

This Document Contains both Part 1: Event Plan & Part 2: Risk Assessment. Both parts are required to be completed by the organising group. You will also need to complete a charity form linked [here](#).

Part 1

Event Plan

1A) Contact Information:

Main Contact For The Event: Louis Hall	Email Address for Main Contact: lh17g22@soton.ac.uk	Club or Society: Spaceflight Society (SUSF)	Contact Number: 07519176492
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1B) Event Information:

Event Name: High Alt Balloon Outreach Event	Event Date: 09/10/25 – 10/10/25	Event Venue/Venues: Walhampton School, Lymington	Total Attendees: 4
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Event Timings:	Set Up: 0800 Event Start: 0930 Event End: 1500 Pack Down: 1630
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Event Break down: (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	Eg: 08:00 – Meet at campus for travel to school 09:15 – Arrive at school 09:30 – begin activities 10:30 – 11 - Break 11 – 12:30 - Resume activities 12:30 – 13:30 –Lunch 13:30 – 15:00 – Conclusion of the day's activities 15:15 – Leave school 16:30 – Arrive back at campus
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<p>Is this a Ticketed Event? If so please state the Name of the ticket on Boxoffice:</p> <p>You can set up Box-office tickets through your group's hub page for guidance on this click here:</p>	<p>No</p>	<p>How Much Are your Tickets? And how many are available?</p>	<p>N/A</p>
<p>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)</p>	<p>As part of STEM Week activities, a high-altitude balloon launch will be conducted to engage students in hands-on science and engineering. The launch involves releasing a large helium-filled balloon carrying a small, lightweight payload (such as cameras or sensors) into the upper atmosphere. The balloon ascends until it bursts at high altitude, after which the payload returns to the ground using a parachute. The activity is carefully planned with safety in mind, including GPS tracking to recover the payload and selecting a launch site that avoids risks to people, property, and the environment. All equipment is designed to be safe and suitable for educational use.</p>		
<p>Staff Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role)</p>	<p>The event will be hosted and lead by the staff at Walhampton School.</p> <p>SUSF Members attending the event as consultants: Louis Hall Ethan Wilson Grace Garczynski Nicholas hall</p>		
<p>Tech Requirements (For a full list of what you can hire click here)</p>	<p>None</p>		
<p>Facilities Requirements</p>	<p>None</p>		
<p>Food Requirements (For full guidance on this click here)</p>	<p>None</p>		
<p>Security & First Aid Requirements</p>	<p>Any security or first aid requirements will be managed by the school per their discretion</p>		

(Who are the qualified first aiders in the group should a medical emergency occur?)			
Decorations that you are providing	None (Me hanging from the ceiling)		
Provisional Budget: (if you would like a more extensive budget tracker click here .)	All costs are to be covered by Walhampton school		
1C) Only Required If External Company/External Speaker On Site For Event			
Business Name:	Business Contact Name: Ellie Robinson	Email Address: e.robinson@walhampton.com	Contact Number: 07951279028
Arrival On Site: N/A (We are going to the external site)	Companies Risk Assessment link: N/A	Companies Insurance Link: N/A	Companies Public Liability Information Link: N/A
Departure time:			

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)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Slips, Trips, Falls	Accident and/or Injury	<ul style="list-style-type: none"> - Students (UoS and Walhampton School) - Members of the public 	1	3	3	<ul style="list-style-type: none"> • Students will be encouraged to take care when crossing busy streets and when negotiating paths. Students will also be encouraged to wear appropriate footwear when travelling by foot. • All boxes and equipment to be stored away from work area • Report any trip hazards to relevant persons asap. If cannot be removed mark off with clear signs 	1	3	3	<ul style="list-style-type: none"> • Should injury occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here

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Individuals getting lost while on the trip.	Missing the transport there or back.	<ul style="list-style-type: none"> SUSF Members 	2	3	6	<ul style="list-style-type: none"> Everyone has been informed to stay at the event and not leave without good reason and after informing the event lead All individuals will have the contact information of committee members and the schools event lead 	1	2	2	<ul style="list-style-type: none"> The committee will keep everyone together and periodically conduct group counts at important sections of the trip
Adverse Weather	Hypo – or hyperthermia, illness, injury, slipping, burns.	<ul style="list-style-type: none"> Attendees 	2	3	6	<ul style="list-style-type: none"> Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream 	1	3	3	<ul style="list-style-type: none"> Should weather be deemed 'adverse' this event will be cancelled

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Inappropriate behaviour – from others or students	Distressed students, members of the public	<ul style="list-style-type: none"> - SUSF Students, Walhampton Students - Members of the public 	2	3	6	<ul style="list-style-type: none"> • Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services 	1	3	3	<ul style="list-style-type: none"> • Ensure participants are aware that they are responsible for own behaviour • Committee to complete SUSU Incident report as soon as possible – available here

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Medical Emergency	Participants may sustain injury due to; pre-existing medical conditions, an incident whilst travelling, or as a result work performed at the event	<ul style="list-style-type: none"> SUSF Members Walhampton Students & Staff Members of the public 	3	5	15	<ul style="list-style-type: none"> SUSF Members will have the contact details of the school's staff who can appropriately manage any medical emergencies Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guidelines 	2	5	10	<ul style="list-style-type: none"> Should an incident occur, Committee to contact appropriate emergency services Organisers to bring a first aid kit for minor injuries Committee to complete SUSU Incident report as soon as possible – available here

