

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Southampton University Christian Union Events week 2026</b>		<b>Date</b>	<b>15/01/2026</b>
<b>Group Name</b>	<b>Southampton University Christian Union</b>		<b>Assessor</b>	<b>Ethan Shillito</b>
<b>Supervisor</b>	<b>Elijah Brown</b>		<b>Signed off</b>	N/A, please upload to groupshub for digital sign-off by SUSU Activities team
<b>Description of event/activity</b>	<b><i>A week of events run by the Christian Union, giving students the opportunity to discuss and consider big questions of life in a non-judgemental, welcoming environment through talks at lunchtime and in the evening each day, with some food provided.</i></b>			

### PART A – Event plan

Event venue:	Monday: Garden Court Tuesday: Garden Court Wednesday: Below Deck (lunchtime), B38 (evening) Thursday: Below Deck (lunchtime), B38 (evening) Friday: Below Deck (lunchtime), Garden Court (evening)
Event date:	2 <sup>nd</sup> – 6 <sup>th</sup> February 2026
Event timings:	<b>Lunchtime events:</b> 12-2pm <b>Set up:</b> 11am - 12pm <b>Pack down:</b> 2-2.30pm  <b>Evening events:</b> 7-9pm <b>Set up:</b> 6-7pm <b>Pack down:</b> 9-9.30pm
Event breakdown:	<b>Lunchtime events:</b>

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	<p>Set up will take place the hour before the event starts. Event will start with some social time for people to chat and food being served (university hospitality catering). People will gradually sit down at tables. The talk will happen (15-20mins ish) then there will be a time of Q&amp;A. There will be more time to chat at the end, then people will leave and packdown should take approx. half an hour after the event has finished.</p> <p><b>Evening events:</b></p> <p>Set up will take place the hour before the event starts. Event will start with some social time for people to chat and food being served (university hospitality catering). People will gradually sit down at tables. The talk will happen (15-20mins ish) then there will be a time of Q&amp;A. There will be more time to chat at the end, then people will leave and packdown should take approx. half an hour after the event has finished.</p>
<b>Overview of event:</b>	<p>A week of daily lunchtime and evening events hosted on Highfield campus.</p> <p>These events are open to all students no matter their background and provide an opportunity to think about and discuss big questions in a welcoming space. They will include a talk looking at the topic for that event as well as free food provided at both the lunchtime and evening events, with options provided to meet dietary requirements.</p>
<b>Food provision:</b>	<p>In requirements with the University venues that we are making use of for these events; food is provided by the university catering team. It will then be served by members of the society – closely overseen by a committee member or other member who has completed the level 2 hygiene training to make sure food is being handled in a safe and clean manner.</p>

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<b>PART B</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)
			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	

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Slips, Trips and Falls	Physical Injury - Soft tissue damage	All participants	3	2	6	<ul style="list-style-type: none"> <li>Committee members will ensure any fall hazards have been removed before the start of the event.</li> <li>Committee will bring a first aid kit to the event</li> <li>Committee members will ensure there is a phone available for emergency calls.</li> <li>Any cables to be organised as best as possible and out the way</li> <li>Report any trip hazards to facilities team as soon as noticed</li> <li>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li> </ul> <p>A society member will be present who is first aid trained</p>	1	2	2	<ul style="list-style-type: none"> <li>Committee to contact first aider/ emergency services if injuries are sustained.</li> <li>All incidents are to be reported on 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>
Setting up of equipment. E.g. chairs, tables, etc...	Physical injury, e.g. back injury	Members helping set up	2	2	4	<ul style="list-style-type: none"> <li>Committee overseeing set up to have watched the manual handling video provided by SUSU</li> <li>Ensuring participants are always in pairs or three to carry objects.</li> <li>Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</li> </ul>	1	2	2	<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 first aid from CU first aider.</li> </ul>

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						<ul style="list-style-type: none"><li>• Don't have anyone with an existing medical condition that would be effected by handling heavy objects do any of the lifting</li></ul>				<ul style="list-style-type: none"><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 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>
Inadequate events space and overcrowding	Distress, physical injury	All participants	2	2	4	<ul style="list-style-type: none"><li>• Committee to Ensure space meets needs of members such as checking the capacity of the venue beforehand</li><li>• Committee to check needs of members and make reasonable adjustments to booking if needed</li></ul>	1	2	2	<ul style="list-style-type: none"><li>• Seek medical attention if problem arises by calling emergency services</li><li>Postpone the event and ask participants to exit calmly if</li></ul>

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											overcrowding occurs.

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Travel to and from venue	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	3	4	12	<ul style="list-style-type: none"><li>• Members are responsible for their individual safety when travelling to and from the venue, and are expected to act sensibly</li><li>• Local venue known to UoS students chosen</li></ul>	1	4	4	<ul style="list-style-type: none"><li>• Where possible venue chosen for the event will be local/known to members and within a short travel distance for members</li><li>• Contact emergency services as required 111/999</li><li>• Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li><li>• Follow <a href="#">SUSU incident report policy</a></li></ul>
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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"> <li>Advise participants; to bring their personal medication</li> <li>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</li> </ul>			2	5	10	<ul style="list-style-type: none"> <li>Contact emergency services as required 111/999</li> <li>Contact SUSU Reception/Venue staff for first aid support</li> <li>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> </ul>

