

This Document Contains both Part 1: Event Plan & Part 2: Risk Assessment. Both parts are required to be completed by the organising group. You will also need to complete a charity form linked [here](#).

| Part 1 | | | |
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| Event Plan | | | |
| 1A) Contact Information: | | | |
| Main Contact For The Event: Oluwalano Adebayo | Email Address for Main Contact: oa2u24@soton.ac.uk | Club or Society: Black Women's Project | Contact Number: 07445 668914 |
| 1B) Event Information: | | | |
| Event Name: Career's Conference | Event Date: 14/03/26 | Event Venue/Venues: Sir James Matthew Building | Total Attendees: 40 to 50 (depending on ticket sales) |
| Event Timings: | Set Up: 8:30AM Event Start: 10:30AM Event End: 15:00 PM Pack Down: 16:00PM | | |
| Event Break down: (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.) | <p>A professional development conference dedicated to supporting Black women by providing representation across creative and corporate industries. It will take place in the Sir James Matthew Building and will start at 10:30 AM but we will be there before to set up.</p> <ul style="list-style-type: none"> - Format & Activities: The schedule includes a keynote speaker, two moderated panel discussions from external speakers, and an interactive career reflection and goal-setting workshop, there would also be LinkedIn headshots provided, 1:1 CV sessions and a networking lunch. The risk assessment covers all locations. The organisers of this event will have the contact details of a UoS staff member from the Student Enterprise team as a point of contact for the duration of the event. This staff member will be onsite and based in the nearby Student Enterprise Zone (the Junction). - This risk assessment should be used in conjunction with any other risk assessment available for use in certain locations. Where events involve external providers, this risk assessment should be used in conjunction with risk assessments provided by the external providers and does not supersede any control measures contained within. | | |

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| | <p>- Panellist Expertise: Panellists represent diverse sectors including Engineering, Healthcare, Politics, Law, Tech, Finance, and Creative Media.</p> <p>ALL SPEAKERS AT THE EVENT HAVE FILLED IN THE EXTERNAL SPEAKERS FORM AND IT WILL BE 13 PEOPLE</p> | | |
| <p>Is this a Ticketed Event? If so please state the Name of the ticket on Boxoffice:</p> <p>You can set up Box-office tickets through your group's hub page for guidance on this click here:</p> | <p>Black Women's Project Careers Conference</p> | <p>How Much Are your Tickets? And how many are available?</p> | <p>Non-members: £5 Members: £3.50</p> <p>30 (based on the venue)</p> |
| <p>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)</p> | <ul style="list-style-type: none"> • Event Purpose: A professional development conference dedicated to supporting Black women by providing representation across creative and corporate industries. • Format & Activities: The schedule includes a keynote speaker, two moderated panel discussions, and an interactive career reflection and goal-setting workshop. • Networking & Support: Features dedicated stations for professional headshots and 1-to-1 CV reviews with industry professionals. • Panellist Expertise: Panellists represent diverse sectors including Engineering, Healthcare, Politics, Law, Tech, Finance, and Creative Media. • Catering: A buffet-style or catered meal is provided to facilitate informal networking between attendees, committee members, and speakers. <p>ALL SPEAKERS AT THE EVENT HAVE FILLED IN THE EXTERNAL SPEAKERS FORM AND IT WILL BE 13 PEOPLE</p> | | |
| <p>Organisers Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role)</p> | <p>Oluwalano Adebayo (Co-Presdient) , Skye Bentum-Siripi (Event Coordinator), Jemima Jemide (Event Coordinator), Rachel Amo-Yartey (Co-president), Manessa Asomaning (Secretary), Blessing, Pelumi Odushile (Social Media Lead), Funmi Adelaja (Social Media Lead), Erin Elonge (Treasurer)</p> | | |
| <p>Food Requirements</p> | <p>Food will be Provided by UoS Hospitality and External Caterers (following the university guidelines)</p> | | |

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| (For full guidance on this click here) | | | |
| Security & First Aid Requirements (Who are the qualified first aiders in the group should a medical emergency occur?) | Erin Elonge (Treasurer) | | |
| Provisional Budget: (if you would like a more extensive budget tracker click here .) | Total Budget: £500 Venue Hire: £120 - covered by student Enterprise Food: £300 | | |
| 1C) Only Required If External Company/External Speaker On Site For Event | | | |
| Business Name: ALL SPEAKERS AT THE EVENT HAVE FILLED IN THE EXTERNAL SPEAKERS FORM AND IT WILL BE 13 PEOPLE | Business Contact Name: ALL SPEAKERS AT THE EVENT HAVE FILLED IN THE EXTERNAL SPEAKERS FORM AND IT WILL BE 13 PEOPLE | Email Address: ALL SPEAKERS AT THE EVENT HAVE FILLED IN THE EXTERNAL SPEAKERS FORM AND IT WILL BE 13 PEOPLE | Contact Number: ALL SPEAKERS AT THE EVENT HAVE FILLED IN THE EXTERNAL SPEAKERS FORM AND IT WILL BE 13 PEOPLE |
| Arrival On Site: 10:00AM Departure time: 16:00PM | Companies Risk Assessment link: ALL SPEAKERS AT THE EVENT HAVE FILLED IN THE EXTERNAL SPEAKERS FORM AND IT WILL BE 13 PEOPLE | Companies Insurance Link: ALL SPEAKERS AT THE EVENT HAVE FILLED IN THE EXTERNAL SPEAKERS FORM AND IT WILL BE 13 PEOPLE | Companies Public Liability Information Link: ALL SPEAKERS AT THE EVENT HAVE FILLED IN THE EXTERNAL SPEAKERS FORM AND IT WILL BE 13 PEOPLE |
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| PART 2A | | | | | | | | | | | |
|--------------------------------|--|---|----------------------------|---------------|--------------|--|----------------------------|---------------|--------------|---|--|
| (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 | | |
| Adverse Weather | <ul style="list-style-type: none"> • Injury • Illness • Slipping • Burns | All who attend | 4 | 3 | 12 | <ul style="list-style-type: none"> • Lead organiser to check the weather are suitable for activities on the day • SUSU/UoS Facilities team checks of buildings and spaces prior to the event • 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, hydrate | 4 | 1 | 4 | <ul style="list-style-type: none"> • 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 report policy | |

