

Risk Assessment

Risk Assessment				
Risk Assessment for the activity of	Beers and Carols		Date	28/11/2025
Group Name	Southampton University Christian Union	Assessor	Ethan Shillito	
Supervisor	<i>Elijah Brown</i>	Signed off	N/A, please upload to groupshub for digital sign-off by SUSU Activities team	
Description of event/activity	<i>A social event on redbrick with drinks and snacks such as mince pies along with some Christmas carols, as well as a short gospel talk.</i>			

PART A – Event plan

Event venue:	Redbrick
Event date:	28/11/2025
Event timings:	Setup: 18:00 Event start: 19:30 Event End: 21:00 Packdown: 22:00
Event breakdown:	18:00 – 19:00: SUSU Facilities team set up stage, gazebos, tables. Band and tech team set up 19:00 – 19:30: Team briefing 19:30 – 20:15: Guests arrive, collect drinks and socialise while band plays 20:15 – 20:30: Short Christmas talk 20:30 – 21:00: Guests continue to socialise and band plays some more songs 21:00: Event over guests leave 21:00 – 22:00: Team sets down tech and instruments
Overview of event:	Social event open to all students outside on redbrick. We will be providing each attendee with a drink – with alcoholic and non-alcoholic options, as well as mice pies and other sweet snacks While attendees socialise, we will have a band playing contemporary Christmas music along with a handful of well-known Christmas carols. Attendees will be free to sing along with the music or just have it as nice background music while socialising
Food provision:	As redbrick is a licenced premise cans of alcohol will be supplied by the SUSU venues team, however we will be responsible for distributing them. As such they will be set out on one of the tables which will be manned by volunteers/ committee members

	<p>from SUCU who will check IDs for proof of age before providing anyone with alcoholic drinks. Furthermore, the event host will make it clear at the start of the event that alcohol is not to be taken off redbrick due to it being a licenced premise.</p> <p>Mince pies and other sweet snacks (e.g. brownie bites) will be shop bought by SUCU, pre-packaged, cover a variety of dietary requirements and storable at room temperature. The snacks will be kept in their packaging such that all allergy information is available to those who need it, and ones for dietary requirements will be kept clearly separate.</p>
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PART B										
(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	
Slips, Trips and Falls	Soft tissue damage	All participants	3	2	6	<ul style="list-style-type: none"> Committee members will ensure any fall hazards have been removed before the start of the event. Committee will bring a first aid kit to the event Committee members will ensure there is a phone available for emergency calls. A society member will be present who is first aid trained 	1	2	2	<ul style="list-style-type: none"> Committee to contact first aider/ emergency services if injuries are sustained.

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Inadequate meeting space- overcrowding	Distress, physical injury	All participants	2	2	4	<ul style="list-style-type: none"> Committee to Ensure space meets needs of members such as checking the capacity of the venue beforehand Committee to check needs of members and make reasonable adjustments to booking if needed 	1	2	2	<ul style="list-style-type: none"> Seek medical attention if problem arises by calling emergency services Postpone the event and ask participants to exit calmly if overcrowding occurs.
Manual handling of heavy objects during set up	Physical injury, e.g. back injury	Members helping set up	2	2	4	<ul style="list-style-type: none"> Committee overseeing set up to have watched the manual handling video provided by SUSU Ensuring participants are always in pairs or three to carry objects. Don't have anyone with an existing medical condition that would be effect by handling heavy objects do any of the lifting 	1	2	2	<ul style="list-style-type: none"> Seek medical attention in the event of a problem occurring

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Food allergies	Allergic Reaction	All participants	2	4	8	<ul style="list-style-type: none"> Committee members will ensure all food bought will follow Natasha's La. Food will be labelled and a full ingredients list will be provided. Provide disclaimers for food allergies. Committee members will ensure there is a phone available for emergency calls. Committee will ensure that SUSU guidelines regarding food provision are followed 	1	4	4	<ul style="list-style-type: none"> Call for first aid/emergency services as required Report incidents via SUSU incident report procedure

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Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	All participants	3	5	15	<ul style="list-style-type: none"> Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so 	2	5	10	<ul style="list-style-type: none"> Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.

