Risk Assessment

Risk Assessment for the activity of	Talk by Eromeo Quintus	**Date**	30/10/2026
Group Name	Fish on Toast	**Assessor**	Kusalya Rupasinghe
Supervisor	Max Ballard	**Signed off**	N/A, please upload to groupshub for digital sign-off by SUSU Activities team
Description of event/activity	An entrepreneurship talk organised by Fish on Toast, featuring Eromeo Quintus and Chris Staerck sharing his entrepreneurial journey, experiences and insights into his current business. **Date:** Thursday 19th November 2026 **Time:** 6-7pm **Location:** SJM 135 / 2089 LT 2		

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										

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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	**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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						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	**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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						emergency. Avoid build-up of debris in the activity area. Consider accessibility requirements.				
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	**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

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						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.				informed. Follow SUSU incident reporting guide
Overcrowdin g / 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. Use ticketing system (SUSU Box Office) for regular sessions/meetings to avoid	**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.

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						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. Committee to consult members on needs and make reasonable adjustments where possible. Provide remote meeting options for members where possible.				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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						Attendance will not exceed the lecture theatre's maximum permitted capacity. Organisers will ensure entrances, walkways and emergency exits remain clear throughout the event.				
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.	**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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						For external venues, pre-check equipment and last PAT testing dates.				
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. Follow SUSU incident reporting guide

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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**	Attendees will be provided with the confirmed venue location and directions in advance. Members are responsible for their own travel arrangements and will be encouraged to plan their journeys beforehand. Attendees will be advised to use pedestrian crossings and take care when walking between public transport stops and the venue. Committee members will be available to assist attendees who have difficulty locating the building.	**2**	**3**	**6**	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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						Attendees will be encouraged to travel together where possible, particularly when returning home after the event. 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 in to the road. Be considerate of other pedestrians and road users, keep disturbance and noise down.				

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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.	**2**	**2**	**4**	The confirmed venue location and directions will be shared with attendees before the event. Committee members will be present throughout the talk and available to assist anyone having difficulty locating the building. Attendees will be encouraged to check their return travel arrangements in advance. Members will be responsible for their individual safety when travelling to and from the event. Follow SUSU incident reporting guide Call emergency services as required.

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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. 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**	Do not personally engage with any violent behaviour. Stay safe and move members away from the situation if possible, inform the police if necessary. 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**	**4**	**12**	Organisers will monitor weather conditions before the event and inform attendees of any severe weather warnings or changes to event arrangements. Attendees will be encouraged to wear appropriate clothing and	**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

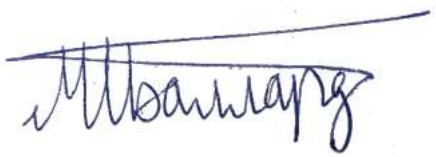
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						footwear when travelling to the city-centre university building, particularly during wet or icy conditions. Although the event will take place indoors, organisers will consider postponing it if severe weather makes travel unsafe.				reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide
Workshop specific										
External speaker attending and delivering the talk	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 entrepreneurship and Eromeo Quintus' experience and journey.	**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.

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						Committee members will supervise the event and attendees will be expected to follow SUSU's Expect Respect/Code of Conduct requirements.				

PART B – Action Plan

Risk Assessment Action Plan

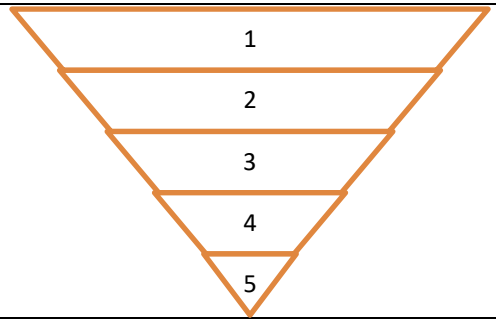
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Committee to read SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	Before 19/11 /2026		
2	Identify a backup location in advance	Committee	Before 19/11/2026		
3	Confirm the location of the nearest first-aid provision and how to contact venue staff.	Welfare	Before 19/11/26		
4	Ensure cleaning the room of any messes made after event	President	19/11/2026		
5	Share the confirmed venue location, directions and public transport information with attendees before the event.	Fish on Toast Committee	Before 19/11/26		

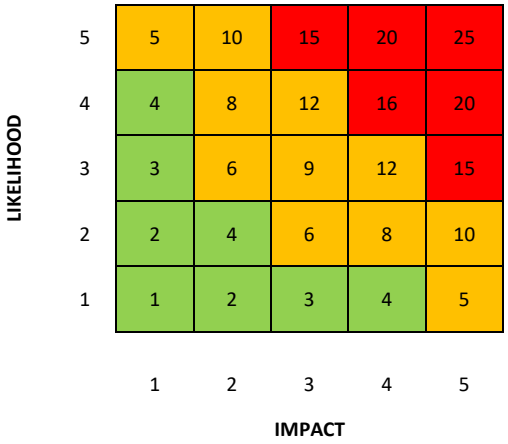
Responsible committee member signature 1:		Responsible committee member signature 2:	
			
Print name: Max Ballard	Date: 30/10/2026	Print name: Kusalya Rupasinghe	Date: 30/10/2026

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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	



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