

This Document Contains both Part 1: Event Plan & Part 2: Risk Assessment. Both parts are required to be completed by the organising group.

Part 1

Event Plan

1A) Contact Information:

SUJAS President Luke Joseph	lj3g23@soton.ac.uk	Japanese Society	07709 821500
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1B) Event Information:

Event Name: BBQ Event	Event Date: 05/06/26	Event Venue/Venues: Southampton Common	Total Attendees: 40
Event Timings: 13:00-17:00	Set Up: 13:00 Event Start: 13:30 Event End: 16:30 Pack Down: 17:00		
Event Break down: (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	Eg: Set Up: 13:00 - Place seating and prepare food and drinks Event Start: 13:30 - being serveing food to attendees with purchased disposable plates Event End: 16:30 - pack up cooking equipment and collect and dispose of trash created by event Pack Down: 17:00 - clear area and check once more for rubbish		
Is this a Ticketed Event? If so please state the Name of the ticket on Boxoffice: You can set up Box-office tickets through your group's hub page for guidance on this click here:	Yes 'SUJAS BBQ'	How Much Are your Tickets? And how many are available?	£5 pound for paid members £6.50 Pound for free members

Overview of Event Concept: (Description of the activities taking place. This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity)	Cooking meats and other foods (all pre prepared before event, only grilling) on bbq grills supported to avoid touching the ground on the Southampton common,		
Staff Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role)	Prep team for cooking and serving from 13:00 to 17:00 (All with L2 Food hygiene) - Luke Joseph, Matthew, Louis Christophers, Leo Martin, Nina Cleanup Team from 16:30 to end of event - Ryoma Fujiwara, Freddie, Natalia, Akira		
Tech Requirements (For a full list of what you can hire click here)	None		
Facilities Requirements	None all in public areas		
Food Requirements (For full guidance on this click here)	Food cooked over grill suspended with supports to avoid touching the ground and cooked by committee members		
Security & First Aid Requirements (Who are the qualified first aiders in the group should a medical emergency occur?)	Luke Joseph president Leo Martin welfare officer		
Decorations that you are providing	None		
Provisional Budget: (if you would like a more extensive budget tracker click here .)	Total Budget: £100 for ingredients and 40 for grills		
<i>1C) Only Required If External Company/External Speaker On Site For Event</i>			
Business Name:	Business Contact Name:	Email Address:	Contact Number:

Arrival On Site:	Companies Risk Assessment link:	Companies Insurance Link:	Companies Public Liability Information Link:
Departure time:			

If you are inviting a external company or individual on to campus for your event you will be required to submit [this form](#) to legalservices@soton.ac.uk at least 15 working days before the event. For more guidance on this please [click here](#).

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	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All participants and organisers/staff and spectators	2	3	6	Check venue conditions for holes, lumps, and other obstacles.	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 report policy.

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Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or locations 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 Volunteers/ Event Staff the nearest emergency exit routes at the start of a session, and the importance of assisting others to leave calmly in case of an emergency.</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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<p>Setting up/moving or chairs/tables/ other objects in the area. (If Specific bulky equipment list here)</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and attendees</p>	2	3	6	<p>Make Event Volunteers aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables and large objects. 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 move of heavy objects- 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 if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU 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. Follow SUSU incident report policy</p>

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Overcrowding	Physical injury	Event organisers and attendees	1	3	3	Do not push/shove If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. Book during quieter times when less activities taking place on Redbrick/book all available space Inform other bookings on the Redbrick/in the area of the event	1	3	3	Seek medical attention if problem arises With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day Security team may inform police of the event if required (e.g. marches)
Scalds from boiling curry or rice	Hot liquid scalding hands, arms, or lap	Committee & attendees	2	3	6	Lids used during boiling; supervised serving by those with L2 food hygiene	1	2	2	Use long-handled ladles and labelled serving zones

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Electric shock (from rice cookers, kettles, etc.)	Electric shock; potential serious injury	All	2	4	8	PAT-tested equipment; avoid overloading sockets	1	3	3	Extension cables pre-tested; no device swapping during use
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 informed. Follow SUSU incident report policy.

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<p>Reputational Risk:</p> <p>For the club or society, as well as to SUSU and the University</p>	<p>Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students' Union or Southampton University itself.</p> <p>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.</p>	<p>The club, SUSU or the University's reputation</p>	2	1	2	<p>Ensuring all parts of this risk assessment are adhered to.</p> <p>Ensuring that any incidents involving public or others are recorded and addressed.</p> <p>Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.</p>	1	1	1	

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Financial Risk: For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society Members subject to lawsuits SUSU if required to assist.	1	1	1	Clubs and societies required to complete financial forecasting and budget for the year. All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs. SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.	1	1	1	

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<p>Legal Compliance:</p> <p>Club or society activity going against set law.</p> <p>This includes breaches of the freedom of speech act</p>	<p>Fines imposed upon the student group as well as SUSU.</p> <p>Jail sentences.</p> <p>Reputational risk to the student group, SUSU and the wider University</p>	<p>The club or society, committee and members, SUSU or the Wider University.</p>	1	1	1	<p>All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place.</p> <p>All who wish to bring in an external speaker must follow due process, available here</p> <p>This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.</p>	1	1	1	

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<p>Medical Issues:</p> <p>Pre-existing and process for any that appear during</p>	Illness, death	Members, committee	3	5	9	<p>All clubs and societies should have a process for if a medical issue occurs.</p> <p>All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.</p> <p>If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 59331</p>	1	1	1	<p>In an emergency, contact 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>
Charity Fundraising										

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Abuse of Members and Volunteers	Members of the public or students may act violently towards volunteers. Eg: Because they disagree with the cause.	Volunteers and Participants	4	3	12	No Volunteers are ever to be left alone. Always have at least 2 people at a stall or at an Event.	2	3	6	<ul style="list-style-type: none"> Report to SUSU Duty manager and Complete a SUSU incident report Event organisers to call University Security if necessary. <ul style="list-style-type: none"> Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Building 32, University Road Highfield Campus.