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Inappropriate behaviour	Bullying and harassment of participants	All participants	2	3	6	<ul style="list-style-type: none"> Participants to be reminded to be respectful of others Event organiser to brief speakers that they will be speaking to participants from many different backgrounds and to be respectful. Activity host to have read SUSU's Expect Respect Policy - https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf 	1	3	3	<ul style="list-style-type: none"> Committee members to ask participants to leave if they are behaving inappropriately Committee members to report inappropriate behaviour to SUSU's Activities team (activities@susu.org)

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Fire and Insufficient Fire Safety awareness	Smoke inhalation, burns. Risk of extreme harm.	All participants	1	5	5	<ul style="list-style-type: none"> Make sure those leading the session must ensure 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 or rubbish in the activity area and exits Consider accessibility requirements. 	1	4	4	<ul style="list-style-type: none"> In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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alcohol consumption	Participants may become at risk or a risk to those around them as a result of alcohol consumption	Anyone drinking and nearby participants	2	5	10	<ul style="list-style-type: none"> Members are responsible for their individual safety though and are expected to act sensibly consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess Members encouraged to drink responsibly Excessive drinking and drinking games strongly discouraged Participants will be informed not to take their drinks off redbrick as it is a licenced premise 	1	3	5	<ul style="list-style-type: none"> Follow SUSU incident report policy Call emergency services as required 111/999 Committee WIDE training

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Underage drinking	Legal - People under the age of 18 may drink alcohol	SUSU Drinking participants	2	5	10	<ul style="list-style-type: none"> Members of committee/ organising team serving out the drinks must check ID before giving out any alcohol Members of committee/ organising team to keep an eye on the alcoholic drinks being provided to make sure no one collects one without being checked 	1	4	4	<ul style="list-style-type: none"> 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.

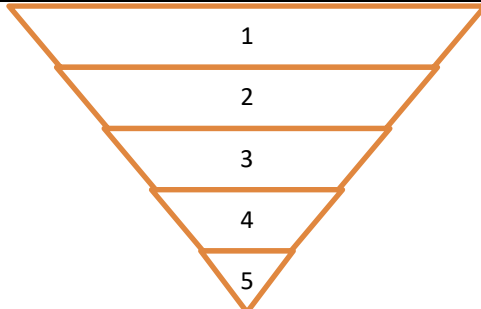
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Talk subjects that could be sensitive or personal to some members	The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.	Attendees	2	3	6	<ul style="list-style-type: none"> Prior information about event and what to expect given out so participants know what to expect. Members made aware they could leave the event at any time. Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members) SUSU reporting tool available Speaker brief explains target audience of talk and to make sure it is accessible to people from different backgrounds 	1	3	3	<ul style="list-style-type: none"> Organisers will, following the event, share relevant information on support/signpost via social media channels etc. Committee Wide Training Seek guidance from activities/SUSU advice centre/UoS enabling team as required

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Debate and Counter-protest	Assault, Violence or threatening/ Aggressive Behaviour	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to leave if this continues Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts Participants made aware they could join and leave the event at any time. Ensure that people are aware that this is an open space for discussion to discourage protest 	1	4	4	<ul style="list-style-type: none"> Event organisers to call University Security if necessary. Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Building 32, University Road Highfield Campus. Any incidents will be reported via UoS reporting tools Contact emergency services if needed Organisers will, following the event, share relevant information on support/signpost via social media channels etc.

PART C – 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	Ensure people on set up are supervised by manual handling leads	SUCU committee	28/11/25	28/11/26	
2	If someone is behaving inappropriately, then committee will speak to them and ask them to leave the group and report them to SUSU Activities team.	SUCU committee	28/11/25	28/11/26	
3	Ensure a first-aid package is on-site during the activities.	SUCU committee	28/11/25	28/11/26	
4	Ensure all food is labelled and has an ingredient list. Ensure there is nut free, vegan and gluten free food	SUCU committee	28/11/25	28/11/26	
5	Ensure alcohol free options	SUCU committee	28/11/25	28/11/26	
6	Ensure hosts are aware of health and safety procedures such as the fire exit locations	SUCU committee	28/11/25	28/11/26	
Responsible manager's signature: Ethan Shillito				Responsible manager's signature: Elijah	
Print name: ETHAN SHILLITO			Date: 28/11/25	Print name: ELIJAH BROWN	Date: 24/11/2025

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	

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

