

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			
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: February 2nd - 6th	Event Venue/Venues: University Crescent (confirmed to be suitable location for what we need by hospitality)	Total Attendees: 30 max at one time, a couple thousand throughout the event
Event Timings:	February 2nd 11: Bus arrives on campus Each day: Bus unlocked: 9 CU guests meeting: 9-10 First Outreach Starts: 10:30 First Outreach Ends: 12:00 Second Outreach Starts: 16:30 Second Outreach Ends: 19:00 Bus locked: 20:00 Friday 6th: 15:00: Bus drives off campus		
Event Break down:	The bus will be used similar to the great success it had in Freshers. It will be an open and welcoming hub for students throughout the week. We would use this as a base to hand out (packaged) sweets and drinks, play		

(This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	games, chat, use as a study space and interact with the campus. It will also be used to host meeting in the morning to prepare people for the day ahead.		
Is this a Ticketed Event? If so please state the Name of the ticket on Boxoffice: You can set up Box-office tickets through your group's hub page for guidance on this click here :	NO	How Much Are your Tickets? And how many are available?	
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)	We'll provide biscuits, cakes, and other non-perishable goods, along with card games on tables, books and empty tables to use for work. 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. There is a kitchen on the bus and we will be using that to store the non-perishable goods as well as serving hot drinks (teas, coffee and hot chocolate). We have permission from hospitality to do this, assuming that those who serve have level 2 food hygiene.		
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: Elijah Brown and Bronwyn Bus driver: Steve Lee Volunteer helpers: Tim Daulby Dan Collinson Josh Gibbs James Faux Katie Pike Mike Williams Silas Vogt James Brixey Kara Lydia		

	Michael Ots Oli Ross Sophie Cornes 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 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, however the bus will always have either someone managing it or be locked (overnight) Elijah Brown has the SUSU first aid training		
Decorations that you are providing	Table cloths Books Bunting		
Provisional Budget: (if you would like a more extensive budget tracker click here .)	Total Budget: £150 £120 for food, drink and cups £30 for thank you to the bus driver		
1C) Only Required If External Company/External Speaker On Site For Event			
Charity Name: Miracle Street	Business Contact Name: Paul Woodman	Email Address: paulw@citylife.org.uk	Contact Number:
Arrival On Site:	Companies Risk Assessment link:	Companies Insurance Link:	Companies Public Liability Information Link:
Departure time:			

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										

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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.

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, stuff	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 needContact 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

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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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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.

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 	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>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										

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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			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	
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

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>
Hot water / hot drinks	Scolds / burns	All participants	3	3	9	<ul style="list-style-type: none"> Only members of CU to use urn. First aid kit on hand Ensuring suitable set up of equipment. 	2	2	4	<ul style="list-style-type: none"> Emergency services to be called in a serious incident.
Allergies - food and drink	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	Attendees responsible for own welfare such instances- follow guidelines of venues. First aid requested from bar staff as required.	1	5	5	<p>Call Emergency Services/alert bar staff</p> <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 to 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 requiredReport 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>
Use of Bus										

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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	
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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Bus blocking Exits/traffic	Traffic or impacting fire safety	Members of the public. The bus will be stationed overnight and can't be moved during its time there.	2	3	6	Ensure the bus does not cover, or encroach on fire exits or block paths to/take up emergency evacuation areas The bus is to always allow the passage of a HGV past it	1	2	2	

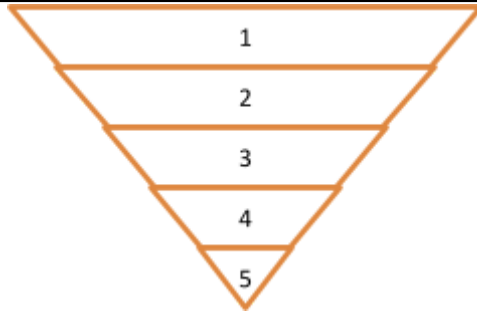
PART B – Action Plan

Risk Assessment Action Plan

Par t no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
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	Committee to send copies of all food hygiene training certificates to suactivities@soton.ac.uk	Whoever is serving	2/2/2026	16/1/2026	
	Committee members to produce the list of ingredients on each food item	Ethan	2/2/2026		
	Committee to read and share SUSU Expect Respect Policy	Amy	29/1/2026		
	Buying the food and drinks	Ethan	2/2/2026		
	Further organisation of the logistics of getting the bus	Elijah	16/1/2026		
	Checking weather conditions	Paul Woodman and Elijah	Everyday 1-6/2/2026		
	Booking a space on campus	Elijah	4/12/2025	15/1/2026	The Bus has been confirmed by hospitality for Monday to Thursday (they are waiting on a college who's been off sick to confirm for the Friday)
Responsible committee member signature: Elijah Brown				Responsible committee member signature: Amy Lang	
Print name: ELIJAH BROWN			Date 16/01/25	Print name: AMY LANG	Date 16/01/2026

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.