

This document contains both 'Part 1: Event Plan' AND '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: Holly Hamilton	Email Address for Main Contact: hsh1g21@soton.ac.uk	Club or Society: Southampton University Mountaineering Club	Contact Number: +44 7935 978269
1B) Event Information:			
Event Name: SUMC Reunion	Event Date: Saturday 22 nd November 2025	Event Venue/Venues: The Bridge, SUSU	Total Attendees: 200
Event Timings:	Set Up: 2pm Event Start: 3pm Event End: 9:30pm Pack Down: 10pm		
Event Breakdown This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	Example: 2-3:00: SUSU set up tables, projector and microphone, committee set up decorations 3:00: We expect people to begin to arrive, mingle with other members/ old friends and start getting drinks at the bar 4:00: Welcome talk from the president and VP. 4:15: Ice breaker/quiz begins 6:15 Break 7:00: Talks begin 8:00: General mingling 9:00 People start leaving		

<p>Is this a ticketed event? If so, please state the name of the ticket on Box Office</p> <p>You can set up Box Office tickets through your group's hub page. For guidance on this click here:</p>	<p>Yes, tickets not live yet.</p>	<p>How much are your tickets? And how many are available?</p>	<p>Tickets will be free, less tickets than the venue's capacity will be sold (we're expecting no more than 200 and the bridge has capacity for 250).</p>
<p>Overview of event concept</p> <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>An afternoon/evening event centred around getting as much of the current club and its alumni as possible together. It is an opportunity for current and old SUMC members to talk about all things climbing and outdoors related sharing their passion for our sport. There will be opportunities to mingle as well as organised sit-down activities such as a quiz. The bridge bar will be open. We would like to provide food; either buffet style sandwiches prepared by us or from one of the approved SUSU vendors (we are waiting to receive the list of approved vendors from SUSU).</p>		
<p>Staff 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>Event lead: Holly Hamilton Doors: Committee Members Food Lead: Christopher Hemmings, Owen Jones Set up: Committee Members First Aid: Christopher Hemmings, Sam Lockie</p> <p>Committee: Holly Hamilton (President), Alice Rowlands (Vice President), Lauren Field (Treasurer), Owen Jones (Meets Sec), Emma Wiggins (Met Sec), Edward van Oostrum (Gear Sec), Katie Hathway (social Sec), Abdulsalam Khalil (Social Sec), Joe Hall, (Comps Sec), Christopher Hemmings (Safety and Skills Sec), Sam Lockie (Web Sec), Marcello Morelli (Comms Sec)</p>		
<p>Tech Requirements</p> <p>For a full list of what you can hire click here.</p>	<p>One Lectern, use of the screens already in bridge, pair of wireless mics. We have two people on committee comptent to operate PA equipment. Uplighters would be nice if not too expensive.</p>		
<p>Facilities Requirements</p>	<p>Tables in a banquet configuration with chairs. Tables for food, merch sale and display of photographs and old journals.</p>		
<p>Food Requirements</p>	<p>Buffet sandwiches, individually wrapped chocolate and crisps, cakes.</p>		

For full guidance on this click here .	OR SUSU approved vendor (waiting for the approved list from SUSU)
Security & First Aid Requirements Who are the qualified first aiders in the group should a medical emergency occur?	There will be 3 designated first aiders <ol style="list-style-type: none"> 1. Christopher Hemmings – Safety and Skills Sec (Remote Outdoor First Aid – 16hour) 2. Sam Lockie – Web Sec (Remote Outdoor First Aid – 16hour) 3. Sophia Grace - (Remote Outdoor First Aid – 16hour) The President and Social Secs have SUSU welfare training <ol style="list-style-type: none"> 1. Holly Hamilton – President 2. Katie Hathway – Social Sec 3. Salam Abdulsalam – Social Sec
Decorations that you are providing	Posters Photographs Old journals from our storage Old retired climbing gear.
Provisional Budget	Budgeting is handled internally using our own spreadsheet. We expect the event to run at break even as the purpose is to bring people together, not to fundraise. However, we have budget set aside to run the event and to act as capital for purchasing event merch, etc. We do expect to make some money from the sale of exclusive reunion merch at this event (t shirts, fridge magnets).

→ If you are inviting an external company or individual on 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](#).

