

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](#). Also all level 2 food hygiene certificates need to be sent to [susurag@soton.ac.uk](mailto:susurag@soton.ac.uk) (Charity Fundraiser) or [suactivities@soton.ac.uk](mailto:suactivities@soton.ac.uk) (Internal Fundraiser) if you haven't completed the training you can sign up [here](#).

Part 1			
Event Plan			
<b>1A) Contact Information:</b>			
Main Contact for The Event: Kithmal Amarasinghe	Email Address for Main Contact: <a href="mailto:akca1e22@soton.ac.uk">akca1e22@soton.ac.uk</a>	Club or Society: Sri Lankan Society	Contact Number: +44 7956673159
<b>1B) Event Information:</b>			
Event Name: Kottu Night	Event Date: 26/11/2025	Event Venue/Venues: Below Deck (Banquet)	Total Attendees: 60 (estimate)
Event Timings: 6.00pm to 9pm (possible extension for an extra hour)	Set Up: 6pm Event Start: 6pm Event End: 9pm Pack Down: 9pm (To be noted that not a lot of set up needs to be done for this event, the food delivery will vary depending on the external caterer)		
<b>Event Break down:</b> (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	6pm: Event starts, food will be served, as soon as delivered 7pm-8pm: Potential Activities such as games and music will be played 9pm: Event ends pack up. We are hosting a themed “Kottu Night” at Below Deck in Susu. The event will feature a kottu food stall where guests can queue, be served, and enjoy their meal within the space. The food is individually packeted ensure maximum hygiene and prevent cross contamination. To manage the flow of guests, we plan to use bar gates or barriers to create a clear pathway to and from the serving area.  In addition to food service, we will have live performances throughout the evening. These will primarily consist of singers and small acoustic acts		

	<p>using minimal equipment (such as a microphone or a single instrument). The performances will not require a large stage or significant setup, allowing plenty of room for guest movement and dining.</p> <p>Overall, the space will be used for casual dining, light entertainment, and socializing, with a relaxed and vibrant atmosphere.</p>		
<p><b>Is this a Ticketed Event? If so please state the Name of the ticket on</b></p> <p><b>Boxoffice:</b></p> <p>You can set up Box-office tickets through your group's hub page for guidance on this click <a href="#">here</a>:</p>	<p><b>Only</b> Box-Office Ticketing to be used – SLSOC Kottu Night</p>	<p><b>How Much Are your Tickets? And how many are available?</b></p>	<p>£ 9.70 for members</p> <p>£ 12.70 for non-members</p> <p>£ 1 for drinks</p> <p>(limit based on the estimated number of people who are interested in coming to the event- will limit to 50 people as the room limts)</p>

			( Price will be adjusted based on the external caterer's fees and prices)
<b>Overview of Event Concept:</b> (Description of the activities taking place. This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity)	The event is a get together social that involves having Kottu roti from an external food hygiene certified caterer. There will also be potential fun activities like games, and karaoke ( Caterer: Ceylon Junction: <a href="#">Ceylon junction   Rating Business Details   Food Hygiene Ratings</a> )		
<b>Staff Hosting the event</b> (List all committee & Volunteers that will be present and responsible for the event, as well as their role)	Kithmal Amarasinghe – Committee member Sanuth Fernando- Committee member Vidun Senevirathne- Committee member Dhevinka Isvaran- Committee member Yavin Jayasoma – Committee member - Main responsible for food safety (Level 2 Food Hygiene qualification) Yasindu Ranasinghe- Committee member Gabriel Gomez- Committee member Noah Pararajasingam - Committee member Sageethan Dayananthan - Committee member		
<b>Tech Requirements</b> (For a full list of what you can hire click <a href="#">here</a> )			
<b>Facilities Requirements</b>	Facilities available in room would suffice and Barriers – Specified in the room booking information		
<b>Food Requirements</b> (For full guidance on this click <a href="#">here</a> )	Main food served is kottu roti, soft drinks will also be available Food served can be kept out of the fridge up to 4 hours The food item is non-chilled and freshly made		
<b>Security &amp; First Aid Requirements</b> (Who are the qualified first aiders in the group should a medical emergency occur?)	Kithmal Amarasinghe		
<b>Decorations that you are providing</b>	Table clothes Paper Plates Cutlery Paper Cups		

