

Risk Assessment			
Risk Assessment for the activity of	Fish on Toast x Headstart Global Workshop		Date 06/10/2026
Group name	Fish on Toast	Assessor	Kusalya Rupasinghe
Supervisor	Max Ballard	Signed off	SUSU only
Description of event/activity	A collaborative careers and entrepreneurship event between Fish on Toast and Headstart Global. The event will include a short introduction to Headstart Global, an interactive startup case workshop based on a real Headstart project, a 20–30 minute CV and applications session, networking, and an approximately 15-minute online consulting Q&A with a Headstart Global founder. Representatives from Headstart Global will attend in person to facilitate the event, with one founder joining remotely. The event is expected to have approximately 70–100 attendees. Date: Tuesday 27 October 2026 Time: 6-8pm Location: Building 100, room 1001		

PART A						
(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	Potential Consequences	Who might be harmed	In h e r		Residu al	Further controls (use the risk hierarchy)

		(user; those nearby; those in the vicinity; members of the public)	e n t							
			L i k e l i h o o d	I m p a c t	S c o r e	Control measures (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	
General Considerations										

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.	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
						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.				

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
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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
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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. Attendance will not exceed the maximum capacity of Building 100, Room 1001. Attendance will be monitored through the event registration/ticketing system. 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	1	3	3	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
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					the area 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.				
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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
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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	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. 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	1	1	Ensure that any incidents involving public or others are recorded and addressed. <u>Follow SUSU incident reporting guide</u>
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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	4	3	12	Members are responsible for their individual safety and are expected to act sensibly. Local venues known to UoS students chosen. The event location and directions will be shared with attendees in advance. Attendees will be encouraged to use well-lit campus routes and take care when crossing roads. Committee members will be available to provide directions. Attendees will be encouraged to travel with others after the event where possible. 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.	2	3	6	The event venue is located on the University campus and is familiar and accessible to students.. 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
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Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	Attendees becoming lost when travelling to or leaving the venue, causing distress or 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. Clear directions to Building 100, Room 1001 will be shared with attendees and external guests before the event. A committee contact will be available to assist anyone who cannot find the room. Attendees will be encouraged to leave with others where possible, particularly after dark.	2	2	4	Follow <u>SUSU incident reporting guide</u> Call emergency services as required. If someone is believed to be missing or at immediate risk, committee members will attempt to contact them and notify University security or emergency services where appropriate.

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. 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
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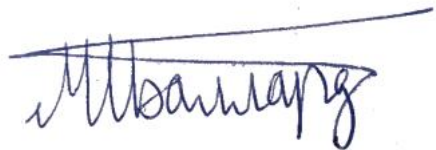
Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence	Event organisers, event attendees, public	2	5	10	Committee members will supervise the event and follow the SUSU Expect Respect Policy. Inappropriate behaviour will be addressed where safe, and anyone causing disruption may be asked to leave. Venue security or emergency services will be contacted if required. Society to follow and share with members Code of conduct/SUSU <u>Expect Respect policy</u>.	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 <u>SUSU incident reporting guide</u> Call emergency services as required.
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Interactive workshop and movement around the room	Trips, falls or minor collisions while attendees move into groups or around the room during the case workshop/networking	Attendees, organisers and guests	2	3	6	Workshop activities will be organised within the booked room. Tables/chairs will be arranged to maintain clear walkways and access to exits. Attendees will not be required to run or undertake physical activities. Committee members and Headstart facilitators will supervise the session and ensure bags and personal belongings do not obstruct walkways.	1	3	3	Stop or adapt the activity if the room becomes overcrowded or movement cannot be carried out safely. Seek first aid/medical assistance if required and report incidents under SUSU procedures.
External speakers/guests attending and delivering workshop	Miscommunication, inappropriate behaviour/content, disruption or safeguarding/welfare concerns	Attendees, organisers, external guests and University/SUSU	2	3	6	Fish on Toast committee will remain present throughout the event. External guests will be given the confirmed venue, timings and event format in advance. Content will relate to careers, consulting, entrepreneurship and Headstart Global's work. Committee members will supervise the event and attendees will be expected to follow SUSU's Expect Respect/Code of Conduct requirements.	1	3	3	Any inappropriate or disruptive behaviour will be addressed by organisers and venue/security support contacted if necessary. Serious incidents will be reported according to SUSU procedures.

Online speaker / use of video conferencing and AV equipment	Technical failure, cables creating trip hazards, interruption to the session or inability of the remote speaker to participate	Attendees, organisers and guests	2	2	4	University AV equipment will be used where possible. Laptop, projector, internet connection and video-conferencing software will be checked before the event. Cables will be positioned away from walkways or appropriately secured. Drinks will be kept away from electrical equipment.	1	2	2	If the online connection fails, organisers will continue with the in-person session/networking while attempting to reconnect. University/venue technical support will be contacted if required.
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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	Test the room AV equipment, internet connection and online meeting setup for the founder Q&A	Head of Events	27/10/2026		
2	Confirm location of nearest first-aid provision and how to contact venue/security staff	Welfare Officer	Before 27/10/2026		
3	Check room layout before attendees enter to ensure walkways and emergency exits are clear	Committee	27/10/2026		
Responsible committee member signature 1:				Responsible committee member signature 2:	
					

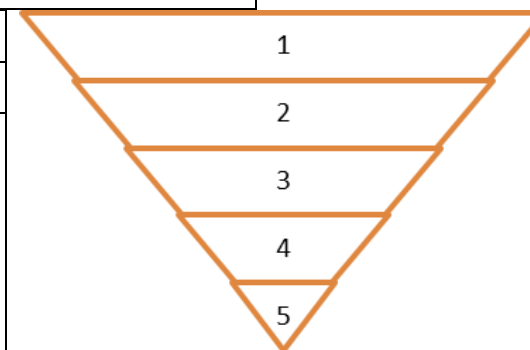
Print name: Max Ballard	Date: 06/10/2026	Print name: Kusalya Rupasinghe	Date: 06/10/2026
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Assessment Guidance

• 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	

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.

• 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				

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