Part 2A

Risk Assessment

(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	Potential Consequences		Inherent		Residual	Further controls (use the risk hierarchy)

		Who might be harmed (user; those nearby; those in the vicinity; members of the public)	L i k e l i h o o d	I m p a c t	S c o r e	Control measures (use the risk hierarchy)	L i k e l i h o o d	I m p a c t	S c o r e	
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Food preparation, cooking and consumption	Burns, cuts, food poisoning	Event organisers and attendees	4	4	16	<p>A small number of people must cook inside the kitchen to avoid congestion.</p> <p>All food requiring heating must be thoroughly heated before serving.</p> <p>All ingredients must be confirmed to be in date by cooks before use.</p> <p>All members with dietary requirements are responsible for alerting meet secretaries of requirements.</p> <p>All cooks must practice safe knife skills, as well as being careful around hobs/ovens/hot pans.</p> <p>The person overseeing food preparation should be appropriately trained with appropriate food hygiene training (Level 2)</p>	2	3	6	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services a required 111/999.</p> <p>Report incidents via SUSU incident report procedure</p>
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Events involving Food	Allergies, Food poisoning, Choking	Event organisers and attendees	3	5	15	<p>Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2).</p> <p>Only order/buy food at establishments with appropriate food hygiene rating.</p> <p>Food to only be provided/eaten when other activities are stopped.</p> <p>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.</p>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required 111/999.</p> <p>Report incidents via SUSU incident report procedure</p>
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Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	<p>All boxes and equipment to be stored away from main meeting area, e.g., stored under tables</p> <p>Any cables to be organised as best as possible</p> <p>Cable ties to be used if necessary</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 spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</p>	1	4	4	<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.</p>
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Medical emergencies	<p>Members may sustain injury /become unwell</p> <ul style="list-style-type: none"> - Pre-existing medical conditions - Sickness - Distress - Dehydration 	Event organisers and attendees	2	5	10	<p>Advise participants to bring their personal medication if it might be required.</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so. There are 3 designated First Aiders at the event.</p> <p>Contact emergency services as required 111/999.</p> <p>Contact SUSU Reception/venue staff for first aid support.</p> <p>Members can be referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk) in case of distress.</p>	1	4	4	<p>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 report policy.</p>
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Manual handling, including setting up of equipment. E.g. table and chairs	<p>Bruising or broken bones from tripping over table and chairs.</p> <p>Muscle strains, bruises, other minor injuries</p> <p>Back injury from lifting something too heavy. Injury from hitting or dropping something (e.g. table). Crushing fingers. Damage to equipment.</p>	Those moving them and nearby people.	4	2	8	<p>Follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables or other bulky items.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with the moving of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates.</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p> <p>Plan route and set-down location before lifting.</p>	1	3	3	<p>Seek assistance from facilities staff/venue staff if needed.</p> <p>Seek medical attention from SUSU/venue Reception if in need.</p> <p>Contact emergency services if needed.</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 report policy.</p>
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Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	3	6	<p>Ensure regular breaks (ideally every 20 mins) when using screens</p> <p>Ensure screen is set up to avoid glare, is at eye height where possible</p> <p>Ensure no liquids are placed near electrical equipment</p> <p>Ensure all leads are secured with cable ties/mats etc</p>	1	3	3	<p>Request support and advice from SUSU IT/Tech teams e.g., via activities team</p> <p>For external venues pre-check equipment and last PAT testing dates</p> <p>Seek medical attention as required</p>
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Overcrowding/ Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	<p>If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management.</p> <p>Committee checks on space, lighting, access, tech available, etc.</p> <p>Use ticketing system (eg. SUSU Box Office).</p> <p>Ensure space meets needs of members e.g. considering location & accessibility of space (use AccessAble database to check accessibility information of venues).</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>Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings.</p> <p>Postpone meetings where space cannot be found.</p> <p>Welfare Officer to complete WIDE training.</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 report policy.</p>
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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.	Event organisers and attendees	1	4	4	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	4	4	<p>In case of an emergency, call the emergency services on 999 (or relevant emergency number if abroad).</p> <p>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.</p>
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<p>Reputational Risk:</p> <p>For the club or society, as well as to SUSU and the University</p>	<p>Incidents causing reputational damage to the group, Southampton University Students' Union or Southampton University itself.</p> <p>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.</p>	<p>The club, SUSU or the University's reputation</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>Ensuring all parts of this risk assessment are adhered to.</p> <p>Ensuring all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing.</p> <p>Members are reminded that they need to adhere to SUSU's Code of Conduct.</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Report any incidents to the Activities Team.</p>
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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 can 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. Public liability insurance to limit potential financial liability	1	1	1	
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Alcohol consumption	Peer pressure/ coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers and attendees	2	4	8	<p>Members are responsible for their individual safety though and are expected to act sensibly.</p> <p>Initiation behaviour not to be tolerated and drinking games to be discouraged.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>The consumption of alcohol will take place at 'The Bridge', a licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.</p> <p>Committee have selected a SUSU venue for the upmost safety and accessibility.</p>	1	3	3	<p>Sole use of a SUSU venue for the event goes a lang way to mitigating risk.</p> <p>Follow SUSU incident report policy.</p> <p>Call emergency services as required 111/999.</p> <p>Welfare Officer to complete WIDE training.</p>
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						<p>Committee to advise and remind members to always watch their own drinks.</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy.</p>				
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Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control	Event organisers, event attendees,	2	5	10	<p>Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event.</p> <p>Bouncers/trained staff in pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol.</p> <p>Report any suspicious/unusual behaviour to staff.</p> <p>Participants encouraged to stay with a nominated 'buddy' where possible.</p> <p>The organisers have confirmed the premise is licensed. Action organizers (Part B).</p> <p>The consumption of alcohol will take place at licensed premises. The conditions on the</p>	2	3	6	<p>Members are responsible for their individual safety and are expected to act sensibly when walking around.</p> <p>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).</p> <p>If they need to go to the hospital they will also be accompanied there.</p> <p>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.</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 report policy</p>
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					<p>license will be adhered to and alcohol will not be served to customers who have drunk to excess.</p> <p>Members/participants are advised to watch their own drinks.</p> <p><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></p>				
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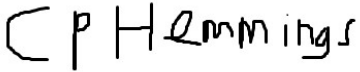