	Napkins		
<b>Provisional Budget:</b> (if you would like a more extensive budget tracker click <a href="#">here</a> .)	Approximately £100 ( better estimate after interest in attendees is found)		
<b><i>1C) Only Required If External Company/External Speaker On Site For Event</i></b>			
<b>Business Name:</b>	<b>Business Contact Name:</b>	<b>Email Address:</b>	<b>Contact Number: Restaurant:</b>
<b>Arrival On Site:</b>	<b>Companies Risk Assessment link:</b>	<b>Companies Insurance Link:</b>	<b>Companies Public Liability Information Link:</b>
<b>Departure time:</b>			

(To be noted the catering company will not be present on site for serving of food other than for food delivery)

PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed  (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
General Considerations										
Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All participants and organisers/staff and spectators	2	3	6	Check venue conditions for holes, lumps, and other obstacles.	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.

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

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

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Overcrowding	Physical injury	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	1	3	3	Seek medical attention if problem arises  With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a> ) and liaise with them on need for security teams on the day  Security team may inform police of the event if required (e.g. marches)	



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<b>Electronics</b>	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</p> <p>Seek medical attention as required</p>

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<b>Accessibility:</b>  Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of consideration 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 there is a closed activity for members, members will be consulted to ensure there are no accessibility requirements.  If it is an open activity, 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 are 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.

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<b>Noise Levels (excessive sound exposure during event)</b>	Hearing damage, temporary or permanent hearing loss, tinnitus, discomfort, stress, or communication difficulty. Potential complaints from public or staff fatigue.	Event staff, attendees, performers, nearby public, security, bar staff.	4	4	5	Eliminate/Substitute: use lower volume settings and orientate speakers away from staff and public. Engineering: fit sound limiters, position speakers appropriately, provide quiet areas. Administrative: rotate staff, limit exposure duration, post noise warning signage, provide ear protection. PPE: supply CE-marked earplugs to staff and make available to audience..	2	3	5	<b>Engineering:</b> use additional speakers to distribute sound evenly and avoid hotspots. <b>Administrative:</b> real-time monitoring of sound levels; designate a noise officer with authority to reduce volume if limits exceeded.

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<b>Reputational Risk:</b>  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 into 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.	1	1	1	

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<b>Financial Risk:</b>  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	

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<b>Legal Compliance:</b>  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, <a href="#">available here</a>  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	

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<b>Medical Issues:</b>  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 SUSU incident report policy.
Charity Fundraising										

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Handling and Storing Money –	Theft, Individuals being mugged.	Members and Participants	3	4	12	As Fundraising for own Society/Club no Card Machine will be present. All fundraising to be completed via QR code to A GoFundMe or Similar Platform.	2	3	6	No Cash to be accepted at all. Clubs and Societies are not to use Personal Card machines to take payments.



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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	3	6	<ul style="list-style-type: none"> <li>Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li> <li>Event organisers to call University Security if necessary. <ul style="list-style-type: none"> <li>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li> <li>(Ext: 3311)</li> <li>Building 32, University Road Highfield Campus.</li> </ul> </li> </ul>

Venue/Location considerations	Require certain licenses/sign off	Organisers, Participates, SUSU	1	4	4	<p>Ensure the venue has the relevant licenses required for your event ahead of time.</p> <p>Ensure your event has the required sign off by the venue's security teams.</p> <p>Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment.</p> <p>On campus</p> <ul style="list-style-type: none"> <li>- Ivvy Booking/uni room booking</li> <li>- Risk assessment</li> <li>- Contract</li> </ul> <p>Off campus</p> <ul style="list-style-type: none"> <li>- Risk assessment</li> <li>- Any bookings/contracts with external providers.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• Event organisers to call University Security if necessary. <ul style="list-style-type: none"> <li>• Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li> <li>• (Ext: 3311)</li> <li>• Building 32, University Road Highfield Campus.</li> </ul> </li> </ul>
Lone working	Stolen goods, injury to individual misuse of card reader.	Volunteers	3	3	9	<p>Ensure no one is left alone as a volunteer at a fundraising event especially if using a Sum-up Card reader.</p>	3	1	3	<ul style="list-style-type: none"> <li>• Event organisers to call University Security if necessary. <ul style="list-style-type: none"> <li>• Emergency contact number for Campus</li> </ul> </li> </ul>

