Risk Assessment

Risk Assessment for the activity of	University of Southampton Hong Kong Public Affairs and Social Service Society's General Activity throughout the academic year 2026-27, including ○ Meetings ○ Socials ○ Pub crawls ○ Information stands	**Date**	10/09/2026
Group name	University of Southampton Hong Kong Public Affairs and Social Service Society (Soton HKPASS)	**Assessor**	President - Chiffany Chan Internal Vice President – Audrey Yip
Supervisor	External Vice President and Treasurer – Charlotte Cheung Secretary – Natalie Keung	**Signed off**	***SUSU USE ONLY***
Description of event/activity	Meetings are held on campus when information is required to be passed to students involved in HKPASS. This includes: Introduction with Freshers (Oday), Subcommittee Induction, AGM, etc. Socials are organised approximately on a monthly basis. The aim for the socials are to foster an inclusive and comfortable atmosphere where members can socialise and build stronger community bonds beyond their academic studies. - Society dinner socials will be held at a licensed restaurant or cafe at Southampton's city center. The restaurant/cafe will take full responsibility for cooking, serving, and preparation of all food and drinks served. (Taking place twice in late-September and early-February)		

	- Casual social sessions with drinks and snacks will be taking place at prebooked rooms on campus. Drinks and snacks will be purchased from trusted supermarkets such as Sainsbury's or Tesco. - Any organised Pub Crawls will be taking place at licensed pubs. Information stands (Bunfight) will follow SUSU guidelines, taking place in the allocated location. All events will be fully supervised and overseen by HKPASS committee members.

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)										

Slips, trips and falls	Physical injury	Event organisers and attendees	**2**	**3**	**6**	All boxes and equipment to be stored away from main meeting area, e.g. stored under tables. Any cables to be organised as best as possible, e.g. cable ties to be used if necessary. Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers. Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.	**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 reporting guide

Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	2	5	10	Those leading the session must ensure they 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 in the activity area. Consider accessibility requirements.	1	5	5	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 reporting guide

Manual handling, including setting up of equipment. E.g. table and chairs	Bruising or broken bones from tripping over table and chairs	Meeting organisers and attendees	**2**	**3**	**6**	Follow manual handling guidelines. Ensure that at least 2 people carry tables or other bulky items. Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. Request tools to support with the moving of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates. Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.	**1**	**3**	**3**	Seek assistance from facilities staff/venue staff if needed. Seek medical attention from SUSU/venue Reception if in need. Contact emergency services if needed. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide

Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	**1**	**3**	**3**	Do not push/shove. If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management. Committee checks on space, lighting, access, tech available, etc. Use ticketing system (SUSU Box Office) for regular sessions/meetings to avoid exceeding venue capacity. Ensure space meets needs of members e.g. considering location & accessibility of space (use AcessAble database to check accessibility information of venues). If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	**1**	**2**	**2**	Seek medical attention if problem arises. Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings. Postpone meetings where space cannot be found. Welfare Officer to complete WIDE training. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide

						Committee to consult members on needs and make reasonable adjustments where possible 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 (ideally every 20mins) when using screens. Ensure screen is set up to avoid glare, is at eye height where possible. Ensure no liquids are placed near electrical equipment. Ensure all leads are secured with cable ties/mats, etc. For external venues, pre-check equipment and last PAT testing dates.	1	4	4	Request support and advice from SUSU IT/Tech teams e.g. via Activities Team. Seek medical attention as required. Follow SUSU incident reporting guide

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. 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**	**2**	**4**	Ensuring all parts of this risk assessment are adhered to. Ensuring all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing. Members are reminded that they need to adhere to SUSU's Code of Conduct. Consider risks at activities as well as digital presence (e.g. social media posts)	**1**	**2**	**2**	Ensure that any incidents involving public or others are recorded and addressed. Posts and event activities are reviewed and confirmed by all committee members before it is released and taking place. Follow SUSU incident reporting guide

Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants, Members of the public	2	1	2	Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. Choose a theme unlikely to cause offence. Remind all participants to wear appropriate clothing before the event takes place. Any participant wearing items deemed offensive asked to remove these. Society to follow and share with members Code of Conduct/SUSU Expect Respect policy.	1	1	1	SUSU Expect Respect policy to be followed. Committee WIDE training. Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide

Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers, event attendees	2	4	8	Members are responsible for their individual safety though and are expected to act sensibly. Initiation behaviour not to be tolerated and drinking games to be discouraged. For socials at bars/pubs etc., bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. Where possible the 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 Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.	1	3	3	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). Follow SUSU incident reporting guide Call emergency services as required 111/999. Welfare Officer to complete WIDE training.

						Committee to advise and remind members to always watch their own drinks. Society to follow and share with members Code of conduct/SUSU Expect Respect policy.				

Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control	Event organisers, event attendees,	**2**	**5**	**10**	Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event. Bouncers/trained staff in pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious/unusual behaviour to staff. Participants encouraged to stay with a nominated 'buddy' where possible. The organisers have confirmed the premise is licensed. **Action organizers (Part B).** The 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.	**2**	**3**	**6**	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). If they need to go to the hospital they will also be accompanied there. 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. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide

						Members/participants are advised to watch their own drinks. **Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy**				

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	3	3	9	Members are responsible for their individual safety and are expected to act sensibly. Local venues known to UoS students chosen. Event organisers will be available to direct people between venues. Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. Avoid large groups of people totally blocking the pavement or spilling into the road. Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally	2	3	6	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 Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide

						with someone else. If required a taxi will be called for them (ideally SUSU Safety Bus will be used, or Radio Taxis). Be considerate of other pedestrians and road users, keep disturbance and noise down.				
Travel by car, train, bus, plane when leaving the local area.	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	**1**	**5**	**5**	Group committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test. Members expected to drive or travel in a sensible manner, with those doing otherwise to face disciplinary action (from the club/society in the first instance). Committee members will notify all participants with the newest traffic news when required. Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.	**1**	**4**	**4**	Contact emergency services as required 111/999. Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide

Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	Getting lost, increased risk to personal safety.	Event organisers, event attendees,	**3**	**3**	**9**	If a person leaves without warning all efforts will be made to locate them. Stress however that attendees are responsible for their individual safety. Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event. If participants are to separate into smaller groups, each group will include at least one committee member to supervise. Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas. Meeting locations and directions will be provided to all participants. A committee member's number will be provided as an emergency phone	**2**	**3**	**6**	Follow SUSU incident reporting guide Take note of the main contact numbers of all participants' and contact lost participants when in need. Call emergency services as required.

						number for participants to contact when needed.				
Medical emergency	Members may sustain injury /become unwell Pre-existing medical conditions, sickness, distress	Members	**1**	**5**	**5**	Advise participants to bring their personal medication if it might be required. Members/Committee to carry out first aid if necessary and only if qualified and confident to do so. Ask participants for any medication or ongoing illness before conducting any active activities. Contact emergency services as required 111/999. Contact SUSU Reception/venue staff for first aid support. Members can be referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk) in case of distress.	**1**	**4**	**4**	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide Call emergency services as required.

Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence	Event organisers, event attendees, public	2	5	10	Bouncers/security will be present at most licensed venues. Bar/venue security staff will need to be alerted and emergency services called as required. Do not personally engage with any violent behaviour. Stay safe and move members away from the situation if possible, inform the bar staff/police if necessary. The 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. Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event. Society to follow and share with members Code of conduct/SUSU Expect Respect policy.	1	3	3	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. Follow SUSU incident reporting guide Call emergency services as required.

Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees,	**3**	**3**	**9**	Lead organiser to check the weather are suitable for activities on the day. Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites. In the case of hot weather organisers to advise participants to bring/wear appropriate level sunscreen, and to hydrate (especially if drinking alcohol). In the case of cold weather organisers to advise participants to bring/wear appropriate level thermal clothing. In the case of rainy weather, organisers to advise participants to bring umbrellas/wear waterproofs and appropriate footwear. Organisers to also warn participants to be cautious of slippery areas.	**2**	**2**	**4**	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date. Contact emergency services if needed. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide
Fundraising Events & Cash Handling - *For own society or a charity*										

Events involving Food – Dinners at restaurants in town (The restaurants will take full responsibility for the cooking, serving, and preparation of all food and drinks served.)	Allergies Food poisoning Choking	All	**2**	**5**	**10**	Ask participants of any allergies before any activities involving food and all committee members will be made alert. Only order/buy food at establishments with appropriate food hygiene (EHO) rating. Food to only be provided/eaten when other activities are stopped. For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.	**1**	**5**	**5**	Call for first aid/emergency services a required . Report incidents via SUSU incident report procedure.
Demonstration / Strike / Awareness Raising / Debating Activity										

PART B – Action Plan

Risk Assessment Action Plan

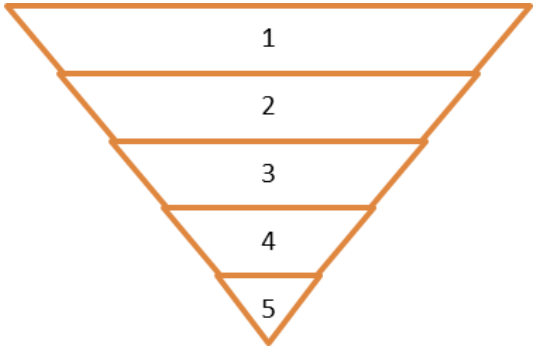
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: • Trips and Tours • Fundraising events e.g. Bake Sales • External Speaker Events • Other large or medium- to high-risk events e.g. balls, club nights, sporting activities...	Relevant committee members – president to ensure complete.	2/10/2026		
2	Committee to read and share SUSU Expect Respect Policy	The whole committee board	Week before the events takes place.		
3	General briefing of importances and code of conduct	The whole committee board	Week before the events takes place.		
4	Briefing of event rundown and areas to pay attention to (if it increases risk).	The whole committee board	Week and day before the events take place.		
5	Checking the Food Hygiene Rating of Chosen Restaurants and Pubs	Chiffany Chan and Audrey Yip	The day before confirming the location of the event		

Responsible committee member signature 1: Secretary - Natalie Keung		Responsible committee member signature 2: External Vice President and Treasurer – Charlotte Cheung	
Print name: Natalie K.	Date: (Date of signature) 11/9/26	Print name: Charlotte C.	Date: (Date of signature) 10/9/26

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	
• Admin controls	Examples: training, supervision, signage		

• 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				

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