

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: Khushi Sahoo Ruthika Sabbineni Shaan Sachdeva	Email Address for Main Contact: Ks12g24@soton.ac.uk (Khushi) Rs2g24@soton.ac.uk (Ruthika) Ss16g24@soton.ac.uk (Shaan)	Club or Society Name: Southampton Asian Cultural Society	Contact Number: 07359452361 (Khushi) 0727326638 (Ruthika) 07453425888 (Shaan)
<i>1B) Event Information:</i>			
Event Name: Meet and Greet	Event Date: Wednesday 18/09/26	Event Venue/s: B32 R1015 (Most likely still to be confirmed)	Total Attendees: Room Capacity: 426 Members
Event Timings:	Set Up: 17:00 Committee Safety Briefing: 17:45 Event Start: 18:00 Event End: 20:30 (duration: 150 mins) Pack Down: 20:30 – 21:30 Leave: 22:00		

Event Breakdown This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	- Committee arrive, set up projector, test microphone, pre-load and pre-play all walkout music tabs so no adverts play. Lay out friend's bingo sheets and pens on alternative seats. Check floor, aisles, steps and exit routes are clear. Confirm fire exits, call points and assembly points. Set up drinks stations away from door as entrance. - Committee safety briefing: roles, fire procedure, first aiders, welfare and charity sec and committee members on standby giving information, first aid kit purchased - Doors open. Committee counts attendees and giving each person drinks on the doors as they take their seats. - Welcome speech and safety brief to all attendee's fire exit, assembly points, first aiders and welfare identified, all activities are optional made clear to attendees, photography and filming notice, expect respect and code of conduct. - Committee walkouts to music, introduced in teams/pairs - Presidents and VP's do a who we are and what we do speech alongside a committee introduction - First game commences: Friends bingo: attendees pair up and complete a trait sheet and whoever reaches bingo first wins a prize - Second Game: Dress up game with sari, one boy and girl per team and total of 10 volunteers fastest to dress their male partner in a sari wins. - Events across the year, including dietary requirements and risk assessment contact - Bricardi introduction and Ball introduction done in teams with speeches. - Events discuss ASOC families, Charity and Welfare discusses running club, Memberships and QR code signup - Closing speech by Khushi - Pack down: furniture returned to original layout, waste removed, lost property logged - Final check of room by events team
Overview of event concept Description of the activities taking place. This includes everything happening at your event e.g.	A free, non-alcoholic, ticketed welcome event to introduce new and returning students to ASOC and its 2026-2027 committee. The events consist of committee introduction, short informational segments about this year's events and four participation games.

fundraising, food provision and any performance or sporting activity)	Games: 1 – Friends bingo – attendees complete a printed sheet of traits by finding people who match the prompt on the bingo card. 2. Push up challenge with 7-10 volunteers 3– sari challenge where a one girl and one boy (5 teams total) girl will dress the guy up and will have to do a catwalk and then audience who will judge a winner 4 -with a fictional quote revealed all at the end to be untrue. All 4 games are optional. <u>ORIGINAL ROUNDEST ROTI, TUNG OF WAR AND PHYSICAL ACTIVITIES HAVE BEEN REMOVED AND REPLACED WITH NEW GAMES HIGHLIGHTED IN RED. NO ACTIVITES ARE BEING HELD OUTSIDE AND ANY WHICH WERE SUITABLE FOR OUTDOORS HAVE BEEN REPLACED</u>
Volunteers hosting the event List all committee and volunteers that will be present and responsible for the event, as well as their role.	Present Committee Members: Ruthika Sabbineni, Khushi Sahoo, Shaan Sachdeva, Rhea Vig, Qasim Asghar, Rida Sayed, Malishka Bector, Amani Sharif, Maya Kaur, Madu Ahuja, Mahi Patel, Bhuvan Puli, Leah Fernandes, Palak Varshney, Saira Sajith, Varshni Ramanan Co-Hosts: Khushi Sahoo (President), Shaan Sachdeva (Vice-President), Ruthika Sabbineni (Vice-President) Event Leads: (President), Shaan Sachdeva (Vice-President), Ruthika Sabbineni (Vice-President) , Qasim Asghar (Events director) , Malishka Bector and Maya Kaur (Events Reps) Doors: All committee members excluding President and Vice Presidents who will be at the bottom whilst committee help hand out drinks. Wandering around for safety checks: Saira Sajith (Welfare) & any available committee members Volunteers for set up and clean up: All committee members
Food provision For full guidance on this click here.	Food and drink: bottled water, soft drinks served at the entrance. No home-cooked or home-prepared food. No cooking or heat source of any kind in the room. Alcohol: no alcohol is served, sold, provided, or permitted at this event anyone arriving visibly intoxicated will not be admitted.
Security & First Aid Requirements	No external First aid or security being hired.

Is external first aid or security being hired? Who are the qualified first aiders in the group should a medical emergency occur?	First aiders on committee: Rhea Vig, Malishka Bector and Leah Fernandes		
Provisional Budget	Free Entry for all, no projected income.		
1C) Only required if an external company/external speaker will be on site for the event → 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 .			
Business Name:	Business Contact Name: N/A	Email Address: N/A	Contact Number: N/A
Arrival On Site: Departure time:	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		Who might	Inherent		Residual	Further controls (use the risk hierarchy)

	Potential Consequences	be harmed (user; those nearby; those in the vicinity; members of the public)	L i k e l i h o o d	I m p a c t	S c o r e	Control measures (use the risk hierarchy)	L i k e l i h o o d	I m p a c t	S c o r e	
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Slips, trips and falls	Physical accident / injury Items in the way / overcrowding leading to pushing / etc. can lead to participants falling and injuring themselves	Committee and student attendees	1	3	3	All boxes and equipment to be stored away from main meeting area, e.g. stored under tables. Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by committee members with reminders to clear bags / jackets / other bits away from main floor. Students encouraged to take care when manoeuvring around room. Group sizes reduced to ensure no large groups forming unless carefully monitored for the purpose of a larger game ground. Extra vigilance will be paid to make sure that any spilled drinks/objects are cleaned up quickly and efficiently in the area to prevent slippage. Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.	1	4	4	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Minor injuries (small cuts etc.) can be disinfected and treated by welfare committee with use of first aid kit, having alerted Khushi (President) and/or Shaan & Ruthika (Vice Presidents). Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed. Committee to complete SUSU incident report policy as soon as possible.
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						Committee to ensure no pushing and shoving during games that could result in falling into equipment and keep hazards tucked away.				
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Manual handling tables, equipment, drinks crates, flour and rope	• Back, shoulder and wrist strain. • Crush injuries to hands and feet from dropped or trapped loads. Bruising or fractures from tripping while carrying.	University Hall Manual handling tables, equipment, drinks crates, flour and rope	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 committee before attendees arrive, when the room is empty to prevent injury in crowded room. 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. Ensure enough space when manoeuvring large objects and came them out of busy pathways in the room.	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. Minor injuries (small cuts etc.) can be disinfected and treated by welfare committee with use of firsts aid kit, having alerting Khushi (President) and/or Shaan & Ruthika (Vice Presidents). 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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					Committee to ensure no pushing and shoving during games that could result in falling into equipment and keep hazards tucked away.				
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Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Committee members 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. and actively disperses larger crowds into smaller game groups if necessary Relocating groups to areas of more space if necessary to prevent overcrowding and distress. Use ticketing system to prevent exceeding room capacity. Ensure space meets needs of members e.g. considering location & accessibility of space (use AccessAble database to check accessibility information of venues).	1	3	3	Seek medical attention if problem arises. Minor injuries (small cuts etc.) can be disinfected and treated by welfare committee with use of first aid kit, having alerting Khushi, Ruthika (Vice Presidents) and/or Shaan (Vice President). Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings. Remove individuals from room if they are posing a threat (constant pushing / shoving despite warnings) or appearing distressed by noise etc. for their own good (may be reintroduced if they wish). 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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					If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible. Committee to consult members on needs and make reasonable adjustments where possible.				
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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. Constant yelling and public disturbance.	ASOC, 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. Ensuring members keep their volumes to a reasonable amount and reducing noise if members are getting too loud to avoid bothering others in the surrounding areas. Members are reminded that they need to adhere to SUSU's Code of Conduct. Disperse large groups immediately if they become overcrowded.	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Report any incidents to the Activities Team.
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Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control Members may bring alcoholic beverages despite no-alcohol event	Event organisers, event attendees,	2	5	10	Committee to supervise meetings/socials and ensure no drinking during the event – those found to be drinking will be removed from the venue. Report any suspicious/unusual behaviour to staff. Participants warned beforehand of no tolerance to drinking during the event. The organisers have confirmed the premise is licensed. Action organisers (Part B). Members/participants are advised to watch their own drinks (water etc.) to prevent spiking. <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>	2	3	6	Members are responsible for their individual safety 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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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	Members are responsible for their individual safety and are expected to act sensibly. Local venues known to UoS students chosen (B100 right next to interchange for travel home) Committee will be available to direct people towards home Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together and travel home in the dark. 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.	2	fire	4	B32 venue chosen for the event is local/known to members (close to accommodation/bus stops) and within a short travel distance for members. Contact emergency services as required 111/999. Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
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					There will be no alcoholic drinks however 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 Bus will be used, or Radio Taxis). Be considerate of other pedestrians and road users, committee to remind participants to keep disturbance and noise down on travel home.				
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Travel by car, train, bus, when leaving the local area.	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	2	5	10	Group committee to check that drivers have safe travel home and advise against anything dangerous. 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).	1	5	5	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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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. Welfare rep and first aiders on committee will be present for an emergency, if further medical assistance is needed call 999/111. – First aiders on committee: Rhea Vig , Malishka Bector and Leah Fernandes Notify Presidents and Vice President – Khushi, Ruthika, Shaan Follow SUSU incident report policy.
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any 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 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 Committee to keep an eye on room floors to prevent build up of hazards and remind participants to keep their items to the side and out of the way, not blocking any exits. 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. Ensure participants do not panic or take time retrieving all belongings. Ensure less-accessible or ill students have safe exit from the building where possible, but do not risk injury to any. 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.
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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	Building security staff will need to be alerted and emergency services called as required. Do not personally engage with any violent behaviour. Stay safe and inform the bar staff/police if necessary. 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.

Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers , event attendees	3	4	1 2	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 for travel to and from B32 back to their homes. 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 report policy.
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Events Involving Food	Allergies Food poisoning Choking Members may have bought food/snacks from local area before entering or got drinks from bubble tea store inside B100 which could result in allergic reaction or choking.	All	3	5	1 5 Food to only be provided/eaten when other activities are stopped – no one is to be eating while playing ANY games. All participants to be reminded nothing more than than snacks in the room and these should be eaten before the event or after the event but not during. Follow good food hygiene practices - no handling food when ill, tie back hair, prevent leaving food in room. For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.	1	5	5	SUSU food hygiene level 2 course available for completion- requests made to Activities Team. Call for first aid/emergency services as required First aiders on committee: Rhea Vig , Malishka Bector and Leah Fernandes Report incidents via SUSU incident report procedure.
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Accessibility, inclusion and emergency egress for disabled attendees	- Attendees unable to access the venue, the seating or the activities. - Distress and exclusion, and attendees leaving early or not attending at all. An attendee who cannot use stairs being unable to evacuate quickly in an emergency.	Attendees with disabilities or access requirements Committee members	2	5	10	- Venue accessibility checked on the AccessAble database before the booking is confirmed. Step-free access route, accessible toilets and lift availability confirmed. - Where the room is above ground floor, the evacuation arrangement for anyone who cannot use stairs (evacuation lift, evac chair or personal emergency evacuation plan) is confirmed in writing with the venue before the event, including who is trained to operate it. - The sign-up form asks attendees to declare access requirements, dietary requirements and medical needs in advance. A named committee member is responsible for responding to each one. - Seats near the entrance and on the level are kept free for anyone who needs them. Committee	1	4	4	- If an attendee's access needs cannot be met in the chosen room, the event is moved rather than run. - Welfare officer (Saira) to complete WIDE training. - If a person with mobility needs has not been able to exit during an evacuation, the building manager and emergency services are informed immediately at the assembly point. - Seek guidance from the SUSU Activities Team or the SUSU Advice Centre as required. Follow SUSU incident reporting guide.
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						members offer these rather than asking attendees to explain why they need one. • A microphone is used for all announcements so attendees at the back and hearing aid users can hear. The induction loop is used where the venue has one.				
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Electrical equipment, projection and trailing cables	• Electric shock and burns. • Fire caused by overloaded sockets or damaged equipment. • Trip injury from trailing cables. Eye strain from prolonged screen use during set-up..	• Committee members • Attendees Venue staff	2	5	10	• Only venue-provided AV and PAT-tested equipment is used. Any society-owned equipment is checked visually for damage to the cable, plug or casing before use, and anything damaged is not used. • No daisy-chained extension leads and no overloaded sockets. • All cables are routed along walls or under fixed benches, and are taped down or covered with a cable mat wherever they cross a walking route. No cable crosses an aisle, gangway or doorway. • No liquids on or near the AV desk, laptop, speakers or sockets. Drinks are kept off the lecturer bench entirely. • All AV is tested at set-up, including projector, laptop, sound and microphone, with every walkout music tab pre-loaded and pre-played so no adverts run and nobody is improvising with cables in front of a full room. • Sockets are switched off and equipment unplugged	1	4	4	• Any faulty item is taken out of use immediately and reported to venue staff or SUSU IT. • Request support and advice from the SUSU IT or Tech teams via the Activities Team. • Seek medical attention as required. Call 999 in an emergency. Follow SUSU incident reporting guide..