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						Event led to brief volunteers to operate the card readers in pairs and briefed on how to handle situations surrounding these.				Security: Tel: +44 (0)23 8059 3311 • (Ext: 3311) • Building 32, University Road Highfield Campus.

Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	<p>Lead organiser to check the weather is 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, hydrate</p> <p>If Cancellation is required ensure all relevant parties are contacted.  SUSU – <a href="mailto:sub bookings@soto.ac.uk">sub bookings@soto.ac.uk</a>  Uni – <a href="mailto:room bookings@soton.ac.uk">room bookings@soton.ac.uk</a>  Or your external contacts.</p>	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
Food										

Serving and preparation of food	<ul style="list-style-type: none"> <li>Allergies</li> <li>Food poisoning</li> <li>Choking</li> </ul>	All	3	5	15	<ul style="list-style-type: none"> <li>Homemade items to be avoided by those with allergies</li> <li>precautions should be made by those with appropriate food hygiene training (Level 2 +)</li> <li>Only order/buy food at establishments with appropriate food hygiene rating</li> <li>Food to only be provided/eaten when other activities are stopped</li> <li>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</li> <li>If food shows any sign of spoilage unusual appearance in colour, smells off, dispose <b>of it immediately</b> to prevent risk.</li> </ul>	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> <ul style="list-style-type: none"> <li>Report incidents via SUSU incident report procedure</li> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>
Contamination of food through food preparation.	Illness, Food poisoning, Allergy.	ALL	2	3	6	<ul style="list-style-type: none"> <li>Ensure all food is prepared in advance and done in a clean and hygienic</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>SUSU food hygiene level 2 course available for completion- requests</li> </ul>

						<p>environment. In line with the level 2 food hygiene training.</p> <ul style="list-style-type: none"> <li>• Ensure all ingredients used when making items are within their use by or best before dates.</li> <li>• Ensure all frozen food is thoroughly defrosted before use.</li> <li>• Endeavour to not cross contaminate food such as nuts and let customers know if cross contamination is a possibility.</li> <li>• If food shows any sign of spoilage unusual appearance in colour, smells off, <b>dispose of it immediately</b> to prevent risk.</li> </ul>				<p>made to activities team</p> <ul style="list-style-type: none"> <li>• Call for first aid/emergency services as required</li> <li>• Report incidents via SUSU incident report procedure Follow <a href="#">SUSU incident report policy</a></li> </ul>
Storage and Display of Food	Illness, Food poisoning, Allergy.	All	2	3	6	<p>Keep any products containing fresh produce in the fridge. Do not leave any food out for longer than 4 hours.</p> <ul style="list-style-type: none"> <li>• Store all products in a clean sealable</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• SUSU food hygiene level 2 course available for completion- requests made to activities team</li> </ul>

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
						container away from raw foods. <ul style="list-style-type: none"> <li>Transport cakes in a clean sealable container.</li> </ul> If food shows any sign of spoilage unusual appearance in colour, smells off, <b>dispose of it immediately</b> to prevent risk.				<ul style="list-style-type: none"> <li>Call for first aid/emergency services as required</li> <li>Report incidents via SUSU incident report procedure</li> </ul> Follow <a href="#">SUSU incident report policy</a>

