

Risk Assessment			
Risk Assessment for the activity of	Sri Lanka Society's Meet and Greet		Date 16/09/2026
Group name	Sri Lanka Society	Assessor	Kusalya Rupasinghe
Supervisor	Dhevinka Isvaran	Signed off	SUSU only
Description of event/activity	The first social event that would introduce the society to the students. Includes fun activities and more details about the society and activities the society would do throughout the year. Date: 24th of September 2026 from 3pm to 7pm Location: Building 2 Room 1083		

PART A						
(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	Potential Consequences	Who might be harmed (user; those nearby;	In		Residual	Further controls (use the risk hierarchy)
		herent				

		those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	
General Considerations										

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.	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 reporting guide
						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.				

Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	2	5	10	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 participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency. Avoid build-up of debris in the activity area. Consider accessibility requirements.	1	5	5	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 reporting guide
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Manual handling, including setting up of equipment. E.g. table and chairs	Bruising or broken bones from tripping over table and chairs	Meeting organisers and attendees	2	3	6	Follow manual handling guidelines. Ensure that at least 2 people carry tables or other bulky items. Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. Request tools to support with the moving of heavy objects from 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.	1	3	3	Seek assistance from facilities staff/venue staff if needed. Seek medical attention from SUSU/venue Reception if in need. 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 reporting guide
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Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	Do not push/shove. If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management. Committee checks on space, lighting, access, tech available, etc. 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 AccessAble 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. Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings. Postpone meetings where space cannot be found. Welfare Officer to complete WIDE training. 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
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						Committee to consult members on needs and make reasonable adjustments where possible Provide remote meeting options for members where possible.				
Electronics	Eye strain, electric shock, burns, injury due to trip hazards, causing fire	Event organisers and attendees	2	4	8	Ensure regular breaks (ideally every 20mins) when using screens. Ensure screen is set up to avoid glare, is at eye height where possible. Ensure no liquids are placed near electrical equipment. Ensure all leads are secured with cable ties/mats, etc. For external venues, pre-check equipment and last PAT testing dates.	1	4	4	Request support and advice from SUSU IT/Tech teams e.g. via Activities Team. Seek medical attention as required. Follow SUSU incident reporting guide

Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents causing reputational damage to the group, Southampton University Students' Union or Southampton University itself. This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University's name into disrepute.	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing. Members are reminded that they need to adhere to SUSU's Code of Conduct. Consider risks at activities as well as digital presence (e.g. social media posts)	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide
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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	12	Members are responsible for their individual safety and are expected to act sensibly. Local venues known to 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	2	3	6	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 reporting guide
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					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 Bus will be used, or Radio Taxis). Be considerate of other pedestrians and road users, keep disturbance and noise down.				
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Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	Getting lost, increased risk to personal safety.	Event organisers, event attendees,	3	3	9	If a person leaves without warning all efforts will be made to locate them. Stress however that attendees are responsible for their individual safety. Committee to supervise meetings/socials and 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 reporting guide Call emergency services as required.
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Medical emergency	Members may sustain injury /become unwell Pre-existing medical conditions, sickness, distress	Members	1	5	5	Advise participants to bring their personal medication if it might be required. Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so. Contact emergency services as required 111/999. Contact SUSU Reception/venue staff for first aid support. Members can be referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk) in case of distress.	1	4	4	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
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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	Bouncers/security will be present at most licensed venues. Bar/venue security staff will need to be alerted and emergency services called as required. Do not personally engage with any violent behaviour. Stay safe and move members away from the situation if possible, inform the bar staff/police if necessary. 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.	1	3	3	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 reporting guide Call emergency services as required.
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						Society to follow and share with members Code of conduct/SUSU Expect Respect policy.				
Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees,	3	4	12	Lead organiser to check the weather are suitable for activities on the day. 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, and to hydrate (especially if drinking alcohol).	2	2	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date. 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 reporting guide
Meet and Greet specific										

