to go to the hospital they will also be accompanied there. 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. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

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						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				

PART 2											
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Hazard	**Potential Consequences**	**Who might be harmed** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Members getting lost or separated. Members leaving an event/activity alone or without notifying others. Travel by car, train, bus, plane when leaving the local area.	During the event participants may decide they want to l eave, or they may get lost on the way	Event organisers, event attendees,	3	3	9	If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.	2	2	4	Follow SUSU incident report policy Call emergency services as required

PART 2											
(1) Risk identification			(2) Risk assessment				(3) Risk management				
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)	
			Likelihood	Impact	Score		Likelihood	Impact	Score		
Violent or offensive behaviour	Participants may become violent or offensive due to the consumption of too much alcohol. Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	Bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. 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 Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event Society to follow and share with members Code of conduct/SUSU Expect Respect policy	1	3	5	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. Follow SUSU incident report policy Call emergency services as required	

PART 2											
(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**				**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**	**Control measures (use the risk hierarchy)**	**Likelihood**	**Impact**	**Score**	
Slips, trips and falls as a result of alcohol	Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.	Event organisers, event attendees,	3	2	6	Committee to check that chosen venues meet the following requirements: - Venue is in good condition with no major trip hazards. - Bar staff monitor the condition of the floors & mop up split drinks. - Security staff & Bar Staff provide first aid cover. DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down.	3	1	3	If necessary, emergency services will be called Request first aid at venue Follow SUSU incident report policy

PART 2											
(1) Risk identification			**(2) Risk assessment**				**(3) Risk management**				
Hazard	**Potential Consequences**	**Who might be harmed** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Allergies - food and drink	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	Attendees responsible for own welfare I such instances- follow guidelines of venues. First aid requested from bar staff as required.	1	5	5	Call Emergency Services/alert bar staff

PART 2B– Action Plan

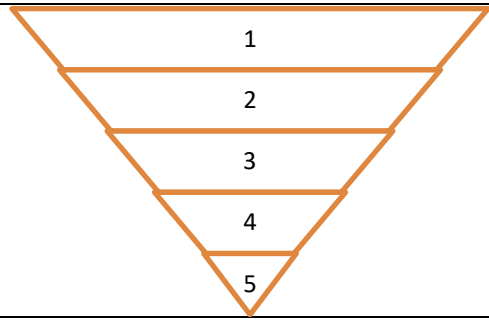
Risk Assessment Action Plan

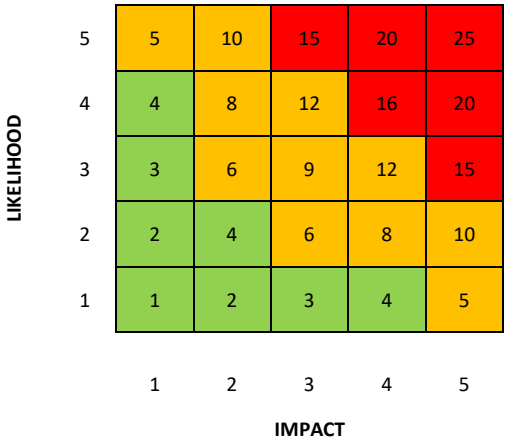
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date

1	Complete a Charity Event form and send this to suactivties@soton.ac.uk	Katie burke – president to ensure complete.	20/02/26	20/02/26	
2	Committe to Read and share SUSU Expect respect policy	Katie Burke – president to ensure complete.	20/02/26	20/02/26	
3	Confirm venue accessibility and layout to minimise trip hazards and accommodate all guests.	Katies Burke – president to ensure complete.	11/03/26	12/03/26	
	Display allergen information for paints. Ensure non-toxic materials are used.	Katie Burke – President to ensure complete	11/03/26	12/03/26	
	Emergency procedures reviewed with volunteers, including fire exits and reporting	Katie Burke – President to ensure complete	11/03/26	12/03/26	
	Share campus security contact info and SUSU incident reporting process with all committee members.	Katie Burke – President to ensure complete	11/03/26	12/03/26	
	Confirm the Funky Flamingo has the correct license and bar staff are briefed on drink safety.	Katie Burke – President to ensure complete	11/03/26	12/03/26	

Responsible committee member signature:  Print name: Katie Burke			Date: 24th February	Responsible committee member signature:  Print name: Chloe Westbury	Date: 24th February

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	



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