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						at pack-down. Cables are coiled, not dragged. • Only committee members handle equipment. Attendees do not plug anything in or connect devices. Committee members setting up take regular breaks from screens.				
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Noise from walkout music, microphone and crowd	- Discomfort, hearing strain and headaches. - Distress for noise-sensitive attendees, including those with sensory processing differences. Disturbance to teaching or other bookings in the building, and complaints to the venue.	- Attendees - Committee members Other building users	3	2	6	Volume is set and agreed at set-up and marked on the mixer or laptop. Nobody changes it during the event without the event lead's agreement. Music is used only for the walkouts and between segments, not continuously throughout the event. Doors are kept closed during music and cheering. The event is scheduled outside teaching hours where possible, and neighbouring bookings are informed in advance where the venue advises it. Attendees are asked in the safety brief to keep cheering to the games and not to shout over speakers. Attendees are told explicitly at the start that they can step out into the corridor at any time if the noise is uncomfortable.	1	2	2	Volume reduced immediately if venue staff or any attendee raises a concern. Music stopped entirely if requested by the venue. Welfare officer available to anyone who needs to step out. Follow SUSU incident reporting guide.
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Security of personal belongings	• Belongings lost, damaged or stolen. • Distress and financial loss. Bags left in walkways creating a trip hazard.	• Attendees Committee members	3	2	6	• Attendees are reminded at the start to keep valuables with them and that the society cannot take responsibility for personal property. • Attendees are asked to keep bags under their seat and not in aisles or gangways. • Committee members do not accept items for safekeeping. • The room is not left unattended by the committee at any point while attendees are present. Nothing is left in the room during any break, and the room is checked for lost property at pack-down and logge	1	3	3	• Theft reported to venue staff and to UoS Security (on campus 3311, off campus 023 8059 3311, unisecurity@soton.ac.uk). • Reported to the police on 101 where appropriate. • Lost property logged and handed to venue reception. Follow SUSU incident reporting guide.
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Pressure to participate, being singled out, and vulnerability of new students	• Distress, anxiety and humiliation. • An attendee feeling coerced into a physical game, a forfeit, or into handing over social media details. • An attendee leaving upset or feeling excluded from the society at their first contact with it. Behaviour that could be perceived as initiation-type behaviour, which is not permitted under the SUSU Code of Conduct.	• Attendees, particularly first-year students attending alone Committee members named in games	3	3	9	• Every activity is opt-in. Whoever is on the microphone states clearly before each one that it is completely optional and that it is fine to sit it out. • Nobody is picked out, pulled up or named to take part. The run sheet line threatening that committee members will 'come up and pick you themselves' if there are not enough volunteers is removed, because selecting reluctant attendees is coercive. • No forfeit, dare or challenge is imposed on anyone who has not volunteered for it knowing what it is in advance. No activity is framed as something a person must do to