

Risk Assessment			
Risk Assessment for the activity of	SUSU Baking Society General Activity throughout the academic year 2026-27, including ○ Meetings ○ Socials ○ Information stands ○ Workshops		Date 17/08/26
Group name	SUSU Baking Society	Assessor	Xenon Mirza
Supervisor	Rachael Hynard	Signed off	SUSU USE ONLY
Description of event/activity	Baking society weekly meetings. Involves coming together each week to share baked good prepared based on the weekly theme. Most activities entail chatting together and completing baking related activities (Baking kahoots, ranking games etc). Meetings take place on campus, within a booked room. Equipment used during weekly meetings; computer/smartboard and whiteboard. Workshops are planned during the year where society members can take part in a guided baking session, these will take place off campus, usually within a community centre with cooking facilities or similar. Equipment used during workshops; oven, sink, microwave, hob, kitchen utensils. The society will occasionally organise social events such as Christmas meals/ themed events that may involve the consumption of alcohol.		

(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	Incidence	Severity			Likelihood	Incidence	Severity
General Considerations (including group meetings)										

Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	All boxes, equipment and other trip hazards such as bags will be stored away from main meeting area, e.g. stored under tables.	1	3	3	Seek medical attention immediately if the injury is serious or individual is in a lot of discomfort. Call 999 during 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.				
						Ensure any spilled food products/objects are cleaned up swiftly and efficiently in the meeting area. If there are any trip hazards that cannot be easily removed by committee members then it will be reported to facilities teams asap and marked off with hazard signs.				

Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	2	5	10	Committee members leading the session must ensure they are aware of and fully understand the location's fire procedures. Committee members leading must ensure that all fire exit routes are clearly highlighted and report any issues immediately to SUSU. 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. Emphasise to participants the risk of bringing in potential fire risks into the sessions such as candles or sparklers on the baked goods. 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 committee members and in teams. 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

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. Use ticketing system (SUSU Box Office) for regular sessions/meetings to avoid exceeding venue capacity. Ensure space meets needs of members e.g. considering location & accessibility of space (use AccessAble database to check accessibility information of venues). Additionally, could make clear to the members that if any accessible requirements are needed to notify the Welfare Officer.	1	3	3	Seek medical attention if problem arises. Co-operate with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings. Postpone meetings where space cannot be found to prevent overcrowding. 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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						If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible. Provide remote meeting options for members where possible.				
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

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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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants, Members of the public	2	1	2	Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. Choose a theme unlikely to cause offence and with each theme declare that members must be respectful and choose costumes that is not likely to offend others. Any participant wearing items deemed offensive asked to remove these. Society to follow and share with members Code of Conduct/SUSU Expect Respect policy.	1	1	1	SUSU Expect Respect policy to be followed. Committee WIDE training. Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide
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Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers, event attendees	2	4	8	Members are responsible for their individual safety though and are expected to act sensibly. Initiation behaviour not to be tolerated and drinking games to be discouraged. For socials at bars/pubs etc., bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. Where possible 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 Committee to select 'student friendly' bars/clubs and	1	3	3	For anyone who is too intoxicated it will be suggested to them that they should return home rather than continue the social. Taxis will be called if required (look at SUSU Safety Bus, Radio Taxis options). Potentially send a follow up message to make sure they got home safely. Follow SUSU incident reporting guide Call emergency services as required 111/999. Welfare Officer to complete WIDE training.
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					contact them in advance to inform them of the event. Committee to advise and remind members to always watch their own drinks. Society to follow and share with members Code of conduct/SUSU Expect Respect policy.				
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Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control	Event organisers, event attendees,	2	5	10	Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event. Bouncers/trained staff in pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious/unusual behaviour to staff. Participants encouraged to stay with a nominated 'buddy' where possible. The organisers have confirmed the premise is licensed. Action organizers (Part B). 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.	2	3	6	Members are responsible for their individual safety and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should 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 reporting guide
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					Members/participants are advised to watch their own drinks. <u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</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. Event organisers will be available to direct people between venues. Attendees will be encouraged to identify a 'buddy', this will make it 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 in to the road. Anybody in the group who is very drunk or appears unwell	2	3	6	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 duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide
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					and therefore not safe should be encouraged to go home ideally with someone else. 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.				
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Travel by car, train, bus, plane when leaving the local area.	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	2	5	10	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. 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). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.	1	5	5	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.	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. Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event. Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.	2	2	4	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 <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	Bouncers/security will be present at most licensed venues. Bar/venue security staff will need to be alerted and emergency services called as required. Do not personally engage with any violent behaviour. Stay safe and move members away from the situation if possible, inform the bar staff/police if necessary. 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. Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.	1	3	5	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.
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						Society to follow and share with members Code of conduct/SUSU Expect Respect policy.				
Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees,	3	4	12	Lead organiser to check the weather are suitable for activities on the day. Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites. In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, and to hydrate (especially if drinking alcohol).	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 reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident reporting guide

Events involving Food	Allergies Food poisoning Choking	All	3	5	15	All member allergies made aware to committee, and members to clearly say what key allergens there are in their bakes. Committee members to be first aid trained and have knowledge of what to do if anyone chokes or has an allergic reaction Members to make committee aware of any allergies that they suffer with. Only order/buy food at establishments with appropriate food hygiene (EHO) 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	2	5	10	SUSU food hygiene level 2 course available for completion- All committee members are to complete this before brining a bake to any meeting – ongoing reminders. Using sticky notes to write the common allergens of each individuals bakes on during sessions. Allergen reminders during sessions, members with allergy's are encouraged to bring their own medication, i.e. Epi-pen Call for first aid/emergency services a required . Report incidents via SUSU incident report procedure.
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					hands regularly using warm water and soap, refrigerate necessary products. For store-bought items/snacks, keep packaging to hand for ingredient and allergen information. Participants to have a full understanding of the ingredients within the bake that they are bringing into the meeting.				
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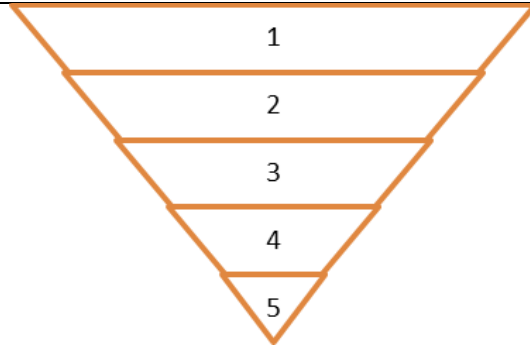
Information stand at Societies Fair and Open Days	Overcrowding at stall. Potential injury in table set up. Food associated risks if provided.	Event attendees Committee members SUSU staff	2	3	6	Two committee members to set up stall and two committee members to be present on stall at all times. Previous slips, trips and falls section to be followed. Committee will cooperate with SUSU staff to ensure adequate crowd management. No food will be provided. Secure displays appropriately so they do not become a hazard. All previous risk assessment control measures to be followed.	1	2	2	
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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	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: • Trips and Tours • Baking workshops • Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities (if need arises)	Relevant committee members – president to ensure complete.	10/09/2026		

2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	28/09/2026		
3	Committee and all members to complete SUSU Level 2 Food hygiene course.	Relevant committee members – president to ensure complete.	16/10/2026		
4	Selected committee members to attend first aid training offered by SUSU at start of term	Committee members	10/09/2026		
Responsible committee member signature 1:				Responsible committee member signature 2:	
				<i>Francesca Gibbons</i>	

Print name: Rachael Hynard	Date: 03/09/2026	Print name: Francesca Gibbons	Date: 03/09/2026
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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	
•	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					

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