

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: Games Night	Event Date: Wednesday 25/09/26	Event Venue/s: ROOM 100 Centenary Building, room confirmed after risk assessment.	Total Attendees: 100 people maximum
Event Timings:	Set Up: 16:00 Event Start: 17:00 Event End: 20:45 (duration: 120 mins) Pack Down: 20:45 – 21:00 Leave: 21:00		

Event Breakdown This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	16:00 – committee arrive and set up PowerPoint and microphone, open and pre-play Spotify playlist so no adverts run mid-game. Write and lay out celebrity sticky notes. Stack forfeit cups. Set up prize bags, hoodies and chocolate coins. Check floor, walkways and exit routes are clear. Confirm fire exits, call points and assembly points. Ensure everyone is aware photography and filming will take place. 16:45 – Committee safety briefing – named roles, fire procedure, welfare officers, capacity cap, rule of every game, forfeits and Expect Respect and Code of Conduct 17:00 Welcome and safety briefing to all attendees in and keeps a running tally. Committee form three lines at the door for the opening game. 17:15 – Game 1 – Celebrity on your head. Open while attendees still arrive 18:00 – Sinking Ship – whole room icebreaker - forming groups of a called number 18:30- Teams announced. Attendees split into 6 teams with two committee members in each team 18:35 – Musical Chairs – three players per team to minimise Collision risks 19:00 Cup pong: two players throw, under all cups are forfeits for opposing team written under each cup. All forfeits are optional 19:30 – Chubby bunny challenge with marshmallows 19:45 – cup stacking. one player per team and timed 20:00 – balloon pair game – two players per team move down the room carrying a balloon between them avoiding cups placed as obstacles. 3 rounds 20:30 – Dance replicating game team game scored by committee 20:45 – winners announced 3rd 2nd and 1st, and prizes distributed and closing speech 21:00 - committee pack down and clean and venue given back
Overview of event concept Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food provision and any performance or sporting activity)	A free, non-alcoholic, ticketed games night to introduce new and returning students to ASOC and its committee. Attendees are split into 6 teams, each with 2 committee members in the team and complete a series of short games for a points total. Prizes are awarded to the top 3 teams with the most points Games: Celebrity on your head (icebreaker), sinking ship (ice breaker), musical chairs, cup pong with forfeits that are optional, marshmallow challenge, cup stacking game, balloon pair relay through a cup obstacle course and dance replicating game. Every game is optional, and no attendees required to take part if they are uncomfortable Forfeits: cup pong has forfeits written under cups. List of potential forfeits which are low risk list of forfeits include: 10 Squats, crazy fact, kiss marry and kill, red flags & green flags off opponent based on looks, catwalk , compliment the person next to you, give an inspirational speech on a random object, arm wrestle your opponent (loser drops 5 points)

	Food and drink: sealed, shop-bought packaged items only. Chocolate coins as 3rd place prize, sealed packaged goods (Electrolyte sachets, instant noodles or oats, crackers and a small coconut water placed in each 2nd place prize bag to be taken away, not consumed in the room. No home prepared food. No cooking, kettle, hot water or heat source of any kind in the room. No competitive eating. Alcohol: no alcohol is served, sold, provided or permitted. The cup game contains no liquid of any kind and is named 'cup pong' not 'beer bong' on all slides. Music: Spotify playlist run from the committee laptop, pre-played so no adverts interrupt at a volume agreed with the venue set-up,
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 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.	Refer to Overview of event concept
Security & First Aid Requirements Is external first aid or security being hired? Who are the qualified first	No external First aid or security being hired. First aiders on committee: Leah Fernandes, Malishka Bector, Rhea Vig

aiders in the group should a medical emergency occur?			
Provisional Budget	Free Entry for all, no projected income.		
<i>1C) Only required if an external company/external speaker will be on site for the event</i> → 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) Khushi (President) and/or Shaan Sachdeva (Vice-President), Ruthika Sabbineni (Vice-President). 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, including setting up of equipment. E.g. table and chairs	Bruising or broken bones from tripping over table and chairs. Physical injury Pushing and shoving during games can force people into equipment and cause injury.	Committee members 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 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 clear 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 first aid kit, having alerted Khushi (President) and/or Shaan Sachdeva (Vice-President), Ruthika Sabbineni (Vice-President). 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 alerted Khushi (President) and/or Shaan Sachdeva (Vice-President), Ruthika Sabbineni (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 ,	1	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 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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[illegible]

