

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 | | | |
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| Event Plan | | | |
| 1A) Contact Information: | | | |
| Main Contact For The Event: | Email Address for Main Contact: eb21g23@soton.ac.uk | Club or Society: University of Southampton Christian Union | Contact Number: 07918271641 |
| 1B) Event Information: | | | |
| Event Name: | Event Date: 23 and 24th of September | Event Venue/Venues: On the pavement between the Library and B85 | Total Attendees: 30 at all times, a couple hundred throughout the event |
| Event Timings: | Set Up: 10:00 Event Start: 10:30 Event End: 16:00 Pack Down: 16:10 | | |
| Event Break down: (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.) | 9:45 : Bus arrives on campus 10:00 : Set Up tables and games 10:30: Ensure all allergens are displayed and present food 11:00 – 16:00: Ensure bus is maned by at least 5 members for duration of event. 16:00 : Pack down 16:30 : Bus drives off campus | | |
| 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? | E |

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| You can set up Box-office tickets through your group's hub page for guidance on this click here : | | | |
| 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) | Our converted bus will offer a welcoming space for new and potential CU members to socialize and build friendships. We'll provide biscuits, cakes, and other non-perishable goods, along with card games on tables, books, and spike ball for entertainment. This fun and inviting environment is designed to attract new members to the CU. There will also be a group doing outreach during part of the event. | | |
| Staff Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role) | Managing the event: 10:00 - 13:00 = Elijah and Katie 13:00 - 16:00 = Amy and Ethan Bus driver: Paul Woodman | | |
| Tech Requirements (For a full list of what you can hire click here) | Phone for emergencies and choosing music Speaker for music | | |
| Facilities Requirements | 2x tables 8x chairs | | |
| Food Requirements (For full guidance on this click here) | Store brought non perishable prepackaged goods Baked items prepared by students & who has the food hygiene training Store brought drinks, pop and fruit juice/squash | | |
| Security & First Aid Requirements (Who are the qualified first aiders in the group should a medical emergency occur?) | Security will not be necessary Elijah has the SUSU first aid training | | |
| Decorations that you are providing | Table cloths Books Bunting | | |
| Provisional Budget: | Total Budget: £100 | | |

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| (if you would like a more extensive budget tracker click here .) | £70 for food, drink and cups £30 for thank you to the bus driver | | |
| <i>1C) Only Required If External Company/External Speaker On Site For Event</i> | | | |
| Charity Name: Miracle Street | Business Contact Name: Paul Woodman | Email Address: paulw@citylife.org.uk | 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 A | | | | | | | | | | |
|-------------------------|---|---|---------------------|-------------|-----------|---|---------------------|-------------|-----------|---|
| (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 k e l i h o o d | I m p a c t | S c o r e | | L i k e l i h o o d | I m p a c t | S c o r e | |
| 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. | 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. |

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| Fire | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators | 1 | 5 | 5 | <p>Those leading the session must ensure they are aware of and fully understand the venue or locations 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 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.</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. Follow SUSU incident report policy.</p> |
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| 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 | <p>Make Event Volunteers aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables and large objects. Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with move of heavy objects- 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> | 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> <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. Follow SUSU incident report policy</p> |
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| Overcrowding | Physical injury | Event organisers and attendees | 1 | 3 | 3 | 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 | 3 | 3 | 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) |

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| Electronics | Risk of eye strain, injury, electric shock | Committee and attendees | 2 | 4 | 8 | <p>Ensure regular breaks (ideally every 20mins) 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 | 4 | 4 | <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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| 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. |

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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 into 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. | 1 | 1 | 1 | |

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| Ground Surfaces | Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips, trips and falls. | All participants and organisers/staff and spectators | 2 | 3 | 6 | Check areas for hazards prior to session starting. Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear. | 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. |

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| Cleaning Up. | Waste food, packaging and bottles and cans. | Attendees, students, staff | 1 | 1 | 1 | Waste receptacles or refuse sacks are provided to dispose of all food waste. Full waste bags are tied at the neck and disposed of in a secure waste bin. | 1 | 1 | 1 | <ul style="list-style-type: none"> Seek medical attention from SUSU Reception/venue staff if in need Contact emergency services if needed <p>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</p> |

