

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>SUCU Carols By Candle Light</b>		<b>Date</b>	<b>06/12/25</b>
<b>Group Name</b>	<b>Southampton University Christian Union</b>	<b>Assessor</b>	<b>Jacob Racklyeft</b>	
<b>Supervisor</b>	<b>Amy Lang</b>	<b>Signed off (for susu, leave blank)</b>		
<b>Description of event/activity</b>	<p><i>On the 6<sup>th</sup> of December we will run carols by candlelight at Highfield Church. It is 19:30-22:00. The first hour and a half will be a service which will consist of two sets on songs and a talk. One set of songs will be "by candlelight", this means everyone, in their seats will have a candle. It will be lit before the first set of songs. After this set everyone will be asked to blow their candles out.</i></p> <p><i>At about 21:00 the service will finish and we will serve hot chocolate, mulled wine and shop bought mince pies. The event will finish at 22:00.</i></p> <p><i>(Fire Safety info attached)</i></p>			

### PART A

**(1) Risk identification**

**(2) Risk assessment**

**(3) Risk management**

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers, event attendees,	2	5	10	<p>Members are responsible for their individual safety though and are expected to act sensibly.</p> <p>Initiation behaviour not to be tolerated and drinking games to be discouraged.</p> <p>Supervision: the event will be run by the society committee, who will attend each venue.</p> <p>Drinks will be limited. People will have likely only 1 or 2. If anyone appears intoxicated they will not be served.</p> <p>Committee to advise and remind members to always watch their own drinks</p>	2	3	6	<p>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)</p> <p>If they need to go to the hospital they will also be accompanied there.</p> <p>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.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a>.</p>
---------------------	---	------------------------------------	---	---	----	---	---	---	---	---

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs. Fingers caught in the table.	Meeting organisers and attendees	<b>2</b>	<b>3</b>	<b>6</b>	<ul style="list-style-type: none"> <li>- Make stall operators aware of the potential risks, follow manual handling guidelines</li> <li>- Ensure that at least 2 people carry tables.</li> <li>- Setting up tables will be done by organisers.</li> <li>- Work in teams when handling other large and bulky items.</li> </ul> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</p>	<b>1</b>	<b>3</b>	<b>3</b>	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff if needed</li> <li>• Seek medical attention from SUSU Reception if in need</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>
--	---	----------------------------------	----------	----------	----------	--	----------	----------	----------	--

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	<p>Do not push/shove.</p> <p>If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management.</p> <p>Committee checks on space, lighting, access, tech available, etc.</p> <p>Ensure space meets needs of members e.g. considering location &amp; accessibility of space (use <a href="#">AccessAble</a> database to check accessibility information of venues).</p> <p>Committee to consult members on needs and make reasonable adjustments where possible</p>	1	3	3	<p>Seek medical attention if problem arises.</p> <p>Welfare Officer to complete WIDE training.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy.</p>
---	---	-----------------------------------	---	---	---	---	---	---	---	--

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Slips, Trips and Falls	Soft tissue injuries	All participants	<b>3</b>	<b>2</b>	<b>6</b>	<ul style="list-style-type: none"> <li>- Leaders will ensure any fall hazards have been removed before the start of the event, particularly leads for the use of urns.</li> <li>- First aid kit always on site.</li> <li>- Participants will be made aware of any cables</li> <li>- Committee members will ensure there is a phone available for emergency calls.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff if needed</li> <li>• Seek medical attention from SUSU Reception if in need</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
------------------------	----------------------	------------------	----------	----------	----------	--	----------	----------	----------	---

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Medical emergency	Members may sustain injury /become unwell  Pre-existing medical conditions, sickness, distress	Members	1	5	5	<p>Advise participants to bring their personal medication if it might be required.</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so.</p> <p>Contact emergency services as required 111/999.</p> <p>Contact SUSU Reception/venue staff for first aid support.</p> <p>Members can be referred to The Student Hub (02380 599 599, <a href="mailto:studenthub@soton.ac.uk">studenthub@soton.ac.uk</a>) in case of distress.</p> <p>-</p>	1	4	4	<p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <ul style="list-style-type: none"> <li>Follow <a href="#">SUSU incident report policy</a>.</li> </ul>
Events Involving Food	Allergies  Food poisoning  Choking	All	3	5	15	<p>For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.</p>	1	5	5	<p>Call for first aid/emergency services a required .</p> <ul style="list-style-type: none"> <li>Report incidents via SUSU incident report procedure.</li> </ul>

