

This Document Contains both Part 1: Event Plan & Part 2: Risk Assessment. Both parts are required to be completed by the organising group. **Please edit or remove sections that are not relevant or add specifics to this template before submitting to GroupsHub under the Risk Assessments tab according to your individual event plans.**

You will also need to complete a charity form linked [here](#). Also all level 2 food hygiene certificates need to be sent to [suactivities@soton.ac.uk](mailto:suactivities@soton.ac.uk) If you haven't completed the training you can sign up [here](#).

Part 1			
Event Information			
<i>1A) Contact Information:</i>			
<b>Main Contact for The Event:</b> Immanuel Rajiv	<b>Email Address for Main Contact:</b> ir2g23@soton.ac.uk	<b>Club or Society Name:</b> SUCU	<b>Contact Number:</b> 07597296289
<i>1B) Event Information:</i>			
<b>Event Name:</b> SUCU International Meal	<b>Event Date:</b> 6/12/2025	<b>Event Venue/s:</b> Highfield Church Hall	<b>Total Attendees:</b> 30
<b>Event Timings:</b>	<b>Set Up: 16:30</b> <b>Event Start: 18:00</b> <b>Event End: 19:15</b> <b>Pack Down: until 8:00</b>		
<b>Event Breakdown</b>  This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	16:30 - Get to Highfield church, the team starts cooking the Christmas meals  18:00 - Doors open, attendees sit at tables  18:00 - 19:15 - People are served Christmas food, hear a short message about why we run the event, enjoy and eat together until the end of the event		

	<p>19:15 - 8:00 - Team cleans up the kitchen and packs down all tables</p> <p>The food will be cooked by us at Highfield Church Hall, following the food provision guidelines set out by the university.</p>
<b>Overview of event concept</b>	This is something we put on annually, to show international students some love and give maybe their first classic British Christmas meal. This is also an opportunity to share the Christmas story.
<b>Volunteers hosting the event</b>  List all committee and volunteers that will be present and responsible for the event, as well as their role.	Event lead: Immanuel Rajiv Food Lead: Immanuel Rajiv Volunteers: Isabella Jones Benjamin Poole Katy Kingsley Miriam Bustom
<b>Food provision</b>  List the food items, whether they are <b>store-bought goods, homemade baked goods, hot or cold food</b> , and (if you have this information at this stage) all ingredients and potential allergens.  For definitions and full guidance on this click <a href="#">here</a> .	<p>All food is to be store-bought goods, which are prepared/heated, where every volunteer who cooks on the day will only be allowed to do so after having completed their Level 2 Food Hygiene Certification</p> <p> Cooked Chicken  Oil  Salt &amp; Pep  Pigs in Blankets  Mince Pies  Carrots  Potatoes  Brussel Sprouts  Yorkshire Pudding  Butter  Cheese  Cranberry Sauce  Peas  Gravy </p> <p>All ingredients will be purchased from Sainsbury's on the day of the event.</p>

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General Considerations										
Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All participants and organisers/staff and spectators	2	3	6	Check venue conditions for holes, lumps, and other obstacles.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. 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.

<b>Fire</b>	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>Highlight to all the Volunteers/Event Staff the nearest emergency exit routes at the start of a session, and the importance of assisting others to leave calmly in case of an emergency.</p> <p>Consider accessibility requirements</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</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>
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<b>Setting up/moving or chairs/tables/other objects in the area.</b>	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<p>Make Event Volunteers aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables and large objects. Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>	1	3	3	<p>Seek assistance if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU Reception if in need</p> <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>
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Overcrowding	Physical injury	Event organisers and attendees	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 Inform other bookings on the Redbrick/in the area of the event	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. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a> ) 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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<b>Accessibility:</b>  Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements.  They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.	Participants, committee	1	5	5	All areas chosen for activity will have their suitability checked.  If a closed activity for members, members will be consulted to ensure there are no accessibility requirements.  If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	1	5	5	In case of an emergency, call the emergency services on 999.  If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.  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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Reputational Risk:  For the club or society, as well as to SUSU and the University	Incidents during club or society activity could pose a reputational risk to the club, 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.	The club, SUSU or the University’s reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to.  Ensuring that any incidents involving public or others are recorded and addressed.  Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.	1	1	1	



