

Risk Assessment

Risk Assessment for the activity of	Brothers Family Feud Games Night		Date: 04/12/2025	
Unit/Faculty/Directorate	University of Southampton Islamic Society	Assessor	Ariq Adi Azuan	
Line Manager/Supervisor	Ibrahim Khan	Signed off		
<p>Description of event/activity: A games night featuring a Family Feud–style team competition, involving two teams at a time answering survey-based questions. Event includes projection/screen use, audience participation, and distribution of pizza and drinks.</p> <p>No physical activity is involved beyond normal movement (sitting/standing, walking to collect food).</p> <p>Pizza will be served.</p> <p>Venue Location: 02/1083 Event Time: 19:00 - 22:00 Event Date 04/12/2025 Max No. Attendees: 50</p>				

<i>PART A</i>						
(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	Potential	Who	Inherent		Residual	Further controls (use the risk hierarchy)

Brothers Family Feud Games Night

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 SUSU incident report policy
------------------------	-----------------	--------------------------------	---	---	---	--	---	---	---	---

<p>Setting up of Equipment. E.g. Table and chairs</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<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 	<p>1</p>	<p>3</p>	<p>3</p>	<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 SUSU incident report policy
---	--	---	----------	----------	----------	--	----------	----------	----------	---

<p>Inadequate meeting space- overcrowding, not inclusive to all members</p>	<p>Physical injury, distress, exclusion, blocked exits</p>	<p>Event organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • Committee check on room 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 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Liaise with SUSU reception/activities team on available spaces for meetings • Postpone event where space cannot be found • Look at remote meeting options for members
<p>Activities involving electrical equipment e.g. laptops/ computers</p>	<p>Risk of eye strain, injury, electric shock</p>	<p>Event organisers and attendees</p>	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> • Use only university-approved equipment • No personal extension leads • Ensure no liquids are placed near electrical equipment • Ensure all leads are secured with cable ties/mats etc 	<p>1</p>	<p>4</p>	<p>4</p>	<ul style="list-style-type: none"> • Request support and advice from SUSU IT/Tech teams e.g. via activities team • Seek medical attention as required • Report faulty equipment immediately to SUSU

<p>Food Safety (Pizza / Allergens / Hot Boxes)</p>	<p>Allergic reactions resulting from unclear ingredient information, burns from handling hot pizza boxes, contamination of food if left uncovered, and sickness caused by attendees consuming food without knowing allergen content.</p>	<p>Attendees</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • Provide full allergen information for all pizzas served. • Ensure hot boxes are handled safely and kept away from attendees. • Encourage attendees to check ingredients before eating. • 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 	<p>1</p>	<p>3</p>	<p>3</p>	<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 SUSU incident report policy
--	--	------------------	----------	----------	-----------	--	----------	----------	----------	---

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	4	8	<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: Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311).
Noise levels and shouting	Distress, discomfort or sensory overload for attendees due to loud cheering or shouting during the game, potentially causing panic or prompting individuals to leave the venue unsafely.	Attendees	2	2	4	<ul style="list-style-type: none"> Host to manage overall noise levels during the event. Attendees reminded to remain respectful and maintain reasonable noise. 	1	2	2	<ul style="list-style-type: none"> Any attendee experiencing distress to be assisted by committee members.

Fundraising Events & Cash Handling

Handling & Storing Money-Own Society fundraising	Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss	Members, Participants	3	4	12	<ul style="list-style-type: none"> Not accepting cash, only asking for a donation to the just-giving page Where possible offer option to pre-buy tickets to avoid cash purchases E.g. use of SUSU box office, hire/loan of contactless payment machines 	1	3	3	<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 complete a SUSU incident report
Handling & Storing Money-Charity fundraiser	Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss	Members, Participants, Charity	3	4	12	<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 Details of amounts raised to confirmed to RAG post event. 	2	3	6	<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 Complete a SUSU incident report

Events involving Food	Allergies Food poisoning Choking	All	2	5	10	<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 	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>
-----------------------	--	-----	---	---	----	---	---	---	---	--

						<ul style="list-style-type: none"> 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 				
Falling Objects e.g. banners	Injury Bruising Damage to equipment	Members, visitors	2	3	6	<ul style="list-style-type: none"> Tables to be safely secured by staff where possible – ask for support from facilities team Ensure any items are secured and on a flat surface Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders 	1	2	2	<ul style="list-style-type: none"> Seek medical attention if problem arises Seek support from facilities staff

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Ensure all control measures are implemented	Relevant committee members – president to ensure complete.	Completed	11/10/23 11/10/23	
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	Completed	11/10/23 11/10/23	
3	Ensure all electrical equipment is in good working order and no faults	Committee member(s) in charge of event	Completed	11/10/23	
4	Ensure first aid kit present in room	Committee member(s) in charge of event	Completed		
5	Ensure games room is well ventilated	Committee member(s) in charge of event	Completed		
Responsible manager's signature:				Responsible manager's signature:	
Print name: Ariq Adi Azuan			Date: 23/11/2025	Print name: Ibrahim Khan	
				Date: 23/11/2025	

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	

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, bone bruise, or minor medical support.	
4	Major	Injuries or illness e.g. broken bone, or multiple serious injuries requiring hospital admission or significant time off work.	
5	Severe	Injuries or illness e.g. multiple serious injuries requiring hospital admission or significant time off work.	

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

L
I
K
E
L

5

4

Risk process

- Identify the impact and likelihood using the tables above.
- Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

h
o
d

3
2
1

1 2 3 4

i