Fire	Smoke inhalation, burns. Risk of extreme harm.	Event organisers and attendees	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>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.</p> <p>Avoid build-up of debris in the activity area.</p> <p>Consider accessibility requirements.</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</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.</p>
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Insufficient Fire Safety awareness	<p>If a fire alarm is triggered, people may not know where to go.</p> <p>Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.</p>	Event organisers and attendees	2	5	5	<p>Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed</p> <p>Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.</p>	1	5	5	<p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Call emergency services 999 (or relevant emergency number if abroad) and University Security:</p> <p>Emergency contact number for Campus Security:</p> <ul style="list-style-type: none"> • Tel: +44 (0)23 8059 3311 • (Ext:3311).
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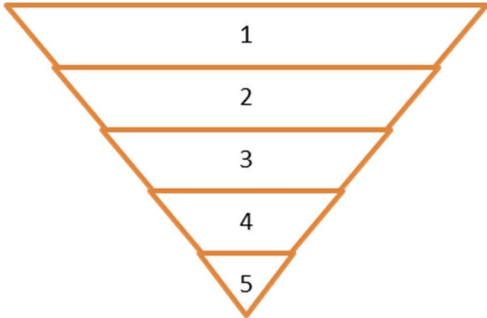
Handling & Storing Money - Own Society fundraising	<p>Theft</p> <p>Individuals being mugged/robbed</p> <p>Loss/ misplacement leading to financial loss</p>	Organisers	3	4	12	<p>Avoid using cash, either use online payment system or card reader both of which should directly deposit to moneyhub.</p> <p>No cash controls necessary as cash is not accepted. This will be on the pre-event info.</p>	2	3	6	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> Highlight the incident to any community police officers in the area/report to 111 <p>Report incident to SUSU duty manager and "https://www.susu.org/groups/admin/howto/ protectionaccident" complete a SUSU incident report</p>
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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	Risk assessment shared with all organisers and checked through before the event Follow <u>SUSU Food Provision Guidance</u> for events involving home-cooked/prepared food or external catering.	Christopher Hemmings	18/10/2025	30/10/2025	
2	Committee to read and share SUSU Expect Respect Policy	Christopher Hemmings	18/10/2025	30/10/2025	
3	Complete a financial assessment of the event	Holly Hamilton	25/10/2025	30/10/2025	
4	Liaise with external companies (e.g. venue, DJ, caterers) for all necessary paperwork.	Holly Hamilton	25/10/2025	30/10/2025	
5	Source a card reader.	Holly Hamilton	25/10/2025	30/10/2025	
6	Brief committee on the building information for 'The Bridge' such as fire action plan and emergency action plan. This will include named first aiders and welfare points of contact.	Christopher Hemmings	25/10/2025	30/10/2025	

	Make sure First Aiders know the locations of First Aid Kits				
7	Committee to read SUSU Expect Respect Policy.	Christopher Hemmings	25/10/2025	30/10/2025	
8	Any committee handling food who are not already qualified to take SUSU Food Hygiene and Allergy Level 2 training	Christopher Hemmings	25/10/2025	30/10/2025	
Responsible committee member signature 1:			Responsible committee member signature 2:		
					
Print name: Christopher Hemmings		Date: 16/09/2025	Print name: Holly Hamilton		Date: 17/09/25

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