

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			
<i>1A) Contact Information:</i>			
<b>Main Contact for The Event:</b>  Katie Sneddon  Elijah Brown  Amy Lang	<b>Email Address for Main Contact:</b>  ks15g23@soton.ac.uk  <a href="mailto:eb21g23@soton.ac.uk">eb21g23@soton.ac.uk</a>  all1n23@soton.ac.uk	<b>Club or Society Name:</b>  Southampton University Christian Union	<b>Contact Number:</b>  07746 728770  07918 271641  07388 397140
<i>1B) Event Information:</i>			
<b>Event Name:</b>  Quiz	<b>Event Date:</b> 22/09/25	<b>Event Venue/s:</b> Highfield Church hall Highfield Ln, Southampton SO17 1RL	<b>Total Attendees:</b> Approx 100
<b>Event Timings:</b>	Set Up: 7 Event Start: 7.30 Event End: 9.30 Pack Down: until 10		

<b>Event Breakdown</b>  This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	7pm- welcomer team arrive, tech team arrive, set up tables. 7.30pm - doors open 7.30 - 9.30pm Quiz runs, snacks available on tables within this window of time 9.30pm- non team members leave 9.30 - 10pm - team set down		
<b>Is this a ticketed event? If so, please state the name of the ticket on Box Office</b>  You can set up Box Office tickets through your group's hub page. For guidance on this click <a href="#">here</a> :	n/a Free Entry		
<b>Overview of event concept</b>  Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food provision and any performance or sporting activity)	Quiz during fresher's week, hosted by Southampton University Christian Union. Open to all. Prizes for teams in first to third place and the team who comes last. Prizes include Air fryer, Toastie Machine, Toaster, Electronic Weighing scale.		
<b>Staff hosting the event</b>  List all committee and volunteers that will be present and responsible for the event, as well as their role.	Event lead: Katie Sneddon, Publicity Host: TBC Doors: Welcome Team, lead by Alannah Sell <a href="mailto:ams2g24@soton.ac.uk">ams2g24@soton.ac.uk</a> Food Lead: Elijah Brown Volunteers for set up: Tech Team lead by <a href="mailto:sucuvisuals@gmail.com">sucuvisuals@gmail.com</a> , Welcome Team		
<b>Tech Requirements</b>	2x microphones 2x speakers Screen with presentation		

For a full list of what you can hire click <a href="#">here.</a>	
<b>Food Requirements</b>  For full guidance on this click <a href="#">here.</a>	Food provided by committee members (Which have current Food Hygiene Certificates). Store bought and packaged snacks, such as biscuits.
<b>Security &amp; First Aid Requirements</b>  Who are the qualified first aiders in the group should a medical emergency occur?	Elijah Brown
<b>Decorations that you are providing</b>	N/A
<b>Provisional Budget</b>  If you would like a more extensive budget tracker, click <a href="#">here.</a>	Total Budget: £200 Ticket income: N/A Venue hire: £0 Tech: £0 Food: £50

→ 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](mailto: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	Who might be harmed  (user; those nearby; those in the vicinity ; members of the public)	Inherent				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	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	

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>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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Manual handling, including setting up of equipment. E.g. table and chairs	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<p>Follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables or other bulky items.</p> <p>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 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>	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 <a href="#">SUSU incident report policy</a>.</p>
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Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	<p>Do not push/shove.</p> <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 (SUSU Box Office) for regular sessions/meetings to avoid exceeding venue capacity.</p> <p>Ensure space meets needs of members e.g. considering location &amp; accessibility of space (use <a href="#">AccessAble</a> database to check accessibility information of venues).</p> <p>If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as 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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						<p>Committee to consult members on needs and make reasonable adjustments where possible</p> <p>Provide remote meeting options for members where possible.</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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Spiked Drinks	Illness, loss of consciousness, loss of self-control	Event organisers , event attendees,	1	5	5	<p>Committee to supervise meetings/socials and attend each venue.</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. <b>Action organizers (Part B).</b></p> <p>Members/participants are advised to watch their own drinks.</p> <p><b><u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/</u><a href="#">Expect Respect policy</a></b></p>	1	2	2	<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 <a href="#">SUSU incident report policy</a></p>
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Medical emergency	<p>Members may sustain injury /become unwell</p> <p>Pre-existing medical conditions, sickness, distress</p>	Members	1	5	5	<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.</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, <a href="mailto:studenthub@soton.ac.uk">studenthub@soton.ac.uk</a>) 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 <a href="#">SUSU incident report policy</a>.</p>
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	<b>1</b>	<b>5</b>	<b>5</b>	<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>	<b>1</b>	<b>4</b>	<b>4</b>	<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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Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence	Event organisers , event attendees, public	2	5	10	<p>Bouncers/security will be present at most licensed venues.</p> <p>Bar/venue security staff will need to be alerted and emergency services called as required.</p> <p>Do not personally engage with any violent behaviour. Stay safe and inform the bar staff/police if necessary.</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.</p> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy.</a></p>	1	3	5	<p>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.</p> <p>Follow <a href="#">SUSU incident report policy.</a></p> <p>Call emergency services as required.</p>
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Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers , event attendees	3	4	1 2	<p>Lead organiser to check the weather are suitable for activities on the day.</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, and to hydrate.</p>	2	2	4	<p>If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date.</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 <a href="#">SUSU incident report policy</a>.</p>
Financial risk	Group debt	Group members, SUSU	1	3	3	Stay within the budget of £200.	1	3	3	Contact SUSU Activities Team if you have any questions or concerns. The budget for the week is significantly lower than what the society has available to cover other requirements
Events Involving Food	Allergies  Food poisoning  Choking	All	3	5	15	For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.	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 a required .</p> <p>Report incidents via SUSU incident report procedure.</p>