Donut eating with no hands challenge. (eat donut with no hands, the first to finish wins)	Choking, food Allergies, hygiene issues.	Participants	3	4	12	Only sealed, pre-packaged donuts with clear allergen information will be used. Participants will be asked about allergies in advance. The activity will be closely always supervised by committee members. Hand sanitiser and napkins will be provided for hygiene. Games involving eating without hands will have strict safety measures in place, including stopping immediately if any participant shows signs of discomfort. All rules will be explained clearly before the game begins, with reminders that the activity is intended to be light-hearted, non-competitive, and inclusive. Committee will ensure a fun, respectful, and supportive environment is maintained throughout.	2	3	6	Participants may stop anytime if uncomfortable.
Murukku challenge (eat without noise)	Choking, food allergies	Participants	3	4	12	Only pre-packaged murukku with allergen info used. Provide water at hand.	2	3	6	Stop game immediately if participant struggles to consume

Arrack and tea shot guess game (audience guesses who has had the arrack shot)	Spiking concern, reputational risk, coercion	Participants	3	4	12	Only adults (18+) permitted to consume alcohol. Drinks always supervised; no pre-poured drinks left unattended. SUSU "Expect Respect" followed.	2	3	6	Participants may opt out without pressure.
Eye on the elephant challenge	Trips/collisions, minor falls, marker in eye, hygiene issues, distress while blind folded	Participants	3	3	9	Clear pathway to/from board. Only non-toxic whiteboard markers used. Blindfolded participant, looked on by committee Hand sanitiser before/after use.	2	2	4	Participants may opt out if uncomfortable.
Loss of booked space (double-booking, venue closed, unavailable on the day)	Event cancellation, overcrowding if attendees moved to unsuitable space, reputational damage, stress to committee	Attendees, committee	3	4	12	Arrive early on the day to check access. Relocate to a safe suitable area Communicate updates to attendees quickly via WhatsApp/Instagram.	2	3	6	Identify a backup location in advance

Dance Performance (short routine done by a few members by other society)	Trips, slips, collisions between performers, injury from falls,	Performers	3	3	9	Performance area cleared of obstacles and kept dry. Adequate floor space allocated with audience kept back. Performers to warm up beforehand and wear appropriate footwear. Sound system tested and cables taped down securely. Committee supervises crowd during performance	2	2	4	Obtain confirmation from guest society that they are aware of risks and will brief their performers. Aid materials kept just in case of injury, call emergency services if injury severe
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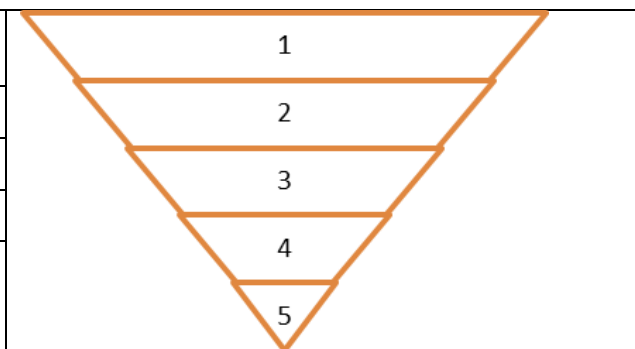
PART B – Action Plan					
Risk Assessment Action Plan					
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Committee to read SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	Committee already has gone through the policy.		
2	(Alcohol consumption)- Non-alcoholic options will always be available at social.	Welfare Officer / Events co-ordinator	Before event date		
3	Food Provision - When possible, provide a range of culturally inclusive food options (vegetarian, vegan, halal etc) and ensure allergen information is displayed.	Events co-ordinator	Before Event date		
4	Identify a backup location in advance	Committee	Before event date		
5	Ensure that the required materials used for controls are purchased (hand sanitizer,	President	Before event date		
6	First Aid materials kept in standby	Welfare	Before event		

7	Ensure cleaning the room of any messes made after event	President	After event		
Responsible committee member signature 1:				Responsible committee member signature 2:	
					
Print name: Dhevinka Isvaran			Date: 16/09/2026	Print name: Kusalya Rupasinghe Date: 16/09/2026	

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					



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

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.