

# Risk Assessment

Risk Assessment				
Risk Assessment for the activity of	Event name Midsoc Halloween sip and paint 17 <sup>th</sup> October 2025, 16:00-18:30, Building 42 The Bridge		Date	02/10/25
Group Name	Univeristy of Southampton Midwifery Society (MidSoc)	Assessor	Lily Rooney	
Supervisor	Freya Evans (Vice President)	Signed off	SUSU USE ONLY	
Description of event/activity	MidSoc would like to host a Halloween Sip and Paint in the Bridge (building 42) on the 17 <sup>th</sup> October 2025 at 16:00-18:30. We plan to buy plastic pumpkins and paint sets for the evening as well as organise bringing plastic sheets for the tables for the evening. We are also hoping to hire the bar in the Bridge for the evening to provide non-alcoholic and alcoholic drinks throughout the evening.			

## 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	
Craft activities										

Using sharp craft tools	Physical Injury	Event organisers and attendees	2	4	8	<p>Inspection of tools carried out by responsible person in advance of activity.</p> <p>Any damaged or unsafe tools to be disposed of safely.</p> <p>Clear safety guidelines to be explained to participants before access to tools.</p> <p>Ensure sharp objects are put away when not in use.</p> <p>Ensure sharp craft tools are not carried where possible, or carried walking blade down.</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so.</p> <p>Contact SUSU Reception/venue staff for first aid support if needed.</p>	1	2	2	<p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Seek assistance from venue staff if needed.</p> <p>Follow SUSU <a href="#">incident report policy</a>.</p> <p>Contact emergency services as required 111/999.</p>
Small items, e.g. small beads for bracelet making, buttons, etc.	Choking Hazard Slips	Attendees	2	4	8	<p>Ensure attendees do not put anything in their mouth.</p> <p>Clear away any spills quickly and thoroughly.</p>	1	4	4	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Seek assistance from venue staff if needed.</p> <p>Call 999 in an emergency.</p>

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										<p>Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy.</p>

Art Supplies e.g. paint, glue, etc.	<p>Ingestion</p> <p>Eye contamination</p> <p>Poor ventilation/inhalation</p> <p>Skin irritation</p>	Attendees	2	3	6	<p>Clear away any spills quickly and thoroughly.</p> <p>Ensure location is well ventilated if necessary, including opening windows.</p> <p>If food and/or drinks are being offered, ensure this will be in a separate area to the craft activity.</p> <p><b>[IF FOOD IS INVOLVED, YOU WILL NEED TO CONSIDER ALL THE ASSOCIATED RISKS SEPARATELY IT IN THIS RA!]</b></p> <p>Inform attendees of the location of sinks/running water for washing eyes/hands.</p> <p>Choose low toxicity options.</p> <p>Keep lids of glue closed when not in use.</p> <p>Keep packaging for information on ingredients.</p>	1	3	3	<p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Seek assistance from venue staff if needed.</p> <p>Follow SUSU <a href="#">incident report policy</a>.</p> <p>Contact emergency services as required 111/999.</p>
Mess from art activities	<p>Increased risk of slips</p> <p>Reputational damage of club/society/SUSU/UoS</p>	Organisers, attendees, club/society, SUSU, UoS				<p>Committee/event organisers are responsible for leaving the venue as they found it.</p> <p>Ensure enough time is planned in to activity for comprehensive clean up</p>				<p>Choose water-based materials for easier cleaning.</p> <p>Report any big spills that you are unable to adequately clean to venue staff.</p>

	loss of permission to continue activity  Damage to property				(especially If the space is booked after you).  Prompt clean up to avoid damage to equipment, so that it can be used again next time.  Use table and floor coverings where necessary.  Ensure the location of a sink is known, and that you have permission to use the sink.  Clear away any spills quickly and thoroughly.  Ensure you either have cleaning materials (e.g. cleaning spray and blue roll), or you have permission to borrow them from the venue for the purposes of cleaning up.  Ensure attendees adequately wash their hands to avoid transference.  Consider providing wipes to attendees.				Report any potential issues to SUSU Activities Team.	
Alcohol Consumption	Alcohol poisoning, increased risk to personal safety, spiking	Event organisers, event attendees	2	5	10	<ul style="list-style-type: none"><li>- Members are responsible for their individual safety and are to act sensibly</li><li>- Initiation behaviour not to be tolerated and drinking games to be discouraged</li><li>- Selected student friendly bars</li></ul>	2	3	6	Members are responsible for their individual safety and are expected to act sensibly.  For anyone who is too inebriated it will be suggested to them that they should