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Food allergies	Allergic Reaction	All participants	<b>2</b>	<b>4</b>	<b>8</b>	<ul style="list-style-type: none"> <li>- Committee members will ensure Natasha's Law is followed.</li> <li>- Mince pies will be shop bought and will be labelled, and a full ingredients list will be provided.</li> <li>- Provide disclaimers for food allergies.</li> <li>- We will have alternative sources for catering different food requirements such as vegan milk.</li> </ul> <p>Committee members will ensure there is a phone available for emergency calls.</p>	<b>1</b>	<b>4</b>	<b>4</b>	<ul style="list-style-type: none"> <li>- Emergency services to be called in a serious incident.</li> <li>- All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>
----------------	-------------------	------------------	----------	----------	----------	---	----------	----------	----------	---



# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Inappropriate behaviour	Bullying and harassment of participants, public fights or scuffs, abuse to participants.	All participants	3	4	12	<ul style="list-style-type: none"> <li>- SUSU believes everyone should be able to enjoy their time at university and all the experiences that go along with that. SUSU has a zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct, and any victimisation through any activity</li> <li>- Participants to be reminded to be respectful of others</li> <li>- The team will not get involved with any violence and will seek to peacefully resolve the situation without physically stepping in.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>- Committee members to ask participants to leave if they are behaving inappropriately</li> <li>- Committee members to report inappropriate behaviour to SUSU's Activities team (<a href="mailto:activities@susu.org">activities@susu.org</a>)</li> <li>- Should violence occur that is unresolvable, team are encouraged to phone 999 in the first instance.</li> </ul>
-------------------------	--	------------------	---	---	----	--	---	---	---	--

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Hot water / hot drinks	Scolds / burns	All participants	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>- First aid kit on hand</li> <li>- Participants will be warned drinks are hot</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>- Emergency services to be called in a serious incident.</li> <li>- All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>
------------------------	----------------	------------------	----------	----------	----------	---	----------	----------	----------	---

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Candles Causing Fires	Burns, severe injuries, damage to buildings and reputational damage for SUCU and SUSU.	All participants	4	5	20	<ul style="list-style-type: none"> <li>- Before Candles are lit a safety announcement will be made. This will include warning people to be aware of loose clothing and hair, tell people not to move while the candles are lit.</li> <li>- Highlight to all the participants the nearest emergency exit routes at the start of the service, and the importance of leaving calmly in case of an emergency.</li> <li>- Candles will have discs round them to prevent wax dripping on peoples hands</li> <li>- There will be fire extinguishers and fire blankets at the venue</li> <li>- People will be told not to wave their candles about.</li> </ul>	3	3	9	<p>“Fire Fire” is to be shouted to alert everyone to a fire.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy</p>
-----------------------	--	------------------	---	---	----	--	---	---	---	--

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

						<ul style="list-style-type: none"><li>- There will be a designated member of Committee who is the Health and Safety manager. They are responsible for ensuring all practices are followed and ensuring participants are being safe. See attached documents for full Fire plans.</li><li>- There will be four fire wardens, one stationed at each door. <b>Please see attached briefing documents for their full responsibilities.</b></li><li>- Any people not being safe will be asked to leave.</li></ul>				
--	--	--	--	--	--	---	--	--	--	--

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Fire and Alcohol	Burns, severe injuries, damage to buildings and reputational damage for SUCU and SUSU.	All Participants	4	5	20	<ul style="list-style-type: none"> <li>- Alcohol will not be served before or during the service.</li> <li>- No candle will be lit during the refreshments at the end</li> <li>- Anyone who appears to be intoxicated will not be given a candle.</li> <li>- Anyone who is severely intoxicated will be asked to either leave or stand away from candles.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>- "Fire Fire" is to be shouted to alert everyone to a fire.</li> <li>- Once in a safe position to do so, call the emergency services on 999.</li> <li>- 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</li> </ul>
Electrical equipment e.g. laptops/ computers	Injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• Ensure no liquids are placed near electrical equipment i.e. kept of stage</li> <li>- Ensure all leads are secured with cable ties/mats etc</li> </ul>	1	4	4	<ol style="list-style-type: none"> <li>1. Request support and advice from SUSU IT/Tech teams (e.g. via activities team)</li> <li>2. For external venues pre-check equipment and last PAT testing dates</li> </ol> <ul style="list-style-type: none"> <li>- Seek medical attention as required</li> </ul>

