

Part 1

Event Plan

1A) Contact Information:

Main Contact For The Event: Sonny Pedcenko	Email Address for Main Contact: sp10g22@soton.ac.uk	Club or Society: Southampton University Photography Society (SUPS)	Contact Number: 07778148413
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1B) Event Information:

Event Name: LGBTQ+ Pride Photography Exhibition	Event Dates: 6 th -10 th October 2025	Event Venue/Venues: Concourse	Total Attendees: N/A – open to public
Event Timings:	Set Up: 9am Monday 6 th October Event Start: ~10am Monday 6 th October Event End: ~5pm Friday 10 th October Pack Down: ~5pm Friday 10 th October		
Is this a Ticketed Event? If so please state the Name of the ticket on Boxoffice:	No	How Much Are your Tickets? And how many are available?	N/A
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)	A photography exhibition following an open photo submission, allowing amateur student photographers to showcase their work and celebrate LGBTQ+ Pride. This showcase will be open to the public – anyone who has access to the SUSU concourse.		
Staff Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role)	Event lead: Sonny Pedcenko Supporting Committee: Terrence Lau, Alfred Bestford, Daniel Powers, Qi Qi Chew		
Tech Requirements & Facilities Requirements	Black Drape Wire & Hooks for hanging frames		

Food Requirements (For full guidance on this click here)	N/A
Security & First Aid Requirements (Who are the qualified first aiders in the group should a medical emergency occur?)	As the exhibition will be open access and largely unsupervised, in case of a medical emergency there will be a reliance on present SUSU staff.
Decorations that you are providing	Photographs and frames
Provisional Budget: (if you would like a more extensive budget tracker click here .)	£200 for photo printing and frames

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 Exhibition 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	<p>Check venue conditions for holes, lumps, and other obstacles.</p> <p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.</p> <p>Extra vigilance will be paid to make sure that any broken objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If it cannot be removed, mark it off with hazard signs.</p>	1	3	3	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy. SUSU incident reporting guide</p>
Setting up/moving or chairs/tables/other objects in the area.	Bruising or broken bones from tripping over table and chairs.	Event organisers	2	3	6	<p>Make Event Volunteers aware of the potential risks, and follow manual handling guidelines</p> <p>Setting up tables will be done by the organisers.</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>

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						Work in teams when handling tables or other large and bulky items. Make sure all who are helping feel comfortable with the level of physical strain required.				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

Overcrowding	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<p>Do not push/shove</p> <p>If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.</p> <p>If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.</p> <p>Committee to consult members on needs and make reasonable adjustments where possible</p>	1	3	3	<p>Seek medical attention if problem arises</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.</p> <p>Follow SUSU incident reporting guide</p> <p>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.</p> <p>Welfare Officer to complete WIDE training.</p>
Accessibility: Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of consideration of accessibility needs and requirements.	Participants, committee	1	5	5	<p>All areas chosen for activity will have their suitability checked.</p> <p>The committee will consider all accessibility requirements and ensure</p>	1	5	5	<p>In case of an emergency, call the emergency services on 999.</p> <p>If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.</p>

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	They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.					that the area chosen is as accessible as possible.				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

Reputational Risk: For the club or society, as well as to SUSU and the University	Controversial social media posts, or displayed photographs that bring the clubs/societies, SUSU or the University's name into disrepute.	SUPS, SUSU or the University's reputation	2	1	2	<p>Ensuring all parts of this risk assessment are adhered to.</p> <p>Ensuring that any incidents involving the 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 and that they need to adhere to SUSU's Code of Conduct.</p> <p>Official marketing for the event and displayed artworks will be moderated and selected by SUPS committee to ensure that they are appropriate for public viewership.</p>	1	1	1	<p>Ensure that any incidents involving the public or others are recorded and addressed.</p> <p>Follow SUSU incident reporting guide</p>
Financial Risk: For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	<p>Club or society activity costing more than planned, weakening their financial position.</p> <p>Incidents with members of the public, participants, staff or members causing</p>	<p>The club or society</p> <p>Members subject to lawsuits</p> <p>SUSU if required to assist.</p>	1	1	1	<p>Clubs and societies required to complete financial forecasting and budget for the year.</p> <p>SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided</p>	1	1	1	<p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Follow SUSU incident reporting guide</p>

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	lawsuits and financial penalties.					upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.				
Medical Issues: Pre-existing and processes for any that appear during	Illness, death	Members, committee	3	5	9	All should know the location of the nearest first aider. Members do not need to disclose medical information to the committee (GDPR), but all committee members should know how to find a first aider and help quickly. Contact SUSU reception. If no one can be found, contact campus Security – 02380 59331	1	1	1	In an emergency, contact 999. Any incidents need to be reported as soon as possible, ensuring the duty manager/health and safety officers have been informed. Ensure that any incidents involving the public or others are recorded and addressed. Follow SUSU incident reporting guide

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Abuse of Members, Volunteers and Damage to Exhibited Materials	Members of the public or students may act violently towards volunteers or damage displayed artwork. Eg: Because they disagree with the cause.	Volunteers and Participants	4	3	12	<p>Event organisers set up in small groups and not alone.</p> <p>Viewers discouraged from touching artworks via displayed notices.</p> <p>Any damage reported to SUSU or a present committee member.</p>	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, Participants, SUSU	1	4	4	Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment.	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. Follow SUSU incident reporting guide
Considerations for Photo Submission										
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.	Photographers, members of the public	4	3	12	Participants responsible for their own safety when commuting to photoshoot locations.	2	2	4	Contact emergency services as required 111/999 or seek other medical attention if able/required.

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Violent or offensive behaviour	Members of the public may act violently towards participants e.g. Pride march protesters.	Photographers	2	5	10	If taking pictures at a pride event, members will be responsible for their own safety, but should be encouraged not to attend events alone or make trusted people aware of their location. Local event staff will need to be alerted, and emergency services called as required.	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. Call emergency services as required.



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Lone working	Injury, getting lost, distress, and lack of assistance in case of emergency	Photographers	3	3	9	<p>If possible, do not do the activity alone.</p> <p>We advise against doing any activity in the dark.</p> <p>Tell a trusted friend or family member where you're going, how long you plan to be there and the best ways to contact you while you're out. Should something happen and you haven't returned on time, this person can begin to take action to locate you</p>	2	2	4	<p>Carry a mobile phone.</p> <p>Let someone know where you are going and when you are expected back.</p> <p>Contact emergency services as required 111/999</p> <p>Incidents are to be reported on as soon as possible, ensuring the duty manager/health and safety officer has been informed.</p> <p>Follow SUSU incident report policy</p>

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Theft of property	Theft, individuals being robbed, loss/misplacement leading to financial loss.	Photographers	3	4	12	<p>Where possible, travel by car rather than on foot.</p> <p>Ensure equipment is not visible/advertised when out in public.</p> <p>Equipment not to be left unattended, including in a vehicle if possible.</p> <p>Participants will prioritise their own safety and are advised not to confront any potential thief. If confronted will give up the equipment.</p> <p>Only take the tools you need for the job at hand, so there's not excess kit lying around.</p>	2	3	6	<p>Keep a record of your equipment information so that if it does go missing, you have accurate descriptions of the model, serial number and any other identifying information that may help in recovery.</p> <p>Insure personal gear where possible.</p> <p>Carry a mobile phone.</p> <p>Highlight the incident to any community police officers in the area/report to 111.</p> <p>Follow SUSU incident report policy</p>

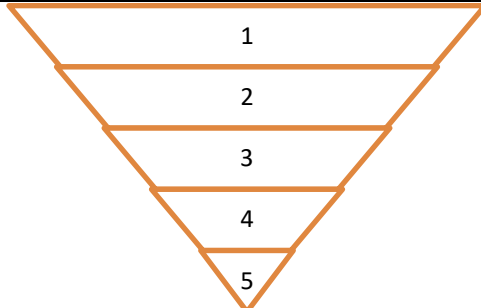
PART 2B- Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Purchase picture frames that are unlikely to break, e.g. have a plastic frame and front panels.	Relevant committee	22/09/25		
2	Inform the SUSU activities team of the number of artworks that will be displayed.	President	15/09/25		

Responsible committee member signature: Print name: SONNY PEDCENKO	 Date 05/09/25	Responsible committee member signature: Print name: Terrence Lau	 Date 05/09/2025
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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					

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