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| Over-exertion or exhaustion. Strenuous exercise and the effect on the body | Muscle injury – strains and pulls. | All participants and organisers/staff | 3 | 3 | 9 | Those leading the session should ensure a proper and thorough warm up is carried out prior to the session that focuses on the areas that are likely to be used the most - in this case the arms and legs. | 2 | 3 | 6 | <ul style="list-style-type: none"> - If any injury occurs, seek medical attention. - If severe, call 999 in an emergency (although unlikely for muscular) - 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. |

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| Being hit by an object (ball, frisbee, rounders bat.) | Concussion if hit on the head. Otherwise, potential bruising. | All participants and organisers/staff and spectators as well as members of the public who may be walking past | 2 | 4 | 8 | Those leading the activity will ensure that participants don't throw towards other people unless clearly telegraphed. There will be a spotter for activities that involve throwing/hitting/kicking out of a line of sight. Those leading will designate a safe space well away from the playing area for those who are not involved in the game, and ensure the game is a safe distance from any passers-by. | 1 | 4 | 4 | If the person who has been hit by the Frisbee/ball/bat is showing signs of concussion or is confused, 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. |

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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 | <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, Participates, SUSU | 1 | 4 | 4 | <p>Ensure the venue has the relevant licenses required for your event ahead of time.</p> <p>Ensure your event has the required sign off by the venue's security teams.</p> <p>Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment.</p> <p>On campus</p> <ul style="list-style-type: none"> - Ivy Booking/uni room booking - Risk assessment - Contract <p>Off campus</p> <ul style="list-style-type: none"> - Risk assessment - Any bookings/contracts with external providers. | 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. |
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| Adverse weather | Injury, Illness, Slipping, Burns | Event organisers, event attendees, | 4 | 3 | 12 | <p>Lead organiser to check the weather is suitable for activities on the day</p> <p>(Add in timeframe of cancellation window)</p> <p>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites</p> <p>In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate</p> <p>If Cancellation is required ensure all relevant parties are contacted. SUSU – sub bookings@soto.ac.uk Uni – room bookings@soton.ac.uk Or your external contacts.</p> | 4 | 1 | 4 | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Food | | | | | | | | | | • |

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| Serving and preparation of food | <ul style="list-style-type: none"> Allergies Food poisoning Choking | All | 3 | 5 | 15 | <ul style="list-style-type: none"> Homemade items to be avoided by those with allergies precautions should be made by those with appropriate food hygiene training (Level 2 +) Only order/buy food at establishments with appropriate food hygiene rating 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 | 1 | 5 | 5 | <p>SUSU food hygiene level 2 course available for completion- requests made to activities team Call for first aid/emergency services as required</p> <ul style="list-style-type: none"> Report incidents via SUSU incident report procedure Follow SUSU incident report policy |
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| Contamination of food through food preparation. | Illness, Food poisoning, Allergy. | ALL | 2 | 3 | 6 | <ul style="list-style-type: none">• Ensure all food is prepared in advance and done in a clean and hygienic environment. In line with the level 2 food hygiene training.• Ensure all ingredients used when making items are within their use by or best before dates.• Ensure all frozen food is thoroughly defrosted before use.• Endeavour to not cross contaminate food such as nuts and let customers know if cross contamination is a possibility. | 1 | 3 | 3 | <ul style="list-style-type: none">• SUSU food hygiene level 2 course available for completion- requests made to activities team• Call for first aid/emergency services as 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. <ul style="list-style-type: none"> • Store all products in a clean sealable container away from raw foods. • Transport cakes in a clean sealable container. | 1 | 3 | 3 | <ul style="list-style-type: none"> • SUSU food hygiene level 2 course available for completion- requests made to activities team • Call for first aid/emergency services as required • Report incidents via SUSU incident report procedure Follow SUSU incident report policy |

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| Food Allergies and Dietary requirements | Illness, Allergic reaction | Customers | 3 | 5 | 15 | <ul style="list-style-type: none"> Where possible remove common allergens from ingredients. allergen-chart-1.docx (live.com) Lists all 14 of the core allergens. Ensure each cake is labelled with its name and list of ingredients. Have a list available of all ingredients for any products sold at the stall. Always use recipes from reputable sources. Make sure to keep any packaging. | 1 | 5 | 5 | <ul style="list-style-type: none"> SUSU food hygiene level 2 course available for completion- requests made to activities team Call for first aid/emergency services as required Report incidents via SUSU incident report procedure. For more information on allergens: Providing food at community and charity events Food Standards Agency <p>Follow SUSU incident report policy</p> |
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| Stock/Food Falling | Physical Injury, Illness, Food poisoning | All Participants | 3 | 2 | 6 | <ul style="list-style-type: none"> • Ensure all stock is stored correctly and not stacked too high. • If any products fall that these are not sold and disposed of in food waste. | 1 | 2 | 2 | <ul style="list-style-type: none"> • Call for first aid/emergency services as required • Report incidents via SUSU incident report procedure. • SUSU food hygiene level 2 course available for completion- requests made to activities team <p>Follow SUSU incident report policy</p> |

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| Use of Knives for Cutting Food | Cuts and injuries | Volunteers and stall operators | 2 | 2 | 4 | <ul style="list-style-type: none">• Make stall operators aware of the potential risks.• Where possible use wooden cutlery.• Knife not to be left unattended and stored away safely when not in use.• Ensure the Knife is suitable for the task and the food you are cutting.• When carrying the Knife ensure the blade is pointing down. | | | | <ul style="list-style-type: none">• Call for first aid/emergency services as required• Report incidents via SUSU incident report procedure. <p>Follow SUSU incident report policy</p> |

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| Bus travel | Vehicle’s collision -causing serious injury | Event organisers, event attendees, Members of the public | 4 | 3 | 12 | Members are responsible for their individual safety though and are expected to act sensibly Avoid large groups of people totally blocking the pavement or spilling in to the road. Be considerate of other pedestrians & road users, keep disturbance & noise down. Ensure the driver is not tired, and drives considerably | 2 | 2 | 4 | Contact emergency services as required 111/999 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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| | | | L i k e l i h o o d | I m p a c t | S c o r e | | L i k e l i h o o d | I m p a c t | S c o r e | |
| 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 Follow SUSU incident report policy |

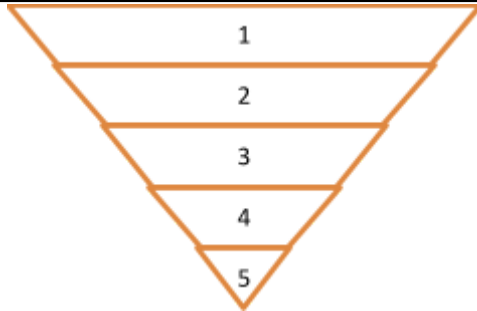
PART B – Action Plan

Risk Assessment Action Plan

| Par t no. | Action to be taken, incl. Cost | By whom | Target date | Review date | Outcome at review date |
|--------------------------|--|-------------------------------------|--------------------|--------------------|-------------------------------|
| | Committee to send copies of all food hygiene training certificates to suactivities@soton.ac.uk | Each individual member of committee | 15/9/25 | | |

| | | | | | |
|---|--|--------|------------------|---|---------------|
| | Committee members to create and display lists of ingredients (with allergens written in bold) at the stall | Ethan | 22/9/25 | | |
| | Committee to read and share SUSU Expect Respect Policy | Amy | 22/9/25 | | |
| | Buying the food and drinks | Ethan | 21/9/25 | | |
| | Further organisation of the logistics of getting the bus | Elijah | 20/7/25 | | |
| | Booking a space on campus | Elijah | 2/7/25 | | |
| Responsible committee member signature: | | | | Responsible committee member signature: | |
| Print name: Elijah Brown | | | Date 9/7/2025 | Print name: Emily Amer | Date 09/07/25 |

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 | |

| | | | | | | |
|--|---|--------|----|----|----|----|
| L I K E L I H O O D | 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

- * Identify the impact and likelihood using the tables above.
- * Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
- * If the risk is amber or red - identify control measures to reduce the risk to as low as is reasonably practicable.
- * If the residual risk is green, additional controls are not necessary.
- * 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.
- * If the residual risk is red **do not continue with the activity** until additional controls have been implemented and the risk is reduced.
- * Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
- * 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. sprain or strain requiring first aid or medical support |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support |
| 5 | Severe - extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |