

Risk Assessment

Risk Assessment for the activity of	Biological Sciences Society Freshers Pizza Night (28/9/2026) Below Deck from 7pm-10pm Estimated 60 people		Date	24/09/2026
Unit/Faculty/Directorate	SUSU (Biological Sciences Society)	Assessor	Isaac Goodbun & Georgia Warner (social secretaries) 	
Line Manager/Supervisor		Signed off		

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

Allergic Reaction to Food/Drink – Ordered from Domino's Pizza	- Consumption of food with an allergen may lead to an allergic reaction. - Could cause discomfort from consuming a food that the person is intolerant to.	Committee members, members of the society	4	3	12	- Committee will make members aware of the food being served in advance of the social so they are aware of whether they can consume the food and can know to bring alternatives should they not want to consume it. - Make members aware that they are welcome to bring their own food/not consume food provided if they feel more comfortable doing so. - Provide details of food contents so that members can check if they have an allergen/intolerance. - Make members aware that they are responsible for their own safety in terms of consuming food if they have an allergen.	1	2	2	Provide contact details for the venue (Domino's) where food is from if people want to further look into the dietary requirements.
Choking on Food/Drink	Accidental choking of food can lead to injury and blockage of air passage may inhibit breathing.	Committee members, members of the society	4	3	12	Warn members of the risk of choking on food and drink.	1	2	2	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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Burns from hot food	Members could burn their hands and/or tongues on hot food.	Committee members, members of the society	4	1	4	- Warn members of hot food so that they are aware and can prevent them burning themselves. - Make people aware that they are responsible for their own safety regarding consuming warm food.	1	1	1	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
Slips, trips, and falls.	Physical Injury.	Committee members, members of the society	2	4	8	- Any cables to be organised as best as possible. - Cable ties to be used if necessary. - Floors to be kept clean, clear, and dry – visual checks to be maintained throughout the event. - Unnecessary chairs to be moved out of the way and or moved away from fire exits.	1	4	4	- Seek medical attention from SUSU Reception/venue staff if in need. - Contact facilities team via SUSU reception/venue staff. - Contact emergency services if needed. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

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Medical Emergency	- Members may sustain injury /become unwell. - Pre-existing medical conditions. - Sickness. - Distress.	Committee members, members of the society	3	5	15	- Advise participants; to bring their personal medication. - Members/Committee to carry out first aid if necessary and only if qualified and confident to do so. - Contact emergency services as required 111/999 - Contact SUSU Reception/Venue staff for first aid support.	2	5	10	- 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

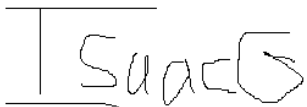
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Overcrowding of space – Below Deck, Building 42, Highfield Campus	- Physical Injury - Distress	Committee members, members of the society	1	3	3	- Do not push/shove. - If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. - Book during quieter times when less activities taking place on Redbrick/book all available space.	1	3	3	- Seek medical attention if problem arises. - With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day - Security team may inform police of the event if required (e.g., marches).

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Insufficient fire safety awareness	If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.	Committee members, members of the society	2	5	10	- Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed. - Build-up of rubbish is to be kept to a minimum. Excess builds up is to be removed promptly and deposited in the designated areas.	2	4	8	

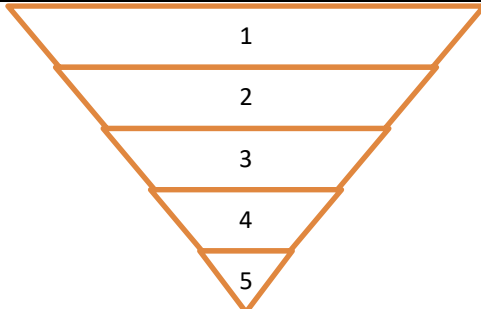
PART B – Action Plan**Risk Assessment Action Plan**

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Put allergen advice out for all food and drink provided.	Isaac Goodbun &	28.09.2026	30.09.2026	

		Georgia Warner			
2	Make people aware of food and drink hazards such as choking and hot food.	Isaac Goodbun & Georgia Warner	28.09.2026	30.09.2026	
3	Committee members to be in attendance to provide support if needed for any students.	Isaac Goodbun & Georgia Warner	28.09.2026	30.09.2026	

Responsible manager's signature:  Print name: Isaac Goodbun Date: 24/09/2026	Responsible manager's signature:  Print name: Georgia Warner Date: 24/09/2026
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Assessment Guidance

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

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

Risk process

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

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

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