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						<ul style="list-style-type: none"><li>- Society to follow and share with members code of conduct/SUSU</li><li>- Bar security staff will need to be alerted and emergency services called as required</li><li>- 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</li><li>-</li></ul>				<p>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 report policy.</p>

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food and drink	Allergies, food poisoning, choking	Event organisers and attendees	3	5	15	<p>Any snacks provided should avoid allergies and be given details of the food ingredients, so people are aware</p> <p>Follow good food hygiene practices such as hand washing before handling food, tie hair back</p> <p>Homemade items to be avoided by those with allergies</p> <p>If food and/or drinks are being offered, ensure this will be in a separate area to the craft activity.</p> <p>Wash hands after handling the crafts before eating food</p>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team Call for first aid/emergency services as required</p> <p>Report incidents via SUSU incident report procedure</p> <p>Follow SUSU incident report policy</p>

Travel by car, train, bus	Vehicle collision causing physical or mental harm,	Members, those driving, members of the public	2	5	10	<p>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.</p> <p>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).</p> <p>Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.</p> <p>If a person leaves without warning all efforts will be made to locate them. Stress however that attendees are responsible for their individual safety.</p> <p>Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event.</p> <p>Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas</p>	1	5	5	<p>Contact emergency services as required 111/999.</p> <p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident reporting guide</p>
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 publi	4	3	12	<p>Members are responsible for their individual safety and are expected to act sensibly.</p> <p>Local venues known to UoS students chosen. Event organisers will be available to direct people between venues.</p> <p>Attendees will be encouraged to identify a 'buddy', this will make it</p>	2	3	6	<p>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</p>

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						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				duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide
General Considerations										

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Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	<p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.</p> <p>Any cables to be organised as best as possible, e.g. cable ties to be used if necessary.</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.</p>	1	3	3	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy.</p>

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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>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.</p> <p>Avoid build-up of debris in the activity area.</p> <p>Consider accessibility requirements.</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>

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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	<p>Follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables or other bulky items.</p> <p>Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with the moving of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates.</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>	1	3	3	<p>Seek assistance from facilities staff/venue staff if needed.</p> <p>Seek medical attention from SUSU/venue Reception if in need.</p> <p>Contact emergency services if needed.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a>.</p>

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Inaccessibility	Physical injury, distress, exclusion	Participants, committee	2	3	6	<p>Committee checks on space, lighting, access, tech available, etc.</p> <p>Ensure space meets needs of members e.g. considering location &amp; accessibility of space (use <a href="#">AccessAble</a> database to check accessibility information of venues).</p> <p>Committee will consider accessibility requirements and ensure that the area chosen is as accessible as possible.</p> <p>Consider asking all attendees if they have any accessibility requirements.</p> <p>Include accessibility information in the promotion for your event.</p>	1	3	3	<p>Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings.</p> <p>Postpone meetings where space cannot be found.</p> <p>Welfare Officer to complete WIDE training.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a>.</p>

Medical emergency	<p>Members may sustain injury /become unwell</p> <p>Pre-existing medical conditions, sickness, distress</p>	Members	1	5	5	<p>Advise participants to bring their personal medication if it might be required.</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so.</p> <p>Contact emergency services as required 111/999.</p> <p>Contact SUSU Reception/venue staff for first aid support.</p>	1	4	4	<p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a>.</p>
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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	Consider purchasing a First Aid kit	Millie Jukes (MidSoc Fundraising rep)	04/10/25		
2	Safety briefing to participants in advance of activity, including emergency exits and how to safely use any tools.	Relevant midsoc committee members	17/10/25		
3	Appropriate location for event chosen	Lily Rooney (Committee event organiser)	15/10/25		
4	Access to/purchase of cleaning equipment	Relevant MidSoc Committee Members	10/10/25		
5	Inspection of tools in advance of the activity	Freya Evans (Vice President)	10/10/25		
6	Committee to read and share SUSU expect respect policy	Relevant committee members	04/10/25		
7					

Responsible committee member signature 1:



Print name:  
Freya Evan's

Date:  
02/10/25

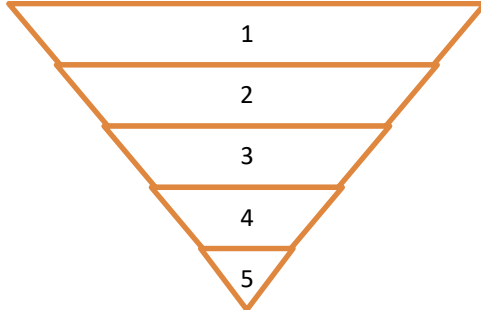
Responsible committee member signature 2:



Print name: Lily Rooney

Date:  
02/10/25

## 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					

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.

### 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.

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