

2Risk Assessment

Risk Assessment for the activity of	Electronics and Computer Science Society (ECSS) Summer Ball 05/06/2025 Revolution Bar, 28A Bedford Place, Southampton SO15 2DB	Date	12/05/2025
Group name	ECSS	Assessor	Nikola Parushev (President)
Committee Member	Alan Kraszewski (Vice-President Operations)	Signed off	

Event Information

Please mention all key information about the event here.

- Committee member organiser contact number: +447449312127
- Event set-up time: 18:30
- Event start time: 19:00
- Event end time: 00:00
- Event pack-down time: N/A (not required)
- Any live performances: The Salamanders (@the_salalamdersofficial)
- Bar provision: Yes
- Food/catering provision: the venue
- Security provision: the venue
- First aid provision: the venue
- Tech provision: PA system by the venue; musical instruments from the band
- Any entertainment, event equipment or installations: N/A
- Is the event ticketed: Yes
- Provisional budget: £3550
- Any further notes:

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • 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 • Cable ties/to be used if necessary • Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. • 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	4	4	<ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need • Contact facilities team via SUSU reception/venue staff • 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 <u>SUSU incident report policy</u>
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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	<ul style="list-style-type: none"> • Make stall operators aware of the potential risks, follow manual handling guidelines • Ensure that at least 2 people carry tables. • Setting up tables will be done by organisers. • Work in teams when handling other large and bulky items. • Request tools to support with move of heavy objects- 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	<ul style="list-style-type: none"> • Seek assistance if in need of extra help from facilities staff/venue staff if needed • Seek medical attention from SUSU 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 <u>SUSU incident report policy</u>
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Inadequate event space- overcrowding , not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> • Committee to check on venue pre-booking, checks on space, lighting, access, tech available • Ensure space meets needs of members e.g. considering location & accessibility of space • Committee to consult members on needs and make reasonable adjustments where possible 	1	3	3	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Liaise with SUSU reception/activities team on available spaces for meetings • Postpone meetings where space cannot be found • Look at remote meeting options for members • Committee 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 <u>SUSU incident report policy</u>
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	<ul style="list-style-type: none"> • 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. Any participant wearing items deemed offensive asked to remove these. • Society to follow and share with members Code of conduct/SUSU <u>Expect Respect policy</u> 	1	2	2	<ul style="list-style-type: none"> • SUSU <u>Expect Respect policy</u> to be followed • Committee WIDE training
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Alcohol consumption	Antisocial / aggressive behaviour, illness from overconsumption, alcohol poisoning	Event organisers, event attendees,	3	4	1 2	<ul style="list-style-type: none"> • 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 • Bar Security staff need to be alerted and emergency services called as required. • 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 • Society to follow and share with members Code of conduct/SUSU <u>Expect Respect policy</u> 	2	3	6	<ul style="list-style-type: none"> • Follow <u>SUSU incident report policy</u> • Call emergency services as required 111/999 • Committee WIDE training
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Travel to and from venue	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	4	3	1 2	<ul style="list-style-type: none"> Members are responsible for their individual safety when travelling to and from the venue, and are expected to act sensibly local venue known to UoS students chosen Attendees will be encouraged to travel in groups. Members 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 with another member. If 	2	2	4	<ul style="list-style-type: none"> Where possible venue chosen for the event will be local/known to members and within a short travel distance for members Contact emergency services as required 111/999 Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u>
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						<p>required a taxi will be called for them.</p> <ul style="list-style-type: none"> • Be considerate of other pedestrians & road users, keep disturbance & noise down. 				
Medical emergency	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</p>	Members	2	5	10	<ul style="list-style-type: none"> • Advise participants; to bring their personal medication • Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so • Contact emergency services as required 111/999 • Contact SUSU Reception/Venue staff for first aid support 	1	5	5	<ul style="list-style-type: none"> • Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. • Follow <u>SUSU incident report policy</u>

Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.	Members	2	5	10	<ul style="list-style-type: none"> □ ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed • Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. 	1	5	5	<ul style="list-style-type: none"> • All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. • Call emergency services and University Security (on campus) or venue staff (external venue) • Emergency contact number for Campus Security: • Tel: +44 (0)23 8059 3311 • (Ext:3311) • Follow <u>SUSU incident report policy</u>
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Fire	Burns, Smoke inhalation, fatality	Event support, staff, external guests, students	3	5	1 5	<ul style="list-style-type: none"> • Smoke/ heat detectors and break glass call points in all buildings • Weekly fire alarm system tests • Inspection and monitoring of clear access/egress routes areas and any accumulations of combustibles. • All volunteers and organisers to be informed about fire exits and evacuation procedures. All attendees will be notified about fire exits. • The maximum capacity of the venue must not be exceeded • Plan put in place for people with mobility difficulties, with consideration for events held at weekends and out of hours when fire and lift wardens may not be available (PEEPS). 	1	5	5	<ul style="list-style-type: none"> • All attendees to receive a safety briefing induction, Fire exits, alarm call points • A register of attendees to be kept and taken to assembly point in the event of a building evacuation • Confirm maximum capabilities of venue • Confirm people with mobility difficulties have an evacuation plan
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<p>Handling & Storing Money- Own Society fundraising</p>	<ul style="list-style-type: none"> • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss 	<p>Members, Participants</p>	<p>3</p>	<p>4</p>	<p>1 2</p>	<ul style="list-style-type: none"> • Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) • Where possible offer option to pre-buy tickets to avoid cash purchases E.g. use of SUSU box office • Money to not be left unattended • Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. 	<p>2</p>	<p>3</p>	<p>6</p>	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • Highlight the incident to any community police officers in the area/report to 111 • Report incident to SUSU duty manager and c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident" complete a SUSU incident report
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<p>Handling & Storing Money-Charity fundraiser</p>	<ul style="list-style-type: none"> • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss 	<p>Members, Participants, Charity</p>	<p>3</p>	<p>4</p>	<p>1 2</p>	<p>Southampton RAG procedures will be followed:</p> <ul style="list-style-type: none"> • Charity Event form completed, and RAG approval will be given • All food hygiene certificates and event risk assessment to be approved by activities team • Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5) • Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity. 	<p>2</p>	<p>3</p>	<p>6</p>	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • Highlight the incident to any community police officers in the area/report to 111 • Report to SUSU Duty manager and <u>Complete a SUSU incident report</u>
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					<ul style="list-style-type: none">• Collection buckets to remain sealed and to not be left unattended• Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.• Nominated person will be tasked with storing cash in nominated location when SUSU office not open.• Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)				
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Events involving Food	<ul style="list-style-type: none"> • Allergies • Food poisoning • Choking 	All	3	5	15	<ul style="list-style-type: none"> • Individual event risk assessment to be carried out for events involving members making/serving food. • Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) • Only order/buy food at 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 	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> <p>Report incidents via SUSU incident report procedure</p>
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						necessary products				
Overcrowding	Physical injury	Event organisers and attendees	1	3	3	Do not exceed venue capacity.	1	3	3	Seek medical attention if problem arises Report incidents via SUSU incident report procedure
Disturbance to public	Conflict, noise pollution, crowds	Event organisers and attendees, general public	2	2	4	Everybody will be encouraged to stay together as a group Shouting, chants, whistles etc. to be kept to a minimum around busy university buildings and residential areas	1	2	2	
Financial risk	Group debt	Group members, SUSU	4	3	1 2	The costs for the event are covered by the department. Any sales will be a profit.	2	3	6	

Loss of reputation	Actions performed by members of the society during the event may harm the reputation of the society, SUSU, or the University.	ECSS, The University of Southampton, SUSU	3	3	9	<ul style="list-style-type: none"> • Ensure that members are aware that they are representing ECSS, the University, and SUSU at all times. • Themes and promotional materials to be reviewed by committee in advance to avoid inappropriate messaging or visuals. • Committee members to act as point-of-contact during the event and intervene if necessary. • If alcohol is involved, designate sober committee members to monitor and de-escalate any issues. • Society to follow and share with members Code of conduct/SUSU Expect Respect policy 	1	3	3	<ul style="list-style-type: none"> • Clarify that any photos taken and shared must be appropriate and respectful. • 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 report policy
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PART B – Action Plan

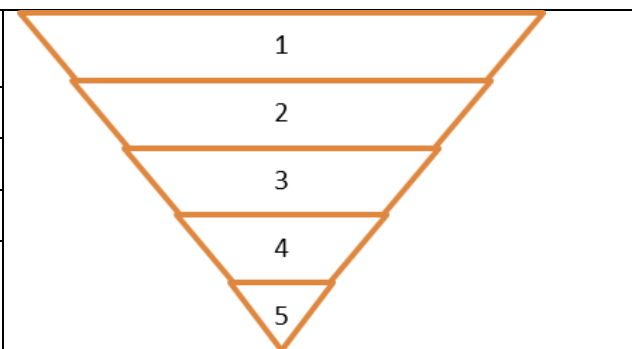
Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	<ul style="list-style-type: none">Risk assessment shared with all organisers and checked through before the eventFollow <u>SUSU Food Provision Guidance</u> for events involving home-cooked/prepared food or external catering.	Relevant committee members – president to ensure complete.	22/05/2025		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	22/05/2025		
3	Any incidents that occur during events are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed. Following numbers and links are for reference: <ul style="list-style-type: none">Call emergency services and University Security (on	Relevant committee members	05/06/2025		

	campus) or venue staff (external venue) <ul style="list-style-type: none"> • Emergency contact number for Campus Security: • Tel: +44 (0)23 8059 3311 (Ext:3311) • Follow SUSU incident report policy 				
Responsible committee member signature: NIKOLA PARUSHEV			Responsible committee member signature: Alan Kraszewski		
Print name: Nikola Parushev		Date: 12/05/2025	Print name: Alan Kraszewski		Date: 12/05/2025

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