

This document contains both 'Part 1: Event Information' AND 'Part 2: Risk Assessment'. Both parts are required to be completed by the organising group.

Part 1			
Event Information			
1A) Contact Information:			
Main Contact for The Event: Sam Mak President	Email Address for Main Contact: Sm20g23@soton.ac.uk	Club or Society Name: Sotonhkpass	Contact Number: 07394874992
1B) Event Information:			
Event Name:	Event Date: 22/11	Building 59P/1007 The cube	Total Attendees: 50
Event Timings: 3-7	Set Up: 11:00 Event Start: 1 Event End: 6 Pack Down: 6-7		
Event Breakdown This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	11:00-11:30 committee set up decorations, event walkaround and sound check 11:30-11:50 – Team briefing 12 – Doors open 12-12:30 Guest arrival 1– event begin 1-2 - Presentation Talk 2-5 -games		

	<p>5-6 -social</p> <p>6- End</p> <p>6-7 – Pack down</p>
<p>Overview of event concept</p> <p>Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food provision and any performance or sporting activity)</p>	<p>we plan to host mini games in the booked venue and lead groups to visit around city Centre. The 50 ppl will be separated into 7 groups around 7 per group, would be lead by one committee per group from the city centre to the campus. it will start at 59P/1007 and campus tour. The mini games only include mostly problem-solving question in the selected lecture hall. teamwork interaction tasks such as ping pong in the cup and red light green light, sharing and social section will be organise in the cube.. The Cube will then be a free space for the games and prevent any risk cause by blockages and objects</p>
<p>Volunteers hosting the event</p> <p>List all committee and volunteers that will be present and responsible for the event, as well as their role.</p>	<p>Event lead: Sam Mak, Damon Cheung, Ian Chung, Kathy Wong</p> <p>Host: Sam Mak</p> <p>Performance lead: not relevant</p> <p>Doors: not relevant</p> <p>Food Lead: not relevant</p> <p>Volunteers for set up: Damon Cheung, Ian Chung, Kathy Wong, Hiuki tang, Sam Mak, Andes Poon, Latisha Lo, Sotonhkpass members</p>
<p>Food provision</p> <p>For full guidance on this click here.</p>	<p>No food provided</p>
<p>Security & First Aid Requirements</p> <p>Is external first aid or security being hired? Who are the qualified first</p>	<p>The campus security and duty manager/health and safety office</p> <p>No external first aid being hired. We have purchased first aid kit and will be performed by the duty manager/health and safety office</p>

aiders in the group should a medical emergency occur?			
Provisional Budget If you would like a more extensive budget tracker, click here .	Projected ticket income: 0 Venue hire: 0 Tech: £50 Food: / Security: / Projected profit: -£50		
1C) Only required if an external company/external speaker will be on site for the event → If you are inviting an external speaker to campus for your event, you are required to submit this form to legalservices@soton.ac.uk at least 15 working days before the event. For more guidance on this please click here .			
Business Name:	Business Contact Name: /	Email Address: /	Contact Number: /
Arrival On Site: Departure time:	Company's Risk Assessment Link: /	Company's Insurance Link: /	Company's Public Liability Information Link: /

Risk Assessment			
Risk Assessment for the activity of	Hong Kong Public Affairs and Social Service Society's inter-school meeting and social (Flagship)		Date 12/11/2025
Group name	Hong Kong Public Affairs and Social Service Society	Assessor	President-Sam Mak Treasurer-Hiuki Tang
Supervisor	External vice president-Damon Cheng, Internal vice president- Ian Cheung	Signed off	SUSU USE ONLY
Description of event/activity	<p>On 22nd November 2025, the society is planning to hold an inter-school meeting and social (flagship) inviting other universities' students in the UK to Southampton, starting from 1pm to 7pm, around 50 people. We aim to link our own members with students from different universities, we plan to host mini games in the booked venue and lead groups come to campus from Southampton central station . The 50 ppl will be separated into 7 groups around 7 per group, would be lead by one committee per group from the city centre to the campus. it will start at 59P/1007 and campus tour. The mini games only include mostly problem-solving question in the selected lecture hall. teamwork interaction tasks such as ping pong in the cup and red light green light, sharing and social section will be organise in the cube.</p> <p>we will make sure the 2:1 ratio for guests to HKPASS members. The participant amount will be limited under 50, around 35 guest and 15 HKPASS members. The guess will all be the hkpass members from other universities so the safety of the members would be ensure</p>		

The invited students are the HKPASS members from other unis are mostly from bath, Bristol, Exeter and London unis (7per uni) whose all interviewed and been confirmed as “represent from their uni” . Most of them will take the train around 10am to the meet up point at Southampton central station arriving around 12pm. We will then have each committee picking up each 7 groups to the starting venue. We will open group chat from their number provided in application form for updating the newest traffic news they are having.

We will announce the disclaimer of the University of Southampton and the society are not responsible with any personally issue such as strikes or incidents cause by personnel. Any lost will be a personal responsibility while we will provide instruction to comply such as the train slot news and taking your own belongings with you by all time. Sotonhkipass members will be prioritized for our extra care and support, participants from other unis have their own hkipass committee leaded and taken care of at the first place, although all committee from Sotonhkipass or other unis' hkipass will be taken care of all participant. The committees from other unis' hkipass is trained to act the due care and attention by their university and will confirm their own members' safety.

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	

General Considerations (including group meetings)
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Slips, trips or hit in mini games by the props	Minor physical injury	Event organisers and attendees	3	2	6	<p>All minigames would be monitored by multiple event organisers and safeness would be ensured</p> <p>All boxes and equipment to be stored away from main meeting area, keep the place neat</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by the committee.</p> <p>Even there's no food consuming during the event, will make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, will mark off with hazard signs.</p> <p>Will remind all participants to wear trainers and proper sports wear.</p>	2	2	4	<p>If the injury is serious and participant in a lot of pain or discomfort, will seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents will be reported as soon as possible, ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident reporting guide</p>
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					<p>Breaks will be given between every section of games (30 mins), make sure no exhaustion and if anyone exhausted will be advised to take a rest.</p> <p>Will beware of any game playing equipment such as the ping pong rolling around the venue.</p> <p>Make sure each game will be separated.</p> <p>For the green light red light will have helpers and committees monitor the whole game run and make sure no one get injured by sprinting.</p> <p>For the water bottle bowling, plastic bottles will be picked up every round and make sure not rolling around. Players will be told to throw gently beforehand</p>				
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					<p>All non-playing participants will be told to stay away from the playing area.</p> <p>Each action of play will have to approve by the game host, no action will be taken without permission</p>				
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures.</p> <p>leader will make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>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.</p> <p>Avoid build-up of excessive obstacle in the activity area.</p> <p>Consider accessibility requirements.</p>	1	4	4	<p>In case of an emergency, will pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, will call the emergency services on 999.</p> <p>Any incidents will be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident reporting guide</p>
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Manual handling, including setting up of equipment for the event E.g. table and chairs	Bruising or broken bones from tripping over table and chairs	Meeting organisers and attendees	2	3	6	<p>Follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables or other bulky items.</p> <p>Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>If there were any heavy objects, will request tools to support with the moving E.g. hand truck, dolly, skates.</p> <p>Make sure anyone with any preexisting conditions isn't doing any unnecessary lifting and they are comfortable.</p>	1	3	3	<p>Seek assistance from facilities staff/venue staff if needed.</p> <p>Seek medical attention from venue 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.</p> <p>Follow SUSU incident reporting guide</p>
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Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	2	4	<p>Do not push/shove.</p> <p>we will make sure the 2:1 ratio for guests to HKPASS members. The participant amount will be limited under 50, around 35 guest and 15 HKPASS members. The guess will all be the hkpass members from other universities so the safety of the members would be ensured.</p> <p>If large crowds form, request barriers from external venue to assist with crowd management.</p> <p>Committees check on space, lighting, access, tech available, etc.</p> <p>Use ticketing system (SUSU Box Office) for attendance forecasting to avoid exceeding venue capacity.</p>	1	2	2	<p>Seek medical attention if problem arises.</p> <p>Liaise with central hall studio on available spaces for meetings.</p> <p>Postpone meetings where space cannot be found.</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 reporting guide</p>
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					<p>Ensure space meets needs of members e.g. considering location & accessibility of space</p> <p>If an open activity, committees will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.</p> <p>Welfare secretary or even other committees to consult participants on needs and make reasonable adjustments where possible</p> <p>Google form has been set up to control the number of people attending. Only people who filled in the form will be allowed to attend.</p>				
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						Provide remote meeting options for members where possible.				
Electronics	Eye strain, electric shock, burns, injury due to trip hazards, causing fire	Event organisers and attendees	2	4	8	Ensure regular breaks every 30 mins when using screens. Ensure screen is set up to avoid glare at eye height Ensure no liquids are placed near electrical equipment. Ensure all leads are secured with cable ties/mats, etc. Pre-check equipment and last PAT testing dates.	1	4	4	Request support and advice from SUSU IT/Tech teams like the Activities Team or venue staff. Seek medical attention as required. Follow SUSU incident reporting guide

<p>Reputational Risk:</p> <p>For the club or society, as well as to SUSU and the University</p>	<p>Incidents causing reputational damage to the group, Southampton University Students' Union or Southampton University itself.</p> <p>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.</p>	<p>The club, SUSU or the University's reputation</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Ensuring all parts of this risk assessment are adhered to.</p> <p>Ensuring all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing.</p> <p>Members are reminded that they need to adhere to SUSU's Code of Conduct.</p> <p>Consider risks at activities as well as digital presence</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Ensure that any general announcements or speeches representing the are recorded and addressed.</p> <p>Post would be reviewed by the whole committees before getting posted by individual</p> <p>General briefing of the reminders and code of conduct will be made before the start of event</p> <p>Follow SUSU incident reporting guide</p>
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Costumes/Fancy Dress	Props/costumes causing slips or offence	Participants, Members of the society	2	1	2	<p>Ask members to only bring small items and use sensibly.</p> <p>Members of the society are responsible for their own possessions and the use of them.</p> <p>Choose a theme unlikely to cause offence.</p> <p>Any participants wearing items deemed offensive asked to remove these.</p> <p>Society to follow and share with members Code of Conduct/SUSU Expect Respect policy.</p>	1	1	1	<p>SUSU Expect Respect policy to be followed.</p> <p>Committees WIDE training.</p> <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Remind all participants to wear appropriate clothing before hand</p> <p>Avoid any offensive props/ costume within committees</p> <p>Follow SUSU incident reporting guide</p>
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Travel by foot	Disturbance to neighbourhood, participants getting lost, increased risk to personal safety, vehicle collision causing serious injury	Event organisers, event attendees, Members of the public	2	3	6	<p>Members are responsible for their individual safety and are expected to act sensibly.</p> <p>Local venues known to UoS students chosen.</p> <p>Event organisers will be available to direct people between venues.</p> <p>Attendees will be encouraged to identify a 'leader', which is one of our own University of Southampton's student, this will make it easier for people to stay together and be leaded.</p> <p>They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</p> <p>Avoid large groups of people totally blocking the pavement or spilling into the road. Participants will be assigned in groups with</p>	1	3	3	<p>Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999</p> <p>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 reporting guide</p>
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					Participants will be assigned in groups with leaders as mentioned for better monitoring				
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						Be considerate of other pedestrians and road users, keep disturbance and noise down.				
Travel by train or bus when leaving the local area.	Public transportation incidents – causing anything from minor to severe injuries, delays causing anxiety or stress	Participants, members of the public	2	4	8	<p>All Participants will be updated with the newest traffic news by our committees</p> <p>Each groups' leader will ensure the participants from each group arrive home safely via message</p>	1	5	5	<p>Contact emergency services as required 111/999.</p> <p>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 reporting guide</p>

Participants getting lost or separated. Participants leaving an event/activity alone or without notifying others.	Getting lost, increased risk to personal safety.	Event organisers, event attendees,	2	3	6	<p>If a person leaves without warning all efforts will be made to locate them. Stress however that attendees are responsible for their individual safety.</p> <p>Committees to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event.</p> <p>Participants will be assigned in groups with leaders as mentioned for better monitoring</p> <p>Venues chosen local and within a short distance from each other.</p> <p>Will look to select venues known to UoS students and within student areas.</p> <p>General locations and map will be announced, and organiser's number will be the first emergency number when</p>	1	3	3	<p>Follow SUSU incident reporting guide</p> <p>Contract the lost participants' reserved contact number</p> <p>Seek facilities staff for help first. Call emergency services as 111/999 if 24 hrs not found.</p>
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					participants get lost				
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<p>/debates - subjects that could be sensitive or personal to some members</p>	<p>The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.</p>	<p>Members</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Prior information about event and what to expect given out so participants know what to expect.</p> <p>If inviting external speakers, follow UoS Code of Practice to Secure Freedom of Speech within the Law.</p> <p>Do not confirm speaker's attendance before final confirmation from UoS Legal Services & SUSU Activities Team is given. More info on the process for inviting external speakers can be found here.</p> <p>Be aware this process can take time, so be sure to give plenty of notice.</p> <p>Members made aware they could leave the event at any time.</p> <p>Members referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk),</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter. Committee WIDE training. Seek guidance from Activities/SUSU Advice Centre/UoS Student Hub as required.</p>
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					and/or signpost to support organisations (e.g. via presentation slide, or by speakers/committee members).				
					SUSU reporting tool available.				

Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood, reputational damage, injury and distress because of violence	Event organisers, event attendees, public	1	5	5	<p>Do not personally engage with any violent behaviour. Stay safe and move members away from the situation, if possible, inform the police if necessary.</p> <p>General briefing of the reminders and code of conduct will be made before the start of event</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy.</p>	1	3	3	<p>If the situation becomes very serious and results in the participant being arrested, then it will be made clear that they cannot be accompanied to the police station.</p> <p>Follow SUSU incident reporting guide</p> <p>Call emergency services as required.</p>
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Medical emergency	Participants may sustain injury /become unwell Pre-existing medical conditions, sickness, distress	Participants, members	1	5	5	<p>Ask participants for any medication or illness on going at the application</p> <p>Advise certain participants to bring their personal medication if it might be required.</p> <p>Members/Committee to carry out first aid if necessary and only if 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 in case of distress.</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> <p>Follow SUSU incident reporting guide</p>
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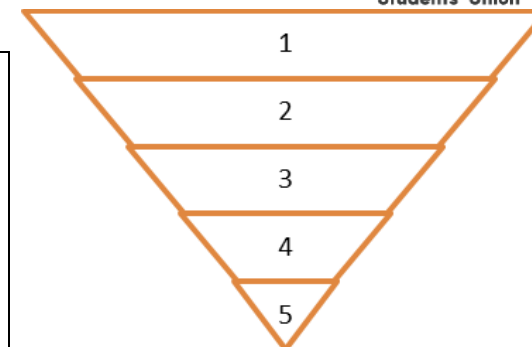
Adverse weather	Hypo- or hyperthermia, illness, injury, slipping,	Event organisers, event attendees,	3	2	6	<p>Lead organiser to check the weather are suitable for activities on the day.</p> <p>Warn those attending to prepare by wearing appropriate clothing and footwear as mentioned on social media posts, email invites.</p> <p>In the case of cold weather organisers to advice participants to bring/wear appropriate level of thermal clothing. Umbrellas if it's rainy and caution about slippery</p>	2	2	4	<p>If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date.</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.</p> <p>Follow SUSU incident reporting guide</p>
Demonstration / Strike / Awareness Raising / Debating Activity - irrelevant										
Fundraising Events & Cash Handling – irrelevant										

<i>PART B – Action Plan</i>					
Risk Assessment Action Plan					
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	The whole board to read and share SUSU Expect Respect Policy	The whole committee board	5/11		
2	Purchase of first aid kit	the whole committee board	7/11		
3	Review on the promotion post posting on social media whether linear with the respect policy and code of conduct	The whole committee board	10/11		
4	Posting invitation with the disclaimer of attendants' appropriate dress code and health status. Collecting the personal detail needed for	Publication Officer-Andes Poon	12/11		
5	Review venue for safety measurements to prevent any general risk happening in the venue	President-Sam Mak, External Vice-president-Damon Cheng, SecretaryKathy Wong	18/11		

6	Rehearsal of the whole event, general briefing of the importances and code of conduct/ respect policy.	President-Sam Mak to the whole event	20/11		
Responsible committee member signature 1: External Vice-president- <i>Damon Cheng</i>				Responsible committee member signature 2: Internal Vice-president- <i>Ian Cheung</i>	
Print name: Damon Cheng			Date: 12/11	Print name: Ian Cheung	
				Date: 12/11	

Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	



• Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual
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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				

• Admin controls	Examples: training, supervision, signage	
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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 selfadministered.
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.
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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