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:

Main Contact For The Event:	**Email Address for Main Contact:**	**Club or Society:**	**Contact Number:**
Nishi Amin	na6g23@soton.ac.uk	ESN	07442 175871

1B) Event Information:

Event Name:	**Event Date:**	**Event Venue/Venues:**	**Total Attendees:**
ESN Quiz Night	23/11/2026	University, Highfield Campus Room 58 / 1023 (L/R G)	Estimated 25

Event Timings:	**Set Up: 6:00pm** **Event Start: 7:00pm** **Event End: 9:00pm** **Pack Down: until 9:30pm**		
Event Break down: (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	• 6 question rounds with different themes • Food provision: Pizza, snacks, non-alcoholic drinks (fizzy drinks and squash – members will be made aware that they are not to bring alcoholic drinks to the event)		
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 'ESN Quiz Night'	**How Much Are your Tickets? And how many are available?**	ESN Cardholders = £5 Non-ESN Cardholders = £7
Overview of Event Concept: (Description of the activities taking place. This includes everything happening at your	• Reserve a lecture theatre / the classrooms • Bethany can make answer sheets • Do interest form for people to sign up		

event eg: fundraising, food provision and any performance or sporting activity)	• Pizza (+ snacks)
	  ○ Dominoes/ Kebab shop?
	• Take 1 round per committee member – roughly 10 questions per round
	  ○ Music - olivia
	  ○ Christmas around the world- bethany
	  ○ picture round – doug
	  ○ British culture - frankie
	  ○ General knowledge – nishi
	  ○ Countries / capital cities - emer
	• Prize – box of heroes / celebrations etc

Staff Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role)	Nishi – President Olivia – Vice President Doug – Treasurer Bethany – Welfare Rep Frankie – Events manager
Food arrangements (For full guidance on this click here)	Dominoes Pizza Send out form for dietary requirements and order accordingly
Security & First Aid arrangements (Who are the qualified first aiders in the group should a medical emergency occur?)	Nishi, Olivia, Frankie
Provisional Budget: (if you would like a more extensive budget tracker click here.)	£50

1C) Only Required If External Company/External Speaker On Site For Event

Business Name:	**Business Contact Name:**	**Email Address:**	**Contact Number:**

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

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 2												
(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												

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. 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, 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. 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	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. SUSU incident reporting guide

Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. 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. Consider accessibility requirements	1	4	4	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 report policy.SUSU incident reporting guide
Setting up/moving or chairs/tables/other objects in the area.	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	Make Event Volunteers aware of the potential risks, follow manual handling guidelines Ensure that at least 2 people carry tables and large objects. Setting up tables will be done by organisers.	1	3	3	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

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
						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.				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

Overcrowding	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	Do not push/shove Book during quieter times when Clowns Wine Bar will be closed. Maximum capacity will be confirmed with Clowns Wine Bar management prior to the event. Two designated committee members will monitor attendance at the entrance. Entry will be restricted if the agreed capacity is reached. Committee members will ensure emergency exits and access routes remain unobstructed throughout the event. Ensure space meets needs of members e.g. considering location & accessibility of space (use AcessAble database to check accessibility information of venues). If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	1	3	3	Seek medical attention if problem arises 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 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). Welfare Officer to complete WIDE training.

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						Committee to consult members on needs and make reasonable adjustments where possible				

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Electronics	Risk of eye strain, injury, electric shock	Committee 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

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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. Follow SUSU incident reporting guide

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Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents during club or society activity could pose a reputational risk to the club, 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 intro disrepute.	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring that any incidents involving public or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) 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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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	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide

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Legal Compliance: Club or society activity going against set law. This includes breaches of the freedom of speech act	Fines imposed upon the student group as well as SUSU. Jail sentences. Reputational risk to the student group, SUSU and the wider University	The club or society, committee and members, SUSU or the Wider University	1	1	1	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. All who wish to bring in an external speaker must follow due process, available here This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide

Medical Issues: Pre-existing and process for any that appear during	Illness, death	Members, committee	3	5	15	All clubs and societies should have a process for if a medical issue occurs. 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. If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 59331	1	3	3	In an emergency, contact 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide
Fundraising										
Handling and Storing Money – towards Erasmus Student Network Funds	Theft, Individuals being mugged.	Members and Participants	3	4	12	All tickets to be bought through Box Office No cash transactions Clearly state the purpose of fundraising activity on fundraising platform used.	2	3	6	No Cash to be accepted at all. Clubs and Societies are not to use Personal Card machines to take payments. Follow SUSU incident reporting guide

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Harassment or inappropriate behaviour	Attendees may experience harassment, discrimination or unwanted physical contact, resulting in emotional distress/physical harm.	Event attendees, committee members, venue staff.	2	3	6	All participants will be expected to adhere to SUSU's code of conduct and expect respect policy. The club's welfare officers will be available to support attendees throughout the event. Any concerns regarding inappropriate behaviour will be taken seriously.	1	3	3	Any incidents will be reported to SUSU through the incident reporting form. Emergency services will be contacted where necessary.

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	• Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss	Members and Participants	3	4	12	Southampton RAG procedures will be followed: • Charity Event form completed, and RAG approval will be given • All food hygiene certificates and event risk assessment to be approved by activities team • Sum-up Card machine to be requested and collected from SUSU reception. • Should not be storing money. ALL donations to be taken via Sumup Machine or Just Giving Pages	2	3	6	No Cash to Be Accepted at all. No card machines to be left unattended. No Volunteers to be left alone with the card machine In the event of theft committee members will: • Highlight the incident to any community police officers in the area/report to 101 • Report to SUSU Duty manager and Complete a SUSU incident report	

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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	• Report to SUSU Duty manager and Complete a SUSU incident report
										• 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.

Venue/Location considerations	Require certain licenses/sign off	Organisers, Participates, SUSU	1	4	4	Ensure the venue has the relevant licenses required for your event ahead of time. Ensure your event has the required sign off by the venue's security teams. Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment. On campus - Ivvy Booking/uni room booking - Risk assessment - Contract Off campus - Risk assessment - Any bookings/contracts with external providers.	1	2	2	• 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. • Follow SUSU incident reporting guide
Lone working	Stolen goods, injury to individual misuse of card reader.	Volunteers	3	3	9	Ensure no one is left alone as a volunteer at a fundraising event especially if using a Sum-up Card reader. Event led to brief volunteers to operate the card readers in pairs and briefed on how to	3	1	3	• Event organisers to call University Security if necessary. • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 • (Ext: 3311)

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						handle situations surrounding these.				• Building 32, University Road Highfield Campus. • Follow SUSU incident reporting guide

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Quiz host will be using a microphone	Inappropriate language, electrical hazards, volume too loud	Organisers, participants	2	2	4	Only SUWPC committee will be using the microphone, and it will be turned off/monitored at all times. Speakers will be placed a safe distance away from nearest participants to ensure no excess volume experienced. Set up will be achieved in line with SUSU rules and with help from those who have used before. Ensure no liquids near equipment. Ensure all cables are secured and not causing trip hazards.	1	2	2	Request support and advice from SUSU IT/Tech teams e.g. via activities team

Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	Lead organiser to check the weather is suitable for activities on the day The event lead will assess weather conditions 24 hour before the event and again on the day. If severe weather creates unacceptable risk to attendees travelling to/from the venue, the event will be postponed/cancelled. 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 If Cancellation is required ensure all relevant parties are contacted. SUSU – subookings@soto.ac.uk Uni – roombookings@soton.ac.uk	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

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						Or your external contacts.				
External Events										
Violent or offensive behaviour	Participants may become violent or offensive due to the consumption of too much alcohol. Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	Alcohol will not be served at this event. 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 Society to follow and share with members Code of conduct/SUSU Expect Respect policy	1	3	3	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 report policy Call emergency services as required

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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 I such instances- follow guidelines of venues. First aid requested from bar staff as required.	1	5	5	Call Emergency Services/alert bar staff • For more information on allergens: Providing food at community and charity events | Food Standards Agency Follow SUSU incident report policy

Serving and preparation of food	• Allergies • Food poisoning • Choking	All	3	5	15	• Homemade items to be avoided by those with allergies • precautions should be made by those with appropriate food hygiene training (Level 2 +) – Olivia • Only order/buy food at establishments with appropriate food hygiene rating - Domino's • 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 • All allergens to be displayed with products	1	5	5	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 Follow SUSU incident report policy
Contamination of food through food preparation.	Illness, Food poisoning, Allergy.	All	2	3	6	• Ensure all food is prepared in advance and done in a clean and hygienic environment. In	1	3	3	• SUSU food hygiene • level 2 course available for completion- requests made to activities team

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						line with the level 2 food hygiene training. • Ensure all ingredients used when making items are withing there used by or best before dates. • Ensure all frozen food is thoroughly defrosted before use. • Endeavour to not cross contaminate foo such as nuts and let customers know if cross contamination is a possibility.				• Call for first aid/emergency services a 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. • Store all products in a clean sealable container away from raw foods.	1	3	3	• 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 Follow SUSU incident report policy

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Stock/Food Falling	Physical Injury, Illness, Food poisoning	All Participants	3	2	6	• Ensure all stock is stored correctly, not stacked to high and secured in place. • If any products fall that these are not sold and disposed of in food waste.	1	2	2	• Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure. • SUSU food hygiene level 2 course available for completion- requests made to activities team Follow SUSU incident report policy	

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Food Temperature	Food poisoning, illness, perished stock	All participants	2	3	6	• 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	• 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 Follow SUSU incident report policy

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Use of Knives for Cutting Food	Cuts and injuries	Volunteers, members and stall operators	1	1	1	• NO knives will be brought onto campus. All cakes will be precut				• Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure. Follow SUSU incident report policy

PART 2B– Action Plan

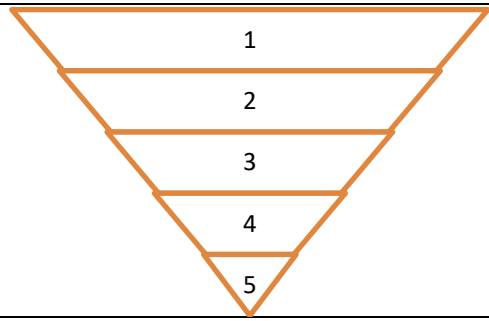
Risk Assessment Action Plan

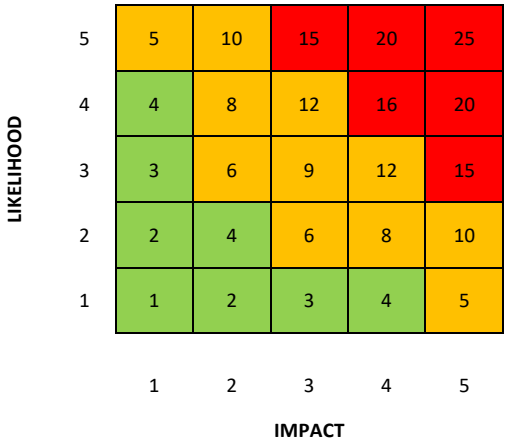
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
2	Committee to Read and share SUSU Expect respect policy	Bethany	16/11/2026	20/11/2026	
1	Check venue conditions (for obstacles and hazards), equipment (including all electrical	Frankie	23/11/2026	23/11/2026	

	equipment to be used) and relevant emergency plans for the building (to ensure understanding).				
1	Reputational risks to be avoided through communication with committee about guidelines and expectations for the day.	Nishi	23/11/2026	23/11/2026	
2	Confirm venue first aid arrangements and emergency procedure.	Olivia	16/11/2026	16/11/2026	

Responsible committee member signature: Olivia Witczak Print name: Olivia Witczak Date 10/11/2026	Responsible committee member signature: Print name: Nishi Amin Date 10/11/2026

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	



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