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Venue/Location considerations	Require certain licenses/sign off	Organisers, Participates, SUSU	1	4	4	<p>Ensure the venue has the relevant licenses required for your event ahead of time.</p> <p>Ensure your event has the required sign off by the venue's security teams.</p> <p>Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment.</p> <p>On campus</p> <ul style="list-style-type: none"> - Ivy Booking/uni room booking - Risk assessment - Contract <p>Off campus</p>	1	2	2	<ul style="list-style-type: none"> • Event organisers to call University Security if necessary. <ul style="list-style-type: none"> • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 • (Ext: 3311) • Building 32, University Road Highfield Campus.

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Your Fundraising Activity	Add in Anything about your event activity that could be a risk: Eg a DJ, using the stage, performance or a raffle	Add in who this will affect eg: Volunteers, Guests, Members, Genral public				Add in control measures for these risks				Add in Further control measures for these risks
Food										

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Serving and preparation of food	<ul style="list-style-type: none"> Allergies Food poisoning Choking 	All	3	5	15	<ul style="list-style-type: none"> Homemade items to be avoided by those with allergies precautions 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 necessary products 	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team Call for first aid/emergency services a required</p> <ul style="list-style-type: none"> Report incidents via SUSU incident report procedure Follow SUSU incident report policy

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Contamination of food through food preparation.	Illness, Food poisoning, Allergy.	ALL	2	3	6	<ul style="list-style-type: none"> • Ensure all food is prepared in advance and done in a clean and hygienic environment. In line with the level 2 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. 	1	3	3	<ul style="list-style-type: none"> • 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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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 food out for longer than 4 hours. <ul style="list-style-type: none"> • Store all products in a clean sealable container away from raw foods. • Transport cakes in a clean sealable container. 	1	3	3	<ul style="list-style-type: none"> • 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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Food Allergies and Dietary requirements	Illness, Allergic reaction	Customers	3	5	15	<ul style="list-style-type: none"> 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 products sold at the stall. Always use recipes from reputable sources. Make sure to keep any packaging. 	1	5	5	<ul style="list-style-type: none"> 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. For more information on allergens: Providing food at community and charity events Food Standards Agency <p>Follow SUSU incident report policy</p>

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Smoke inhalation	Serious or Fatal injuries as a result of explosion/release of gas or hot oven.	Committee & nearby attendees	2	2	4	<ul style="list-style-type: none"> BBQ held outdoors in open-air area 	1	1	1	<ul style="list-style-type: none"> Position BBQ away from seating and pedestrian flow
Food Temperature	Food poisoning, illness, perished stock	All participants	2	3	6	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> SUSU food hygiene level 2 course available for completion- requests made to activities team Call for first aid/ emergency services a required Report incidents via SUSU incident report procedure <p>Follow SUSU incident report policy</p>

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Use of Knives for Cutting Food	Cuts and injuries	Volunteers and stall operators	2	2	4	<ul style="list-style-type: none"> • 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. 				<ul style="list-style-type: none"> • Call for first aid/ emergency services as required • Report incidents via SUSU incident report procedure. <p>Follow SUSU incident report policy</p>
Alcoholic/External Events										

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Members getting lost or separated. Members leaving an event/activity alone or without notifying others. Travel by car, train, bus, plane when leaving the local area. (if hosting at a external venue)	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees,	3	3	9	<p>If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.</p> <p>Supervision, the event will be run by the society committee These 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>	2	2	4	<p>Follow SUSU incident report policy</p> <p>Call emergency services as required</p>



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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Violent or offensive behaviour	<p>Participants may become violent or offensive due to the consumption of too much alcohol.</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees,	2	5	10	<p>Bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>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</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy</p>	1	3	5	<p>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.</p> <p>Follow SUSU incident report policy</p> <p>Call emergency services as required</p> <p>Follow SUSU incident report policy</p>

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Allergies - food and drink	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	Attendees responsible for own welfare such instances- follow guidelines of venues. First aid requested from bar staff as required.	1	5	5	Call Emergency Services/alert bar staff Follow SUSU incident report policy
Cross-contamination from raw ingredients (e.g. raw meat filling)	Foodborne illness	Attendees preparing food, Cooks	3	3	9	Participants wash hands and wear gloves; preparation supervised	1	2	2	Separate raw and cooked areas; committee handles raw meat preparation where possible
Poor hand hygiene during preparation	Spread of bacteria or contamination	Attendees Cooks	2	3	6	Hand washing before activity; gloves worn	1	2	2	Provide handwashing reminder signage; require glove replacement if removed
Burns from BBQ grill/open flame	Moderate burns requiring medical treatment	Committee & attendees	3	4	12	Only committee members cook; BBQ supervised at all times	1	3	3	Establish exclusion zone around BBQ using tables/ cones/signage

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
	Committee to send copies of all food hygiene training certificates to suactivities@soton.ac.uk	Luke Joseph pres	02/06		
	Committee to read and share SUSU Expect Respect Policy	Luke Joseph	02/06		
	Comittee to display allergen and ingredient list of food sevred	Freddie	05/06		
	Food hygeiene certified member to supervise cooking serving and preperation	Natalie Hirabe	05/06		
					

Print name: Luke Joseph

Date
26/04

Print name: Alfred

Date 26/04

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

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