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<b>Financial Risk:</b>  For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position.  Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society  Members subject to lawsuits  SUSU if required to assist.	1	1	1	Clubs and societies required to complete financial forecasting and budget for the year.  All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs.	1	1	1	

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<b>Legal Compliance:</b>  Club or society activity going against set law.  This includes breaches of the freedom of speech act	Fines imposed upon the student group as well as SUSU.  Jail sentences.  Reputational risk to the student group, SUSU and the wider University	The club or society, committee and members, SUSU or the Wider University.	1	1	1	All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place.  All who wish to bring in an external speaker must follow due process, <a href="#">available here</a>  This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.	1	1	1	

<b>Medical Issues:</b>  Pre-existing and process for any that appear during	Illness, death	Members, committee	3	5	9	All clubs and societies should have a process for if a medical issue occurs.  All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.  If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 59331	1	1	1	In an emergency, contact 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.
Fundraising										
Handling and Storing Money – Own Club	Theft, Individuals being mugged.	Members and Participants	2	4	8	No Cash to be accepted at all. Clubs and Societies are not to use Personal Card machines to take payments. Contact <a href="mailto:suactivities@soton.ac.uk">suactivities@soton.ac.uk</a> to discuss best possible fundraising method (e.g. boxoffice ticket)	1	4	4	

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Abuse of Members and Volunteers	Members of the public or students may act violently towards volunteers. Eg: Because they disagree with the cause.	Volunteers and Participants	4	3	12	No Volunteers are ever to be left alone. Always have at least 2 people at a stall or at an Event.	2	3	6	<ul style="list-style-type: none"> <li>Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li> <li>Event organisers to call University Security if necessary. <ul style="list-style-type: none"> <li>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li> <li>(Ext: 3311)</li> <li>Building 32, University Road Highfield Campus.</li> </ul> </li> </ul>

Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	<p>Lead organiser to check the weather is suitable for activities on the day within 2 days of the event.</p> <p>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites</p> <p>In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate</p> <p>If Cancellation is required ensure all relevant parties are contacted.  SUSU – <a href="mailto:sub bookings@soto.ac.uk">sub bookings@soto.ac.uk</a>  Uni – <a href="mailto:room bookings@soton.ac.uk">room bookings@soton.ac.uk</a>  Or your external contacts.</p>	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
Food										•

Serving and preparation of food	<ul style="list-style-type: none"> <li>Allergies</li> <li>Food poisoning</li> <li>Choking</li> </ul>	All	3	5	15	<ul style="list-style-type: none"> <li>Homemade items to be avoided by those with allergies</li> <li>Precautions should be made by those with appropriate food hygiene training (Level 2 +)</li> <li>All food is to be store-bought goods, which are prepared/heated, where every volunteer who cooks on the day will only be allowed to do so after having completed their Level 2 Food Hygiene Training</li> <li>Only order/buy food at establishments with appropriate food hygiene rating</li> <li>Food to only be provided/eaten when other activities are stopped</li> <li>Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products</li> </ul>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required</p> <ul style="list-style-type: none"> <li>Report incidents via SUSU incident report procedure Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Contamination of food through food preparation.	Illness, Food poisoning, Allergy.	ALL	2	3	6	<ul style="list-style-type: none"> <li>• Ensure all food is prepared in advance and done in a clean and hygienic environment. In line with the level 2 food hygiene training.</li> <li>• Ensure all ingredients used when making items are within their use by or best before dates.</li> <li>• Ensure all frozen food is thoroughly defrosted before use.</li> <li>• Endeavour to not cross contaminate food such as nuts and let customers know if cross contamination is a possibility.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• SUSU food hygiene level 2 course available for completion- requests made to activities team</li> <li>• Call for first aid/emergency services as required</li> <li>• Report incidents via SUSU incident report procedure Follow <a href="#">SUSU incident report policy</a></li> </ul>