Food allergies	Allergic Reaction	All participant	2	4	8	<ul style="list-style-type: none"> <li>- Committee members will ensure Natasha's Law is followed.</li> <li>- Food will be labelled and a full ingredients list will be provided.</li> <li>- Provide disclaimers for food allergies.</li> <li>- Committee members will ensure there is a phone available for emergency calls.</li> </ul>	1	4	4	
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Travel by foot	Disturbance to neighbourhood, participants getting lost, increased risk to personal safety, vehicle collision causing serious injury	Event organisers, event attendees, Members of the public	<b>4</b>	<b>3</b>	<b>1</b> <b>2</b>	<p>Members are responsible for their individual safety and are expected to act sensibly.</p> <p>Local venues known to UoS students chosen.</p> <p>Event organisers will be available to direct people between venues.</p> <p>Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together.</p> <p>They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</p> <p>Avoid large groups of people totally blocking the pavement or spilling in to the road.</p>	<b>2</b>	<b>2</b>	<b>4</b>	<p>Where possible venue chosen for the event will be local/known to members and within a short travel distance for members.</p> <p>Contact emergency services as required 111/999.</p> <p>Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a></p>
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						<p>Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU Safety Bus will be used, or Radio Taxis).</p> <p>Be considerate of other pedestrians and road users, keep disturbance and noise down.</p>				
Electrical equipment e.g. laptops/ computers	Injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• Ensure no liquids are placed near electrical equipment i.e. kept of stage</li> <li>• Ensure all leads are secured with cable ties/mats etc</li> </ul>	1	4	4	<ol style="list-style-type: none"> <li>1. Request support and advice from SUSU IT/Tech teams (e.g. via activities team)</li> <li>2. For external venues pre-check equipment and last PAT testing dates</li> <li>3. Seek medical attention as required</li> </ol>

Unmonitored Speakers causing feedback/deafening noise	Hearing damage Disruption to unrelated activities/complaint	Those in the vicinity and potentially members of the public in the building/nearby	4	3	1 2	<ul style="list-style-type: none"> <li>Someone with relevant sound/tech training or know-how nearby to monitor levels</li> <li>Microphones/speakers turned off when not in use</li> <li>Volume kept low</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Seek medical attention from SUSU Reception/venue staff if in need</li> <li>Contact facilities team via SUSU reception/venue staff</li> <li>Contact emergency services if needed</li> </ul> <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 <a href="#">SUSU incident report policy</a></p>
If the venue is shared	Lack of spacial awareness or disputes between groups areas	Those in the vicinity and potentially members of the public in the building/nearby	1	1	1	<ul style="list-style-type: none"> <li>Only book areas where we can have the whole venue</li> </ul>				

## ***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	<p>Risk assessment shared with all organisers and checked through before the event</p> <p>Follow <a href="#">SUSU Food Provision Guidance</a> for events involving home-cooked/prepared food or external catering.</p>	Katie Sneddon	20/8/25		
2	Committee to read and share SUSU Expect Respect Policy	SUCU committee	20/8/25		
3	Complete a financial assessment of the event	Eleanor Hutchison	20/8/25		
4	Purchase of Prizes to be awarded	Katie Sneddon	20/9/25		
5	Set up of venue	SUCU Tech team lead Angus Manning	21/9/25		

Responsible committee member signature 1:		Responsible committee member signature 2:	
			
Print name: ELIJAH BROWN	Date: 27/6/25	Print name: KATIE SNEDDON	Date: 27/6/25

Katie Sneddon

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Print name: ELIJAH BROWN

Date:  
27/6/25

Print name: KATIE SNEDDON

Date:	27/6/25
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## Assessment Guidance

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