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| | | | Likelihood | Impact | Score | | Likelihood | Impact | Score | | |
| 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 protest area, e.g. stored under tables Floors to be kept clear and dry, and visual checks to be maintained throughout the event 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 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 if in need Contact facilities team via SUSU reception 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 | |

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| 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 | | |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Event organisers and attendees | 2 | 3 | 6 | <ul style="list-style-type: none"> • Make stall operators aware of the potential risks, follow manual handling guidelines • Ensure that 2 people carry tables. • Setting up tables will be done by organisers. • Work in teams when handling other large and bulky items. | 1 | 3 | 3 | <ul style="list-style-type: none"> • Seek assistance if in need of extra help from facilities 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 | |

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| Overcrowding | Physical injury | Event organisers and attendees | 2 | 4 | 8 | <ul style="list-style-type: none"> 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 | 4 | 4 | <ul style="list-style-type: none"> 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) 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 |
| Disturbance to public, students and staff | Conflict, noise, crowds | Event organisers and attendees, general public | 2 | 2 | 4 | <ul style="list-style-type: none"> Events planned for redbrick avoiding residential areas UoS Security Teams informed of the event Everybody will be encouraged to stay together as a group | 1 | 2 | 2 | <ul style="list-style-type: none"> With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk |

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| 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 | |
| | | | | | | <ul style="list-style-type: none"> shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons) | | | | <ul style="list-style-type: none"> Inform UoS/SUSU communications team of the event- can brief others via SUSSEED |

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|---|--|--------------------------------|---|---|---|--|---|---|---|---|
| Counter protest, discrimination against the demonstration | Assault, Violence or threatening/ Aggressive Behaviour | Event organisers and attendees | 2 | 4 | 8 | <ul style="list-style-type: none"> • Event planned for Highfield campus- a route well signposted and known for students • Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues • Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts • Participants made aware they could join and leave the event at any time. • Ensure that people are aware that this is an open space for discussion to discourage protest. | 1 | 4 | 4 | <ul style="list-style-type: none"> • Event organisers to call University Security if necessary. • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) • Building 32, University Road Highfield Campus. • Any incidents will be reported via UoS reporting tools • Contact emergency services if needed • Organisers will, following the event, share relevant information on support/signpost via social media channels etc. |
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| 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 | | |
| Talks/debates - subjects that could be sensitive or personal to some members | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed. | Members | 2 | 3 | 6 | Prior information about event and what to expect given out so participants know what to expect. Members made aware they could leave the event at any time. Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members) SUSU reporting tool available | 1 | 3 | 3 | <ul style="list-style-type: none"> Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter Committee Wide Training Seek guidance from activities/SUSU advice centre/UoS enabling team as required committee WIDE training | |

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| 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 | |
| (Additional hazards if applicable) | (possible consequences) | (who may be affected) | | | | <ul style="list-style-type: none"> (Control Measures) | | | | <ul style="list-style-type: none"> (Additional measures) |

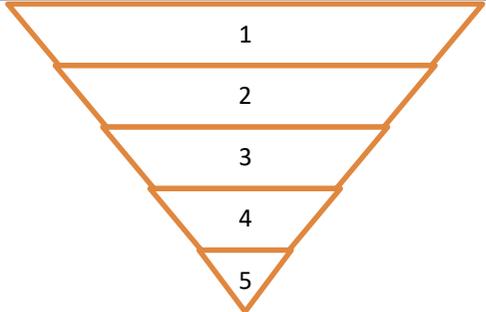
PART 2B - Action Plan

Risk Assessment Action Plan

| Part no. | Action to be taken, incl. Cost | By whom | Target date | Review date | Outcome at review date |
|-----------------|--|----------------|--------------------|--------------------|-------------------------------|
| 1 | Weather check, committee will be keeping an eye on the weather forecast and will confirm if the event can go ahead | Oluwalano | 09/03/26 | | |
| 2 | UoS Security Team and SUSU Activities team informed of demonstration date and times | Rachel | 09/03/26 | | |
| 3 | Demonstration purpose shared with participants-shared via social media channels | Pelumi | 09/03/26 | | |
| 4 | Committee to read and share SUSU Expect Respect Policy | Oluwalano | 09/03/26 | | |

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| 5 | Create a menu for drinks that will be present, including potential allergies | Jemima | 09/03/26 | | |
| Responsible committee member signature:  Print name: Skye Bentum-Siripi Date: 06/03/26 | | | Responsible committee member signature:  Print name: Oluwalano Adebayo Date: 06/03/26 | | |

Assessment Guidance

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| 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 | |

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|------------|---|--------|----|----|----|----|
| 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 | | | | |

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 |

