

Risk Assessment

Risk Assessment for the activity of	Outreach stall for VegSoc talking to students about the Plant-Based Universities initiative. A stall on Redbrick with information about the campaign, planning to talk to students about the benefits of a plant based diet and encourage them to support the campaign for more plant-based food on campus. There will be 3-4 volunteers at the stall, pre-packaged goods may be given away at the stall to encourage more engagement	Date	05/10/2026 And then weekly on Mondays
Unit/Faculty/Directorate	Vegan and Vegetarian Society	Assessor	Sunny Angel
Line Manager/Supervisor	Sara Sanchez Agudelo	Signed off	

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	
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 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.	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

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Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees	3	4	12	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 advice participants to bring/wear appropriate level sunscreen, and to hydrate	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
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.	1	5	5	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.

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						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.				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

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Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	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. Ensure space meets needs of members e.g. considering location & accessibility of space (use AccessAble database to check accessibility information of venues). If an open activity, committee will consider all accessibility requirements and ensure that the area	1	3	3	Seek medical attention if problem arises. Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for stalls. Postpone stall where space cannot be found. 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

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						chosen is as accessible as possible. Committee to consult members on needs and make reasonable adjustments where possible Provide remote meeting options for members where possible.				
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 <u>only if</u> qualified and confident to do so.	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

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						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.				
Electronics	Risk of eye strain, injury, electric shock	Committee 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	1	4	4	Request support and advice from SUSU IT/Tech teams e.g. via activities team For external venues pre-check equipment and last PAT testing dates

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						Ensure no liquids are placed near electrical equipment Ensure all leads are secured with cable ties/mats etc				Seek medical attention as required
Accessibility: 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

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										informed. Follow SUSU incident report policy.
Counter protest, discrimination against the demonstration/Campaign	Distress due to threatening/ aggressive behaviour, injury due to assault/violence	Event organisers and attendees	2	4	8	Event planned for Highfield campus - a route well signposted and known for students. Leaders to advise all participants to not engage/respond to any counter protests or aggressive behaviour. If safe to do so, encourage group to move on and remove themselves from situation. Prior information about event and what to expect	1	4	4	Event organisers to call University Security if necessary. Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Building 32, University Road Highfield Campus. Any incidents will be reported via UoS reporting tools Contact emergency services if needed

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						given out so participants know what to expect Participants made aware they could join and leave the event at any time. Ensure that people are aware that this is an open space for discussion to discourage protest.				Organisers will, following the event, share relevant information on support/signpost via social media channels etc. 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	The club, SUSU or the University's reputation	2	1	2	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.	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide

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	clubs/societies, SUSU or the University's name into disrepute.					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)				
Disturbance to public, students and staff	Conflict, noise pollution, crowds	Event organisers and attendees, general public	2	2	4	Protest/demonstration events should be planned on University grounds (primarily Redbrick) avoiding residential areas. UoS Security Teams informed of the event. Everybody will be encouraged to stay together as a group. Shouting, chants, whistles etc. will be kept to a minimum around busy	1	2	2	With support from a SUSU Activities Coordinator, inform UoS Security Team of the event. University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk Inform UoS/SUSU teams of the event- Comms teams can brief others via SUSSED or social media posts.

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						university buildings and residential areas. If applicable, book space during quieter times when less activities taking place in local lecture theatres				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. Strain injuries.	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	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

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						objects from SUSU Facilities/venue Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.				safety officer have been informed. Follow SUSU incident reporting guide
Lone working	Stolen goods, injury to individual misuse of card reader.	Volunteers	3	3	9	Ensure no one is left alone as a volunteer at a fundraising event especially if using a Sum-up Card reader. Event led to brief volunteers to operate the card readers in pairs and briefed on how to handle situations surrounding these.	3	1	3	- Event organisers to call University Security if necessary. - Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) - Building 32, University Road Highfield Campus.

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						establishments with appropriate food hygiene rating Food to only be provided/eaten when other activities are stopped 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				Follow SUSU incident report policy
Contamination of food through food preparation.	Illness, Food poisoning, Allergy.	ALL	2	3	6	Ensure all food is prepared in advance and done in a clean and hygienic environment. In line with the level 2	1	3	3	SUSU food hygiene level 2 course available for completion-requests made to activities team

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						food hygiene training. • Ensure all ingredients used when making items are within their use by or best before dates. • Ensure all frozen food is thoroughly defrosted before use. Endeavour to not cross contaminate food such as nuts and let customers know if cross contamination is a possibility.				• Call for first aid/emergency services as required • Report incidents via SUSU incident report procedure. Follow SUSU incident report policy
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	1	3	3	• SUSU food hygiene level 2 course available for completion-