belong to the society. Initiation behaviour is not tolerated. • Committee members are briefed that if an attendee looks uncomfortable, they take the attention away from that person rather than encouraging the room.	1	3	3	• If an attendee becomes distressed, the welfare officer (Saira) takes them out of the room, stays with them, and offers to contact a friend. • Refer to The Student Hub (023 8059 9599, studenthub@soton.ac.uk) or the SUSU Advice Centre. • Any safeguarding or Expect Respect concern is reported to SUSU as soon as possible using the SUSU reporting tool. • Welfare officers to complete WIDE training. Follow SUSU incident reporting guide.
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					• welfare officer is identified to the room at the start, are visibly identifiable, run no games, and are available all evening. • A quiet space or corridor area is identified where an attendee can step out. Attendees are told at the start that they can leave at any point without explaining why. • Committee members roam during activities so nobody is left sitting alone. The door team greets people arriving on their own and helps them find a seat. • Support is signposted at the end, verbally and on a slide: The Student Hub (023 8059 9599, studenthub@soton.ac.uk) and the SUSU Advice Centre.				
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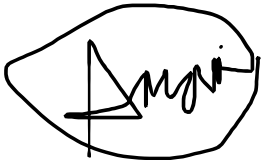
Data protection, photography and filming	• Personal data ie full names, social media handles and images collected, retained or shared without a lawful basis or consent. • An attendee identified in footage or photographs they did not agree to. • Loss of paper sheets containing other attendees' names and contact details. Distress, and complaint to SUSU or the	• Attendees • Committee members The society	4	3	1 2	• Friend Bingo: attendees are told before the game that giving a social media handle is optional and that a first name alone is enough to complete a box. Nobody has to hand over contact details to win. • Completed Friend Bingo sheets are collected by the committee at the end of the game, used only to verify the winner on the night, and then shredded or securely disposed of the same evening. They are not photographed, retained, typed up, or used for any mailing list. • Verification is limited to the winning sheet only and is done without reading attendees' names out to the room. • Clear signage at every entrance states that the event will be photographed and filmed for society social media. This is also announced verbally at the start and shown on a slide. • Anyone who does not wish to appear tells any committee member or the	1	2	2	• Any lost sheet or data concern is reported to the Secretary and to the SUSU Activities Team immediately. • Posts removed on request without argument. Follow SUSU incident reporting guide.
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						door team and is given a coloured wristband.				
Committee walkouts to music	• Trips and falls on the walkout route, or when stepping down from a raised lecturer floor or stage. • Collision with AV equipment, cables or furniture. Offence caused by explicit or inappropriate song lyrics.	• Committee members seated nearby	2	2	4	• The walkout route and end position are rehearsed in advance so nobody is improvising in front of a full room. • The route is kept clear of cables, tables, bags and equipment. Committee members walk, do not run, and do not jump from a stage or raised lecturer floor. • Nothing is lifted, carried or thrown as part of a walkout. • Music tabs are pre-loaded and pre-played so no adverts play and nobody is scrambling at the desk. Volume is pre-set. • No strobe, flashing or blackout effects are used. • Attendees remain seated during walkouts. • Song choices are checked in advance by the marketing lead and President for explicit or offensive lyrics and changed if unsuitable.	1	2	2	• The segment is stopped if the route is blocked. • First aid provided if needed; call 999 in an emergency. • First aiders on committee: Rhea Vig , Malishka Bector and Leah Fernandes Follow SUSU incident reporting guide.