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	B100 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 first aider available: Leah Fernandes, Malishaka Bector and Rhea Vig 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 reps and first aiders on committee will be present for an emergency, if further medical assistance is needed call 999/111. – Malishka, Rhea, Leah Notify Presidents and Vice President – Khushi (President), Shaan Sachdeva (Vice-President), Ruthika Sabbineni (Vice-President). 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 B100 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 a required. Report incidents via SUSU incident report procedure.
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Security of Belongings	• Belongings lost, damaged or stolen while attendees are away from their table playing games. • 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 on them, particularly because most games involve leaving their table, and that the society cannot take responsibility for personal property. • Bags are kept under the team table, not in walkways. • Committee members do not accept items for safekeeping. • The room is not left unattended by the committee at any point while attendees are present, and the door is staffed throughout. • The room is checked for lost property at pack-down and anything found is logged and handed to venue reception.	2	1	2	• 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 • Follow SUSU incident reporting guide.
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Insufficient supervision – committee playing rather than marshalling	• No competent person watching the room while games with a real injury risk are running. • Delayed response to a choking, fainting, fall or collision because the first aider is playing on a team. • The door unstaffed, so capacity and who is in the building are not known during an evacuation. • Rules not enforced because the person nearest the game is a participant rather than a marshal.	• Attendee • Committee members	4	4	16	• The run sheet instruction that committee members allocated to teams are 'playing with them, not refereeing them' is amended so that it applies only to committee members who are not holding a safety role. • The following roles are named in advance and are non-playing for the whole event: event lead, both door staff, at least one qualified first aider, both welfare officers, and the marshal of whichever game is currently running. first aider available: Leah Fernandes, Malishaka Bector and Rhea Vig • A minimum of 2 committee members are non-playing at any moment. The event lead confirms this before each game starts and will not start a game if the number is not met. • Each game has one named marshal who referees it and does not play in it, and who has sole authority to stop the game.	1	5	5	• Any game is not started, or is stopped, if the named marshal or a first aider is unavailable. first aider available: Leah Fernandes, Malishaka Bector and Rhea Vig • The event lead reallocates roles immediately if someone leaves or is unwell. • Incidents reported to the duty manager and health and safety officer. Follow SUSU incident reporting guide.
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						• Committee members swapping on and off a team tell both their team and the event lead, so the non-playing count stays accurate. • The committee briefing before doors open covers who holds which role, and roles are written on a printed sheet at the scoreboard table rather than held in memory. • First aiders are visibly identifiable to attendees throughout.				
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Data protection, photography and filming	- Attendees photographed or filmed for Instagram stories without consent. - An attendee identifiable in a story or post they did not agree to, including while taking a forfeit or losing a game. - Personal data collected outside official SUSU systems. - Distress, and complaint to SUSU or the Information Commissioner's Office.	- Attendees - Committee members The society	4	3	1 2	- Clear signage at the entrance states the event will be photographed and filmed for society social media. Announced verbally at the start and shown on a slide. - Anyone who does not wish to appear tells any committee member or the door team and is given a coloured wristband. The photographer checks for these before shooting, and those attendees are not photographed or are cropped out. - The winning team photograph is taken only with the explicit agreement of everyone in it, asked individually, not assumed from them having won. - Nobody is filmed or photographed taking a forfeit or losing a game without being asked first. - One named committee member is responsible for all photography and filming, so it is not being done ad hoc on personal phones by everyone.	1	2	2	- Any data concern reported to the Secretary and to the SUSU Activities Team immediately. - Posts removed on request. Follow SUSU incident reporting guide.
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						• Any request to remove a post is honoured promptly and without argument. • Membership and sign-up data collected only through official SUSU systems. No personal data collected into a personal phone, spreadsheet or social media account. • Access, dietary and medical information held only by the named officer, used only for this event, not shared, and deleted afterwards.				
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Celebrity on your head	• Offence caused by a celebrity name chosen, including names associated with abuse, crime, extremism or which could be read as a comment on an individual attendee's appearance, race or religion. • Crowding and congestion at the door while notes are applied as attendees arrive. • Minor skin irritation or discomfort from adhesive notes. Attendees moving around asking questions colliding with each other or with furniture.	• Attendees Committee members	3	2	6	• The full list of 100 celebrity names is written in advance and signed off by the President and Secretary. No names are added on the night and no attendee writes their own. • Names excluded: anyone associated with abuse, violent crime or extremism; anyone whose selection could be read as a comment on a specific attendee; and anything that could cause religious or cultural offence. • Notes are applied to the back or shoulder rather than the forehead if an attendee prefers, and attendees may decline a note entirely. • The three committee lines are positioned inside the room and clear of the doorway, so the entrance and exit route do not become congested. • The game runs while attendees are still arriving and seating themselves, in the open area away from tables, with a committee member watching for congestion.	1	1	1	• Any name that causes offence is removed immediately and the attendee given a different one, with an apology. • Welfare officer available if an attendee is upset. Follow SUSU incident reporting guide.
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						Adhesive notes are collected at the end of the game and binned, not left on the floor.				
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Sinking Ship whole room group forming	• Collision between attendees rushing to form groups, causing falls, bruising and head injury. • Attendees grabbing, pulling or physically holding onto others to secure a group unwanted physical contact between people who have just met. • Attendees being pushed away or physically excluded from a group. • Repeated public elimination causing distress or embarrassment, particularly for attendees who arrived alone. • Collision with tables, chairs and walls.	Event organisers, event attendees	3	4	1 2	• Run in the largest clear area of the room, with tables and chairs pushed back to the perimeter before the game starts, and a marked boundary the game stays inside. • Attendees briefed before the game starts: walk, do not run; do not grab, pull or push anyone; and if a group is full, say so rather than pushing someone away. • The marshal calls numbers at a measured pace and does not create urgency by counting down aggressively. • Numbers called are kept small relative to the room so groups form without a scramble, and the same person is not left out repeatedly the marshal watches for this and adjusts. • Elimination is handled lightly and eliminated attendees are seated with a committee member rather than left standing alone at the side. • The game is short, with a stated number of rounds,	2	2	4	• The game is stopped immediately if it becomes physical or disorderly. • First aid provided by a qualified committee first aider; call 999 for a serious injury. • Welfare officer to check on anyone who appears upset or excluded. • Incidents reported to the duty manager and health and safety officer. Follow SUSU incident reporting guide
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						and is stopped early if it becomes physical. • Any attendee may sit the game out and this is stated before it starts. • Committee members are spread around the perimeter watching for collisions and for anyone struggling, not participating in the scramble.				
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Musical chairs	• Falls onto a hard floor causing bruising, fractures and head injury, particularly when two people reach a chair at the same time. • Collision between attendees moving quickly around a tight circle. • Chair tipping, collapsing or sliding when landed on heavily. • Fingers trapped between chairs, or hands and arms injured when attendees grab a chair another person is sitting on. • Pulling, shoving and dragging others off chairs as competition escalates.	• Participants • Committee members Spectators nearby	3	4	1 2	• Chairs are checked before use: stable, undamaged, not on castors, and not lightweight stacking chairs that slide or tip. Any unsuitable chair is not used. • Chairs are spaced at least an arm's length apart, facing outwards, with a clear circulating lane and at least two metres of clear space around the whole circle. No tables, equipment or spectators inside that space. • Rules stated by the marshal and shown on the slide before the game starts, and enforced: walk, do not run; no pushing, pulling, grabbing or dragging anyone off a chair; if two people reach a chair together, the marshal decides and both step away rather than wrestling for it. • Participants sit down under control rather than throwing themselves at a chair. Anyone diving, sliding or landing heavily is removed from the game by the marshal.	2	2	4	• For any suspected head injury or fracture, do not move the person and call 999. • provided by a qualified committee first aider; ice packs available for bruising. • first aider available: Leah Fernandes, Malishaka Bector and Rhea Vig • The game is stopped for the remainder of the event after any significant injury. Incidents reported to the duty manager and health and safety officer. Follow SUSU incident reporting guide.
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						• No bags, jackets or loose clothing that could be caught, and closed flat footwear only no sandals, flip-flops, socks or bare feet. • A maximum of [X] players in the circle at once, sized to the space available. With three players per team this is run in heats rather than all at once if numbers are high. • The marshal is non-playing, has sole control of the music cue and a single clear STOP command, and stops the round instantly if anyone falls. Committee members positioned around the outside of the circle to steady anyone stumbling and to keep spectators back.				
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Cup stacking	• Minor hand, wrist and finger strain from fast repetitive movement. • Cups falling from the table and creating a trip hazard. • Attendees crowding the demonstration table. Cracked or sharp-edged cups causing cuts.	• Play ers Attend ees nearby	2	2	4	• Cups checked before use and any cracked, split or sharp-edged cup is discarded. • Tables set up before the game rather than during another activity, in a position with clear space around them. • One player per table with the marshal alongside; spectators stay seated at their team tables rather than crowding round. • Fallen cups are picked up between rounds by the marshal so none are left on the floor. • Demonstration is done once, clearly, from a position everyone can see, so nobody needs to crowd forward. The game is timed but there is no penalty for stopping, and players may decline.	2	2	4	• First aid for any cut or strain. • Follow SUSU incident reporting guide.
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Balloon game obstacle course on the floor	• Trips and falls over cups deliberately placed on the floor as obstacles, and over masking tape lane markings. • Falls made worse because players are moving with their hands occupied, holding a balloon, and looking at each other rather than at the floor. • Collision between pairs moving down adjacent lanes at the same time. • Collision with the committee members stationed at the end of each lane counting cups.	• Players • Committee members marshalling Spectators	4	3	1 2	• The floor is cleared completely before the lanes are laid out, and the layout is done in a break between games with attendees seated, not while another game is running. • Lanes are wide enough that pairs in adjacent lanes cannot reach each other, with a clear gap between lanes and at least [2] metres of clear run-off at each end. • Cups used as obstacles are lightweight empty plastic, placed flat, and are not stacked, weighted or filled. • Masking tape is laid flat with no lifted edges, checked immediately before the game, and confirmed with the venue as suitable for the floor surface. • Pairs move at walking pace. Running is not permitted, and the marshal stops any pair that runs. • One pair per lane at a time, with the next pair held behind a start line until the marshal calls them.	2	2	4	• The game is stopped immediately if anyone falls, and the floor is checked before it restarts. • For any suspected head injury or fracture, do not move the person and call 999. • First aid provided by a qualified committee first aider; ice packs available: Leah Fernandes, Malishaka Bector and Rhea Vig Incidents reported to the duty manager and health and safety officer. Follow SUSU incident reporting guide.
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					• Committee members counting cups stand to the side of the lane end, not in the run-off, and are visible to the players. • Knocked cups are left where they fall until the round ends, then reset by the marshal, nobody bends into a live lane to reset a cup. • Spectators stay at their team tables, outside the lane area. Closed flat footwear only for players; no sandals, flip-flops, socks or bare feet.				
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Dance replicating game	• Muscle strain, sprains and joint injury from unfamiliar movement performed quickly to score points. • Slips and falls, particularly if the routine involves turning, jumping or floor work. • Collision between team members dancing in a confined space, or with tables and chairs. • Offence or distress if the routine draws on a cultural or religious dance form in a way that is mocking or inappropriate.	• Participants • Attendees near by The society's reputation	3	2	6	• The routine is chosen and signed off in advance by the President and Secretary (Khushi and Amani). It is short, low-impact, and contains no jumping, no floor work, no lifts, no spins and no contact between dancers. • Where the routine draws on a specific cultural or classical dance form, it is performed respectfully and is checked in advance with committee members familiar with that form. Nothing is included that mock or caricatures a dance style, its dress or its associated culture. • Each team dances in a marked area with clear space around it, at least an arm's span between dancers, with tables and chairs pushed back first. • Teams take turns rather than all dancing at once, unless the space genuinely allows. • Participation is optional and a team is not penalised for members sitting out. A team may field as few members as it wishes.	1	2	2	• First aid for any strain, sprain or fall; ice packs available: Leah Fernandes, Malishaka Bector and Rhea Vig • Seek medical attention if the injury is serious. Call 999 in an emergency. • Welfare officer (Saira) available for anyone who is uncomfortable. Any concern about cultural appropriateness raised with the President and addressed immediately. Follow SUSU incident reporting guide.
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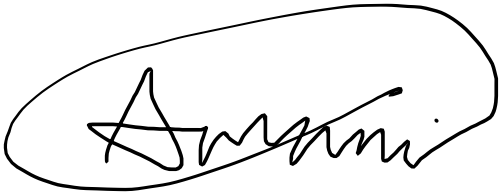
						Attendees are told they can dance at their own level and that scoring is on effort and accuracy, not athleticism				
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Food and drink provision including prize game contents	• Disputes over the final scores causing bad feeling, argument or a scene at the end of the event. • Scores added up incorrectly or at the last minute because nobody owns the scoreboard. • Points systems written for five teams while eight teams are playing, and a game scored 'out of 10' on one sheet and 'out of 25' on another, producing an unfair or unexplainable result. • Prizes that exclude hoodies in a single size, or food items that some attendees cannot eat.	Event organisers, event attendees	3	2	6	• One named committee (Khushi) owns the scoreboard, updates it immediately after every game, and displays the running total on the screens so there are no surprises at the end. • The number of teams is confirmed before the day and the points table extended to match, or team numbers capped, so every position scores. The dance game is scored out of a single agreed figure and the balloon game's per-round scoring and cup penalty are fixed in writing. • Every game's rules and point value are announced before it starts and shown on the slide, so the basis of the result is known in advance. • Results are announced calmly and are final. The committee does not debate a score in front of the room; any query is handled afterwards by the event lead.	1	1	1	• If a result is contested, the event lead decides, and the event moves on. Complaints are handled after the event by the President. Follow SUSU incident reporting guide if any dispute escalates.
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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) Qasim Asghar (Events Director)	24/09/26		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	Complete		