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Storage and Display of Food	Illness, Food poisoning, Allergy.	All	2	3	6	Keep any products containing fresh produce in the fridge. Do not leave any food out for longer than 4 hours. <ul style="list-style-type: none"> <li>• Store all products in a clean sealable container away from raw foods.</li> <li>• Transport cakes in a clean sealable container.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• SUSU food hygiene level 2 course available for completion- requests made to activities team</li> <li>• Call for first aid/emergency services as required</li> <li>• Report incidents via SUSU incident report procedure</li> </ul> Follow <a href="#">SUSU incident report policy</a>



Food Allergies and Dietary requirements	Illness, Allergic reaction	Customers	3	5	15	<ul style="list-style-type: none"> <li>Where possible remove common allergens from ingredients. <a href="#">allergen-chart-1.docx (live.com)</a> Lists all 14 of the core allergens.</li> <li>Ensure each cake is labelled with its name and list of ingredients.</li> <li>Have a list available of all ingredients for any products sold at the stall.</li> <li>Always use recipes from reputable sources.</li> <li>Make sure to keep any packaging.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>SUSU food hygiene level 2 course available for completion- requests made to activities team</li> <li>Call for first aid/emergency services as required</li> <li>Report incidents via SUSU incident report procedure.</li> <li>For more information on allergens: <a href="#">Providing food at community and charity events   Food Standards Agency</a></li> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>
Gas hobs and ovens	Serious or Fatal injuries as a result of explosion/release of gas or hot oven.	Customers and Volunteers	2	5	10	<ul style="list-style-type: none"> <li>Always use protective equipment such as oven gloves when cooking.</li> <li>Only use Gas hobs and ovens at your events that have been provided by SUSU or in volunteers homes.</li> <li>Make sure anyone using the appliances are confident to do so.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Call for first aid/emergency services as required</li> <li>Report incidents via SUSU incident report procedure. Follow <a href="#">SUSU incident report policy</a></li> </ul>

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Stock/Food Falling	Physical Injury, Illness, Food poisoning	All Participants	3	2	6	<ul style="list-style-type: none"><li>Enusre all stock is stored correctly and not stacked to high.</li><li>If any products fall that these are not sold and disposed of in food waste.</li></ul>	1	2	2	<ul style="list-style-type: none"><li>Call for first aid/emergency services a required</li><li>Report incidents via SUSU incident report procedure.</li><li>SUSU food hygiene level 2 course available for completion- requests made to activities team</li></ul> <p>Follow <a href="#">SUSU incident report policy</a></p>

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Food Temperature	Food poisoning, illness, perished stock	All participants	2	3	6	<ul style="list-style-type: none"><li>Keep any products containing fresh produce in the fridge.</li><li>Do not leave any food out for longer than 4 hours.</li><li>Ensure all products or produce are stored as describe on packaging.</li><li>Ensure all items are cooked and served to correct safe temperatures from reputable recipes or packaging.</li></ul>	1	3	3	<ul style="list-style-type: none"><li>SUSU food hygiene level 2 course available for completion- requests made to activities team</li><li>Call for first aid/emergency services a required</li><li>Report incidents via SUSU incident report procedure</li></ul> <p>Follow <a href="#">SUSU incident report policy</a></p>