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Unmonitored Speakers causing feedback/deafening noise	Hearing damage Disruption to unrelated activities/complaint	Those in the vicinity and potentially members of the public in the building/nearby	4	3	12	<ul style="list-style-type: none"> <li>Someone with relevant sound/tech training or know-how nearby to monitor levels</li> <li>Microphones/speakers turned off when not in use</li> <li>Volume kept low</li> </ul>	2	2	4	<p>Contact emergency services if needed</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>
Projector Screens	Eye damage/strain	Event organisers and attendees	2	2	4	<ul style="list-style-type: none"> <li>As the screens are far enough away from participants and they are not that bright there is no real risks</li> <li>There will be a mix of on screen stuff and not so people are not watching the whole time</li> </ul>	1	2	2	<p>Contact emergency services if needed</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>

## PART B – Action Plan

### Risk Assessment Action Plan

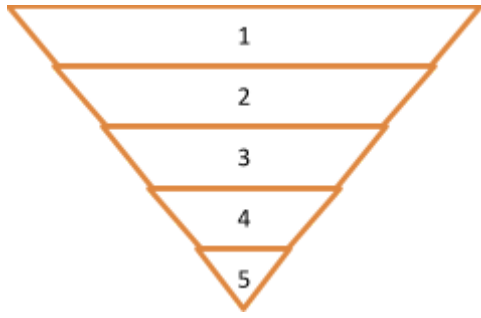
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
----------	--------------------------------	---------	-------------	-------------	------------------------

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

1	Ensure there are 4 fire wardens and a fire safety officer at the event. Ensure the wardens and FSO have read the fire safety document and are aware of their responsibilities	Committee	06/12/25	06/12/26	
2					
Responsible manager's signature: Jacob Racklyeft				Responsible manager's signature: Amy Lang	
Print name: JACOB RACKLYEFT		Date: 18/11/25		Print name: AMY LANG	
				Date: 20/11/2025	

## Assessment Guidance

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

L I K E L I H O O D	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

- Identify the impact and likelihood using the tables above.
- Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
- If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
- If the residual risk is green, additional controls are not necessary.
- 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.
- If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
- Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
- 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.



# FIRE SAFETY

## FOR Fire Wardens

### YOUR ROLE

- To familiarise yourself with the location of fire exits and extinguishers and how to use them.
- To unlock all fire exits before the event and lock them afterwards.
- To ensure full evacuation of the building in case of fire during the event

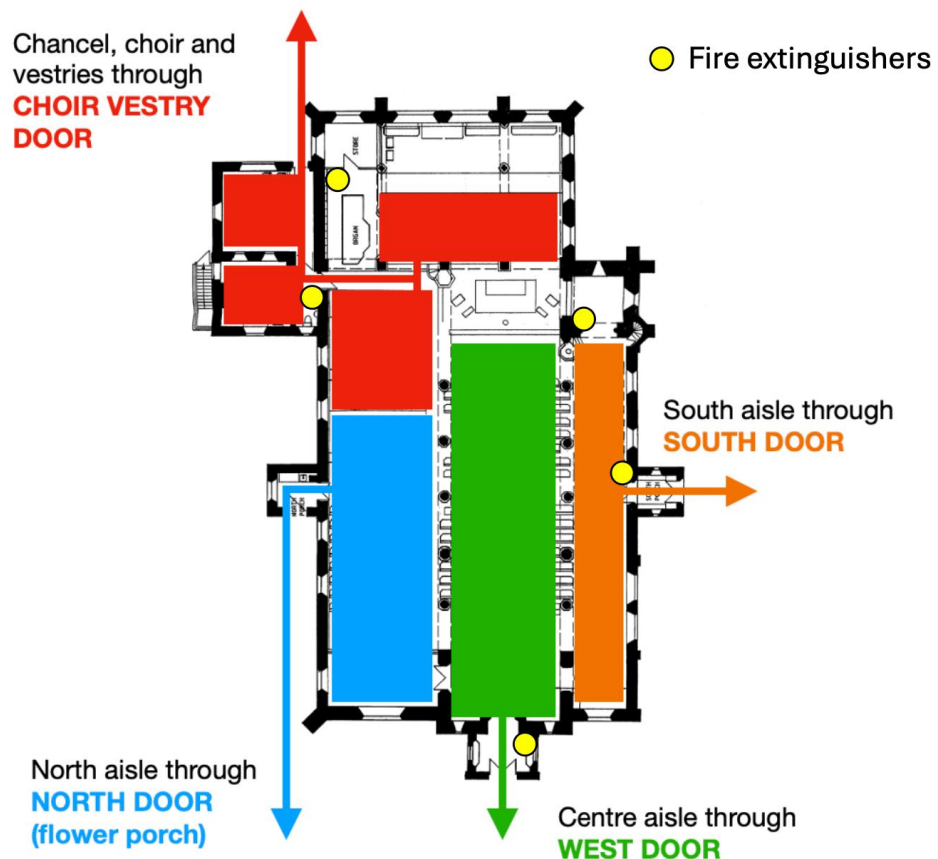
### EVACUATION PROCEDURE

As a warden you are to ensure that people:

- Evacuate calmly through the nearest exit as shown below.
  - Congregate in the car park at the front of the church centre; if for any reason this is not possible, assemble on the grass in Glebe Court.
  - Do not stop to collect personal belongings.
  - Wait until they are told it is safe before re-entering the building.
- 
- You must also ensure that those who need help in evacuation, (eg. children, elderly, disabled) receive assistance.

#### IMPORTANT:

The **choir vestry door** is often difficult to open depending on weather, so wardens on duty **must test the opening of this door** and plan for alternative fire escape routes if needed.



Please note: some flexibility is needed. If an exit is cleared (eg. if there are not many people sitting in the blue area) then people from other areas should be encouraged to use the "empty" exit (e.g. people from the green area nearest the Dais can be asked to use the blue exit once the blue area is clear).

## SUCU Carols By Candlelight

- A member of the Committee will be present as the designated Fire Safety Officer (FSO).
- There must be **four** fire wardens present. These can be any member of SUCU.
- Fire blankets, jackets and torches will be provided in fire safety buckets.
- You must:
  - Be stationed by the West, South, North and vestry doors with fire safety kit during the service. You may sit close to the door.
  - Be vigilant and look out for fire hazards at all times.
  - Ensure that all event attendees are handling flames appropriately.
  - Use fire blankets to smother flames on a person (familiarise yourself with how to use the blankets before the service).
- In the event of an EVACUATION:
  - The fire warden at the South door is responsible for turning the lights on.
  - The FSO will call, or ask someone to call, 999.
  - Put on your hi-vis jacket.
  - Open your door fully.
  - As people are leaving, encourage them **LOUDLY** to walk briskly and keep moving well away from the building.
    - ▶ Those exiting via flower porch and West door should go up Highfield Lane.
    - ▶ Those exiting via choir vestry and South door should go up Church Lane.
  - Use the torch to guide people if the lights fail.
  - If your exit is blocked by fire, direct people to other exits.
  - Once those evacuating from your exit have done so, help those who may still require assistance.
  - Only tackle the fire if you are trained and feel able.
- Fire exit routes must be kept clear at all times; DO NOT put out extra chairs in fire exit routes.
- **Maximum capacity is 440 people** (i.e. not including people seated on dais). This includes anyone who needs to have a seat, including the event leader, speaker, choir (if they're not on the dais) etc. It is important that someone keeps count of people entering the building. Do not allow any service to exceed this capacity; this includes no standing room. If guests arrive after exceeding max capacity, they must be turned away.

## FIRE EXTINGUISHERS

- There are several types of fire extinguishers. You can identify them by their coloured band.
- **Use only carbon dioxide or dry powder extinguishers on electrical fires.**
  - DO NOT USE water, foam or wet chemical extinguishers on electrical fires.
- Use a fire blanket to smother flames on a person.
- Evacuation is more important than tackling the fire.

**CLEAR**



Water

**BLUE**



Dry  
powder

**WHITE**



Foam

**BLACK**



Carbon  
dioxide

**YELLOW**



Wet  
chemical

## OTHER INFORMATION

- A wooden ramp is available by the West door.
- There are now two torches available in the church building in case of lighting failure: on top of the light switch box by the West wall; and in the Warden's drawer by the South door. Please ensure they remain there at all times when not in use.
- The fire safety kits are stored on the shelves behind the old organ.