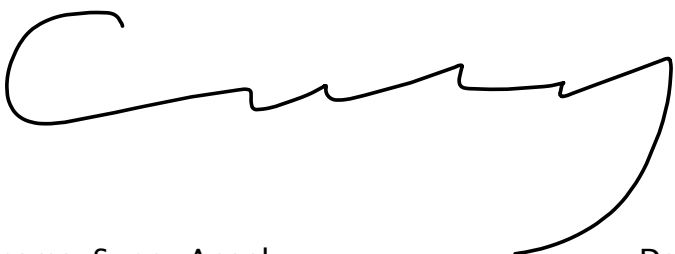
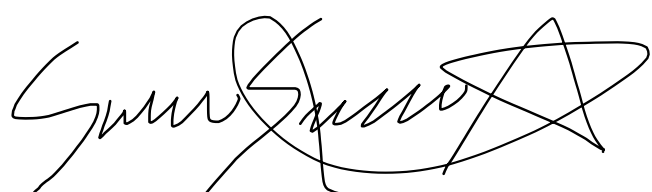
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						food out for longer than 4 hours. Store all products in a clean sealable container away from raw foods. Transport cakes in a clean sealable container.				requests made to activities team - Call for first aid/emergency services a required - Report incidents via SUSU incident report procedure Follow SUSU incident report policy
Food Allergies and Dietary requirements	Illness, Allergic reaction	Customers	3	5	15	- Where possible remove common allergens from ingredients. allergen-chart-1.docx (live.com) Lists all 14 of the core allergens. - Ensure each cake is labelled with its name and list of ingredients. - Have a list available of all ingredients for any	1	5	5	- SUSU food hygiene level 2 course available for completion-requests made to activities team - Call for first aid/emergency services a required

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						products sold at the stall. • Always use recipes from reputable sources. Make sure to keep any packaging.				• Report incidents via SUSU incident report procedure. • For more information on allergens: Providing food at community and charity events Food Standards Agency Follow SUSU incident report policy
Stock/Food Falling	Physical Injury, Illness, Food poisoning	All Participants	3	2	6	• Ensure all stock is stored correctly and not stacked too high. • If any products fall that these are not sold and disposed of in food waste. •	1	2	2	• Call for first aid/emergency services as required • Report incidents via SUSU incident report procedure. • SUSU food hygiene level 2

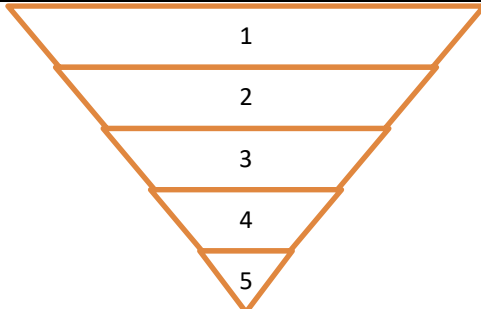
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										course available for completion-requests made to activities team Follow SUSU incident report policy
Food Temperature	Food poisoning, illness, perished stock	All participants	2	3	6	- Keep any products containing fresh produce in the fridge. - Do not leave any food out for longer than 4 hours. - Ensure all products or produce are stored as describe on packaging. - Ensure all items are cooked to correct temperatures from reputable recipes or packaging.	1	3	3	- SUSU food hygiene level 2 course available for completion-requests made to activities team - Call for first aid/emergency services as required - Report incidents via SUSU incident report procedure Follow SUSU incident report policy

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Use of Knives for Cutting Food	Cuts and injuries	Volunteers and stall operators	2	2	4	• Make stall operators aware of the potential risks. • Where possible use wooden cutlery. • Knife not to be left unattended and stored away safely when not in use. • Ensure the Knife is suitable for the task and the food you are cutting. • When carrying the Knife ensure the blade is pointing down.				• Call for first aid/emergency services as required • Report incidents via SUSU incident report procedure. Follow SUSU incident report policy •

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	Ensure tripping hazards are clear and table is not in a main walkway	Sunny Angel	05/10/2026		
2	Keep up to date with weather forecast prior to the event	Sunny Angel	04/10/2026		
3	Keep exits and entrances clear and limit crowd around the stall	Sunny Angel	05/10/2026		
Responsible manager's signature:				Responsible manager's signature:	
					
Print name: Sunny Angel		Date: 30/09/2025		Print name: Sara Sanchez Agudelo Date: 30/09/2026	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	IMPACT					

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher