

This document contains both 'Part 1: Event Information' AND 'Part 2: Risk Assessment'. Both parts are required to be completed by the organising group.

Part 1			
Event Information			
<i>1A) Contact Information:</i>			
Main Contact for The Event: Southamptoncrown@justice.gov.uk	Email Address for Main Contact: sspcsoc@soton.ac.uk	Club or Society Name: Sociology, Social Policy and Criminology society (SSPC)	Contact Number: 02380 213223 (courts) 07546256073 (Alfie, social sec)
<i>1B) Event Information:</i>			
Event Name: Crown Court Visit	Event Date: 03/03/26 & 17/03/26	Event Venue/s: Courts of Justice London Rd, Southampton, SO15 2XQ	Total Attendees: 20
Event Timings: 9am-3pm	Set Up: 9am Event Start: 9am Event End: 3pm Pack Down: 3pm		
Overview of event concept			

<p>Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food provision and any performance or sporting activity)</p>	<p>To observe live criminal proceedings at Crown Court for educational purposes</p>		
<p>Volunteers hosting the event</p> <p>List all committee and volunteers that will be present and responsible for the event, as well as their role.</p>	<p>03/03/26: Olivia Griffiths – Event Leader Victoria French – Event Leader 17/03/26: Megan Burrowes – Event Leader Alfie Davis – Event Leader</p>		
<p>Security & First Aid Requirements</p> <p>Is external first aid or security being hired? Who are the qualified first aiders in the group should a medical emergency occur?</p>	<p>N/A – Venue First Aiders</p>		
<p>1C) Only required if an external company/external speaker will be on site for the event → If you are inviting an external speaker to campus for your event, you are 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.</p>			
<p>Business Name: Southampton Crown Court</p>	<p>Business Contact Name: Wayne Ghosh</p>	<p>Email Address: Wayne.Ghosh2@justice.gov.uk</p>	<p>Contact Number: 023 80213253</p>
<p>Arrival On Site: 9am</p>	<p>Company’s Risk Assessment Link: N/A</p>	<p>Company’s Insurance Link: N/A</p>	<p>Company’s Public Liability Information Link: N/A</p>

Departure time:			
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Part 2A

Risk Assessment

(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)
			L	I	S		L	I	S	
			i k e l i h o o d	m p a r t	c o r e		i k e l i h o o d	m p a r t	c o r e	

Emotional Distress from Court Proceedings	Distressed individuals	All attendees	2	3	6	-Attendees informed in advance that content may be distressing. - Participation is voluntary. - Pre-visit briefing on court procedures and case types.	1	4	4	- Attendees may leave the courtroom quietly if needed. - Trip lead available for support. - Signposting to university wellbeing services if required
Fire Safety	Physical damage to attendees and distress	All attendees	2	3	6	- Identify fire exits and assembly points on arrival. - Follow court staff instructions in the event of alarm.	1	3	3	- Keep exits clear at all times.
Security Procedures	Physical injury, distress.	All attendees	2	3	6	- Inform attendees of prohibited items. - Arrive early for security screening	1	3	3	- Follow security staff instructions at all times.
Court Conduct / Contempt of Court	Causing reputational damage to the university and SUSU.	The club, SUSU or the University's reputation	2	1	2	- Pre-visit briefing on court etiquette. - Phones switched off in courtrooms.	1	1	1	- No recording, photography, or social media posting about ongoing cases. - Dress appropriately

Travel to and from Court	Getting lost, potential distress.	All attendees	2	1	2	- Provide clear travel instructions. - Share emergency contact details	1	1	1	- Attendees are responsible for their own travel unless group transport is arranged.
Safeguarding / Interaction with Parties to Cases	Disrupt the court, staining the reputation of SUSU and the university.	Event organisers, event attendees	2	4	8	- Do not engage with defendants, victims, or witnesses. - Avoid lingering outside entrances.	1	3	3	-Maintain group awareness.
Slips, Trips and Falls	Illness, loss of consciousness, physical injury.	Event organisers event attendees	2	5	10	- Wear appropriate footwear. - Do not rush between courtrooms.	2	3	6	- Follow signage and staff instructions.

PART 2B – Action Plan

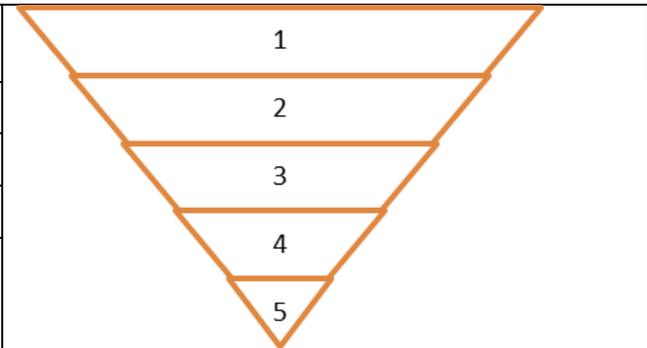
Risk Assessment Action Plan

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	Alfie Davis	16/02/26		

Responsible committee member signature 1: Alfie Davis  At least 2 committee members need to sign Part B		Responsible committee member signature 2: second committee member signature  At least 2 committee members need to sign Part B	
Print name: Alfie Davis	Date: 13/02/26	Print name: Megan Burrowes	Date: Date of signature 14/02/2026

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
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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