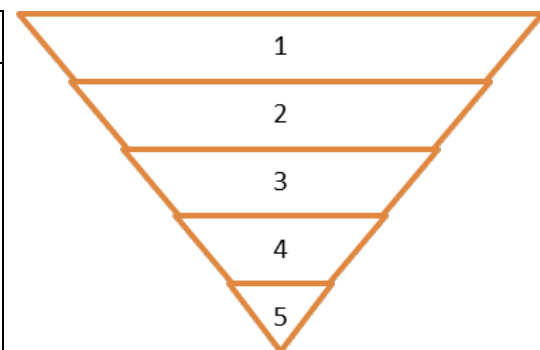
3	Complete a financial assessment of the event	Rida Sayed (Treasurer)	After event		
4	Check weather beforehand to alert participants for journey to B100	Khushi Sahoo (Presidents)	25/09/26		
5	All major incidents to be logged with SUSU the next day	Khushi Sahoo (Presidents) Amani Sharif (Secretary)	26/09/26 (Day after any incidents)		
6	Committee to check and pack first aid kit	Saira Sajith (Welfare Rep)	25/09/26		

Responsible committee member signature 1: committee member signature		Responsible committee member signature 2: second committee member signature	
			
Print name: AMANI SHARIF	Date: 09/09/26	Print name: KHUSHI SAHOO	Date: 09/09/26

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