• A prize consisting of a club night ticket excludes attendees who do not drink or do not attend club nights, including for religious or cultural reasons. • A club night ticket issued to an attendee under 18. • Disputes over the winner of a game, causing bad feeling. Financial loss if prizes are not accounted for.	• Attendees unable to access the venue, the seating or the activities. • Distress and exclusion, and attendees leaving early or not attending at all. An attendee who cannot use stairs being unable to evacuate quickly in an emergency.	• Attendees • Committee members The society	2	3	6	• An alternative prize of comparable value is offered alongside any club night ticket, so nobody has to choose between the prize and their own values. This is stated when the prize is announced. • Club night tickets are not issued to anyone under 18. Age is confirmed before any such ticket is handed over and an alternative is given instead. • The rules and winning condition of every game are announced before it starts and shown on the slide, so results are not in dispute. • Prize decisions are final and announced calmly. The committee does not debate a result in front of the room. All prizes are recorded and accounted for by the Treasurer (Rida).	1	1	1	• Immediate removal of any content a named person is unhappy with, and an apology. • Refer to the SUSU Expect Respect policy and reporting tool if any concern is raised. Follow SUSU incident reporting guide.
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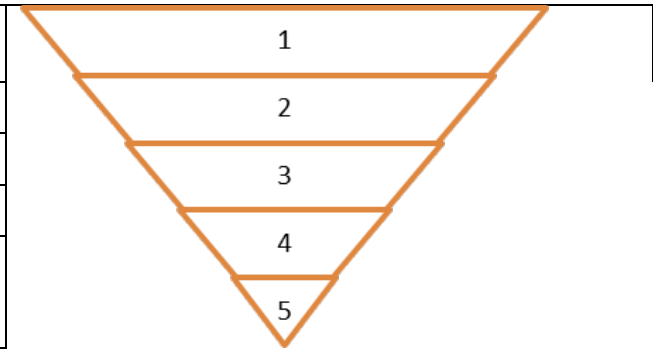
PART 2B – Action Plan**Risk Assessment Action Plan**

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 <u>SUSU Food Provision Guidance</u> for events involving home-cooked/prepared food or external catering.	Amani Sharif (Secretary)	14/10/26		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	Complete		
3	Complete a financial assessment of the event	Rida Sayed (Treasurer)	After event		
4	Check weather beforehand to alert participants for journey to B329	Khushi Sahoo (President)	18/10/26		
5	All major incidents to be logged with SUSU the next day	Khushi Sahoo (Presidents)	18/10/26 (Day after any incidents)		

		Amani Sharif (Secretary)			
	Committee to check and pack first aid kit	Saira Sajith (Welfare Rep)	18/10/26		
6	Purchase or check the first aid kit, including ice packs and sterile non-adhesive dressings. Confirm named first aiders and that their certification is in date.	Saira Sajith (Welfare Rep)	18/10/26		
7	Complete SUSU Level 2 Food Hygiene training for at least two committee members. Requests made to the Activities Team.	Events Team	18/10/26		
Responsible committee member signature 1: committee member signature				Responsible committee member signature 2: second committee member signature	
					
Print name: Amani Sharif			Date: 25/08/26	Print name: Khushi Sahoo	
				Date: 25/08/26	

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