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Insufficient fire safety awareness	Smoke inhalation, burns. Risk of extreme harm.	All participants	1	5	5	<ul style="list-style-type: none"> <li>• Make sure the event leaders and hosts are aware of and fully understand the venue or location's fire procedures.</li> <li>• Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</li> <li>• 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.</li> <li>• Avoid build-up of debris or rubbish in the activity area and exits</li> <li>• Consider accessibility requirements.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</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.</li> <li>• Follow SUSU incident report policy.</li> </ul>
Events involving food	Allergies Food poisoning Choking	All participants	3	5	15	<ul style="list-style-type: none"> <li>• Food provided by the university catering who will follow all food safety requirements</li> <li>• All food will be served under the direct supervision of a member with appropriate food hygiene training (Level 2 +)</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</li> </ul>

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						<ul style="list-style-type: none"> <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</li> </ul>							
Food allergies	Allergic Reaction	All participants	2	4	8	<ul style="list-style-type: none"> <li>Committee members will check any provided packaged food follows Natasha's Law.</li> <li>Food will be labelled and a full ingredients list will be provided.</li> <li>Provide disclaimers for food allergies.</li> <li>Committee members will ensure there is a phone available for emergency calls.</li> <li>Committee will ensure that SUSU guidelines regarding food provision are followed</li> </ul>	1	4	4	<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> </ul>			

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Financial risk	Group debt	Group members, SUSU	2	3	6	<ul style="list-style-type: none"> <li>Food &amp; event expenses to be paid from existing group funds.</li> <li>Events are not for fundraising so no expectation/reliance on assumed future income</li> <li>All costs to be budgeted for in advance</li> </ul>			1	3	3	N/A
Inappropriate behaviour	Bullying and harassment of participants	All participants	2	3	6	<ul style="list-style-type: none"> <li>Participants to be reminded to be respectful of others</li> <li>Event organiser to brief speakers that they will be speaking to participants from many different backgrounds and to be respectful.</li> <li>Activity host to have read SUSU's Expect Respect Policy - <a href="https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf">https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf</a></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 (activities@susu.org)</li> </ul>

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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"> <li>Prior information about event and what to expect given out so participants know what to expect.</li> <li>Participants made aware they could leave the event at any time.</li> <li>Participants referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)</li> <li>SUSU reporting tool available</li> <li>Speaker brief explains target audience of talk and to make sure it is accessible to people from different backgrounds</li> </ul>			1	3	3	<ul style="list-style-type: none"> <li>Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</li> <li>Committee Wide Training</li> <li>Seek guidance from activities/SUSU advice centre/UoS enabling team as required</li> </ul>

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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"> <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 leave 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> <li>Ensure that people are aware that this is an open space for discussion to discourage protest</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) 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>
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.	The club, SUSU or the University' s reputation	2	2	4	<ul style="list-style-type: none"> <li>Ensure all parts of this risk assessment are adhered to.</li> <li>Ensure all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing.</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>Ensure that any incidents involving public or others are recorded and addressed.</li> </ul>

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	This could be controversial posts, conduct, or anything else that brings the clubs/societies, SUSU or the University's name into disrepute.						<ul style="list-style-type: none"> <li>Remind members of the need to adhere to SUSU's Code of Conduct.</li> </ul>						<ul style="list-style-type: none"> <li>Report any incidents to the Activities Team.</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 off stage</li> <li>Ensure all leads are secured with cable ties/mats etc</li> </ul>			1	4	4	<ul style="list-style-type: none"> <li>Request support and advice from SUSU IT/Tech teams (e.g. via activities team) if required</li> <li>Seek medical attention as required</li> </ul>		

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## 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	Risk assessment shared with all organisers and checked through before the event  Follow SUSU Food Provision Guidance for events involving home-cooked/prepared food or external catering.	Ethan Shillito	02/02/2026		
2	Committee to read and share SUSU Expect Respect Policy.	SUCU committee	02/02/2026		
3	Ensure people on set up are supervised by manual handling leads.	SUCU committee	02/02/2026		
4	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	02/02/2026		
5	Ensure a first-aid package is on-site during the activities.	SUCU committee	02/02/2026		
6	Ensure all food allergy information and ingredient lists are provided. Ensure there is nut free, vegan and gluten free food.	SUCU committee	02/02/2026		
7	Ensure hosts are aware of health and safety procedures such as the fire exit locations.	SUCU committee	02/02/2026		
8	Rota for member teams for the week to be made and suitable training scheduled/directed to.	Bronwyn Lawson	02/02/2026		

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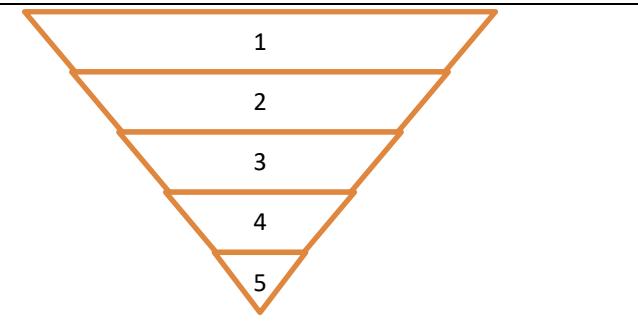
Responsible manager's signature: Ethan Shillito  Print name: ETHAN SHILLITO	Date: 15/01/26	Responsible manager's signature: B  Print name: BRONWYN LAWSON	Date: 15/ 01/26

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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



L	5	5	10	15	20	25
I	4	4	8	12	16	20
K	3	3	6	9	12	15
E	2	2	4	6	8	10
L	1	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.

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

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5	Very Likely e.g. 1 in 10 chance or higher
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