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Food Allergies and Dietary requirements	Illness, Allergic reaction	Customers	3	5	15	<ul style="list-style-type: none"><li>Where possible remove common allergens form ingredients. <a href="#">allergen-chart-1.docx (live.com)</a> Lists all 14 of the core allergens.</li><li>Ensure each cake is labelled with its name and list of ingredients.</li><li>Have a list available of all ingredients for any products sold at the stall.</li><li>Always use recipes from reputable sources.</li><li>Make sure to keep any packaging.</li></ul>	1	5	5	<ul style="list-style-type: none"><li>SUSU food hygiene level 2 course available for completion- requests made to activities team</li><li>Call for first aid/emergency services if required</li><li>Report incidents via SUSU incident report procedure.</li><li>For more information on allergens: <a href="#">Providing food at community and charity events   Food Standards Agency</a></li></ul> <p>Follow <a href="#">SUSU incident report policy</a></p>



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Electrical Issues	Serious/ Fatal injuries because of electric shock	Volunteers and customers	2	4	8	<ul style="list-style-type: none"> <li>Equipment that will be used should be tested before hand</li> <li>Make sure university equipment used are tested.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Call for first aid/emergency services if required</li> <li>Report incidents via SUSU incident report procedure.</li> <li>Follow SUSU incident report policy.</li> <li>Request support and advice from SUSU IT/Tech teams e.g. via activities team</li> <li>For external venues pre-check equipment and last PAT testing dates</li> <li>Seek medical attention as required</li> </ul>

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Food Temperature	Food poisoning, illness, perished stock	All participants	2	3	6	<ul style="list-style-type: none"> <li>Keep any products containing fresh produce in the fridge.</li> <li>Do not leave any food out for longer than 4 hours.</li> <li>Ensure all products or produce are stored as describe on packaging.</li> <li>Ensure all items are cooked to correct temperatures from reputable recipes or packaging.</li> <li>If food shows any sign of spoilage unusual appearance in colour, smells off, <b>dispose of it immediately</b> to prevent risk.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>SUSU food hygiene level 2 course available for completion- requests made to activities team</li> <li>Call for first aid/emergency services a required</li> <li>Report incidents via SUSU incident report procedure</li> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>

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Use of Knives for Cutting Food, and the use of sharp cutlery by the attendees	Cuts and injuries	Volunteers and stall operators Attendees	2	2	4	<ul style="list-style-type: none"> <li>• Make stall operators aware of the potential risks.</li> <li>• Where possible use wooden cutlery.</li> <li>• Knife not to be left unattended and stored away safely when not in use.</li> <li>• Ensure the Knife is suitable for the task and the food you are cutting.</li> <li>• When carrying the Knife ensure the blade is pointing down.</li> <li>• Give cutlery that is not sharp to attendees ( wooden cutlery)</li> </ul>				<ul style="list-style-type: none"> <li>• Call for first aid/emergency services as required</li> <li>• Report incidents via SUSU incident report procedure.</li> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Spread of germs due to sharing of cutlery and plates, cups etc.	Potential spread of illness	Attendees Committee	2	3	6	<ul style="list-style-type: none"><li>Make sure there is enough utensils for every attendee and extra, incase.</li><li>Make sure to dispose of used cutlery and plates.</li><li>Use of disposable utensils</li></ul>	1	3	3	<ul style="list-style-type: none"><li>SUSU food hygiene level 2 course available for completion- requests made to activities team</li><li>Call for first aid/emergency services if required.</li><li>Report incidents via SUSU incident report procedure.</li></ul> <p>Follow <a href="#">SUSU incident report policy</a></p>
Risk relating to potential activities conducted and other scenarios										
Overcrowding in venue	Tripping, distress, evacuation issues	Attendees	2	3	6	Adhere to room capacity. ticketed entry; keep aisles/exits free	1	2	2	Committee to count attendees and prevent entry if full, or if possible, moving of venue if worst case.
Content sensitivity (graphic/trigger ring material) [ If movie is expected to be played]	Distress, complaints, reputational risk	Attendees	2	3	6	Add trigger/content warnings in event publicity; allow attendees to leave freely, give choice of the attendees to pick movies	1	2	2	Signpost Student Hub or SUSU Advice for support