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Use of Knives for Cutting Food	Cuts and injuries	Volunteers and stall operators	2	2	4	<ul style="list-style-type: none"><li>• Make stall operators aware of the potential risks.</li><li>• Where possible use wooden cutlery.</li><li>• Knife not to be left unattended and stored away safely when not in use.</li><li>• Ensure the Knife is suitable for the task and the food you are cutting.</li><li>• When carrying the Knife ensure the blade is pointing down.</li></ul>				<ul style="list-style-type: none"><li>• Call for first aid/emergency services as required</li><li>• Report incidents via SUSU incident report procedure.</li></ul> <p>Follow <a href="#">SUSU incident report policy</a></p>

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Violent or offensive behaviour	Members of the public may act violently towards participants.	Event organisers, event attendees,	2	4	8	Do not engage with aggressive behaviour  Contact University Security (details can be found on the back of student ID cards) Follow <a href="#">SUSU incident report policy</a>	1	4	4	Call emergency services as required
Loss of valuables	Lost items	Students	2	2	4	All attendees will be warned prior to the activity to keep valuables secure and hidden, including ID and bank cards.  Advise participants to bring only what they need.	1	2	2	<ul style="list-style-type: none"> <li>Organisers or student to contact venue for any missing items</li> <li>If ID is lost, make an official report to the venue</li> </ul>

Counter protest, discrimination against the demonstration	Assault, Violence or threatening/ Aggressive Behaviour	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>· Event planned for Highfield campus- a route well signposted and known for students</li> <li>· 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 return to campus if this continues</li> <li>· Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts</li> <li>· Participants made aware they could join and leave the event at any time.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>· Event organisers to call University Security if necessary.</li> <li>· Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311)</li> <li>· Building 32, University Road Highfield Campus.</li> <li>· Any incidents will be reported via UoS reporting tools</li> <li>· Contact emergency services if needed</li> <li>· Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</li> </ul>
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			Likelihood	Impact	Score		Likelihood	Impact	Score	
						<ul style="list-style-type: none"><li>Ensure that people are aware that this is an open space for discussion to discourage protest.</li></ul>				

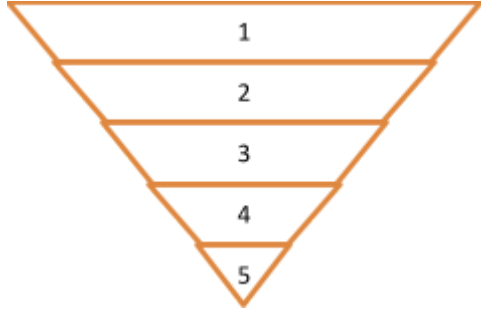
PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed  (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			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	
Talks/debates  - 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.	Members	2	3	6	<p>Prior information about event and what to expect given out so participants know what to expect.</p> <p>Members made aware they could leave the event at any time.</p> <p>Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)</p> <p>SUSU reporting tool available</p>	1	3	3	<ul style="list-style-type: none"><li>Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter</li><li>Committee Wide Training</li><li>Seek guidance from activities/SUSU advice centre/UoS enabling team as required</li><li>committee WIDE training</li></ul>



**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.	Committee to send copies of all food hygiene training certificates to <a href="mailto:suactivities@soton.ac.uk">suactivities@soton.ac.uk</a>	Immanuel Rajiv	4/12/25		
2.	Committee members to create and display lists of ingredients (with allergens written in bold) at the stall	Immanuel Rajiv	4/12/25		
3.	Committee to read and share SUSU Expect Respect Policy	SUCU committee	4/12/25		
4.	Ensure a first-aid package is on-site during the activities.	SUCU committee	4/12/25		
5.	Follow all current guidance from the Christian Union national body UCCF. <a href="https://www.uccf.org.uk/">https://www.uccf.org.uk/</a>	SUCU committee	4/12/25		
Responsible committee member signature: Immanuel Rajiv				Responsible committee member signature: Elijah Brown	
Print name: IMMANUEL RAJIV			Date 28/11/2025	Print name: ELIJAH BROWN	Date 28/11/2025

## 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. sprain or strain requiring first aid or medical support
4	Major	Injuries or illness e.g. broken bone requiring medical support
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