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Cables/wires in area	Tripping over wires and causing injury · Pulling over equipment and causing it damage or further injury	Committee, participants	3	3	9	Any cables to be organised as best as possible and trailed away from walkways · Cable ties/to be used if necessary · Hazardous sections to be blocked off e.g. using chairs & signage	1	3	3	Seek medical attention from SUSU Reception/venue staff if in need • Contact facilities team via SUSU reception/venue staff • Contact emergency services if needed All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
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Loud noise / prolonged microphone use	Hearing discomfort, temporary hearing loss, sore throat	Attendees, performers	4	2	8	Volume kept to safe level; no shouting into microphones. performers reminded to rest voices if needed. Provide quieter seating area for those sensitive to noise.	3	2	6	Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff Contact emergency services if needed All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

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Electrical equipment (karaoke machine, microphones, speakers)	Electric shock, fire hazard, trip hazard from cables	Attendees, committee	3	4	12	Use PAT-tested equipment provided by venue; only trained staff/committee to set up; all cables taped securely; equipment kept dry and away from drinks. Do not allow attendees to tamper with equipment; venue staff to supervise setup.	2	2	4	Request support and advice from SUSU IT/Tech teams e.g. via Activities Team.  Contact emergency services if needed All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy



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Accessibility issues (noise, lighting, participation pressure)	Exclusion, sensory overload, distress	Attendees	3	3	9	Quiter seating made available; no pressure to participate; sign-up voluntary; committee check accessibility in venue.	2	2	4	Contact emergency services if needed All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

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Violent or offensive behaviour	<p>Participants may become violent or offensive due to the consumption of too much alcohol.</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees,	2	5	10	<p>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>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 <a href="#">Expect Respect policy</a></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 <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required</p> <p>Follow <a href="#">SUSU incident report policy</a></p>



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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  Follow <a href="#">SUSU incident report policy</a>	

**PART B - Action Plan**

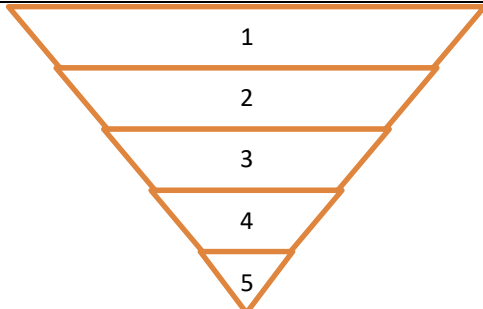
## Risk Assessment Action Plan

<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
	Committee to send copies of all food hygiene training certificates to <a href="mailto:suactivities@soton.ac.uk">suactivities@soton.ac.uk</a>	Kithmal Amarasinghe	A week before the event date		
	Committee members to create and display lists of ingredients (with allergens written in bold) at the event for every item served	Yavin Jayasoma	Day of the event		
	Committee to read and share SUSU Expect Respect Policy	Committee	Committee		

			already has gone through the policy.		
	Set Up Just Giving / Fundraising Platform and/or book Sum-up Card Machines	Relevant committee members – president to ensure complete.	Day of event		
	Ensure, that the people serving, know how to avoid cross contamination (use of separate utensils for each dish, label items, don't mix common allergen items [nuts, no nut	Yavin Jayasoma	Day of the event		
	Make it clear for attendees to tell the committee about allergens beforehand. (Use of google forms prior to event for the attendees)	Yavin Jayasoma	Day of the event and starting from day event is posted to media		
	Food Provision – When possible, provide a range of culturally inclusive food options (vegetarian, vegan, halal etc) and ensure allergen information is displayed. Make sure the external cater has confirmed the inclusivity of the food,( i.e. is the food vegetarian, vegan, halal etc)	Vidun Senevirathne	Before Event date		
	Identify a backup location in advance	Committee	Before event date		
	Ensure that the required materials used for controls are purchased (hand sanitizer, napkins etc)	Kithmal Amerasinghe	Before event date		

	First Aid materials kept in standby	Sanuth Fernando	Before event		
	Ensure cleaning the room of any messes made after event	Kithmal Amarasinghe	After event		
Responsible committee member signature: 				Responsible committee member signature: 	
Print name: Sanuth Menuja Fernando				Print name: Kithmal Chiranjaya Amarasinghe	
Date 10/11/2025				Date 10/11/2025	

## Assessment Guidance

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

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	IMPACT					

### Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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

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