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Falling Balloon	Person gets hit by falling balloon	<ul style="list-style-type: none"> Balloon operator Those nearby 	2	3	6	<ul style="list-style-type: none"> Balloon operator and supervisors will ensure measures to control the balloon are always in place Viewers will be at a safe distance from where Balloon is being launched. Balloon will have parachute to slow descent to a safe speed. Balloon payload will have bright colours to improve visibility. 	1	2	2	<ul style="list-style-type: none"> Should an incident occur, Committee to contact appropriate emergency services Organisers to bring a first aid kit for minor injuries Committee to complete SUSU Incident report as soon as possible – available here
High pressure Helium tank	Helium inhalation, high pressure gas flow injuries, crushing injuries from dropped tank.	<ul style="list-style-type: none"> Gas tank operator Those nearby 	3	3	9	<ul style="list-style-type: none"> Spectators and students will be at a safe stand-off distance during balloon filling and all operations involving the helium tank. 	2	2	4	<ul style="list-style-type: none"> “Ownership” of the gas tank will be assigned to one individual, they will ensure safe handling,

						<ul style="list-style-type: none"> • Safe working measures will be put in places and carefully observed. PPE including goggles, gloves and steel toe capped boots will be worn by the tank operators • The tank operator will be knowledgeable in the safe use of high pressure gases and their tanks. • Tank operations will be supervised by other trusted persons 				<p>storage and usage procedures are observed at all times.</p> <ul style="list-style-type: none"> • Should an incident occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here
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Entanglement	Persons becoming entangled in cording	<ul style="list-style-type: none"> User Those nearby 	2	3	6	<ul style="list-style-type: none"> All non-necessary persons will be kept at a safe distance from the balloon/payload equipment. All operators will be made aware of the location of the laid out balloon cords, which will be clearly marked 	1	2	2	<ul style="list-style-type: none"> Should an incident occur, Committee to contact appropriate emergency services Organisers to bring a first aid kit for minor injuries Committee to complete SUSU Incident report as soon as possible – available here
Structural failure of the Balloon or Payload container	A mechanism holding the payload to the balloon fails, causing the payload to fall uncontrolled	<ul style="list-style-type: none"> Those nearby 	2	3	6	<ul style="list-style-type: none"> All securing mechanisms are known safe methods, 	1	3	3	

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Avionics failure affecting recovery system	Avionics failure causes recovery system to not properly deploy, and the payload fall uncontrolled	<ul style="list-style-type: none"> Those nearby 	2	3	6	<ul style="list-style-type: none"> Avionics will be tested prior to launch to confirm they are in working order. Batteries confirmed to have full voltage prior to launch. 	1	3	3	<ul style="list-style-type: none"> Should an incident occur, Committee to contact appropriate emergency services Committee to complete SUSU Incident report as soon as possible – available here

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Battery Fire	Fire, power failure	<ul style="list-style-type: none"> Those nearby 	2	5	10	<ul style="list-style-type: none"> Safe battery chemistry and safe charging devices will be used Battery will be stored in fire-resistant bags when not installed or charging Using Commercial Off The Shelf Power bank to minimise probability of manufacturing defects 	2	2	4	<ul style="list-style-type: none"> Should an incident occur, Committee to contact appropriate emergency services Committee to complete SUSU Incident report as soon as possible – available here

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Wind speeds affect flight trajectory	Balloon goes off course, potentially closer to viewers	<ul style="list-style-type: none"> Those in the vicinity 	3	3	9	<ul style="list-style-type: none"> Winds will be monitored and further simulations ran on the day, launch will not occur if winds exceed 10mph or the estimated landing site is too far away or in/near water A GPS tracker will inform of balloons location and trajectory 	1	2	2	

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Wind speeds cause Balloon to drift outside of expected flight path	Balloon drifts outside of cleared launch area/ expected landing area	<ul style="list-style-type: none"> Those in the vicinity 	2	1	2	<ul style="list-style-type: none"> Flight path predictions will be calculated based on shifting windspeeds. Launch will not happen if wind speeds exceed 10mph. A GPS tracker will inform of balloons location and trajectory 	1	1	1	
Foggy or cloudy skies reduce visibility of Balloon flight	<ul style="list-style-type: none"> Balloon would not be visible through entire flight 	<ul style="list-style-type: none"> Those nearby 	2	2	4	<ul style="list-style-type: none"> Weather will be monitored. Launch will not occur if cloud cover is above a predetermined percentage 	1	1	1	

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Calculations or simulations performed incorrectly	<ul style="list-style-type: none">Predictions could be inaccurate, leading to changes in velocity, trajectory, or stability	<ul style="list-style-type: none">Those nearby	2	4	8	<ul style="list-style-type: none">Multiple simulations will be run, calculations will confirm simulation results, multiple students will check over.All spectators will be at a safe distance from launch, will follow “eyes up and point” procedure to be aware of where the Balloon is at all times.	1	4	4	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Collision with trees or powerlines upon descent	<ul style="list-style-type: none"> Balloon is not recoverable, stuck in a tree or on a powerline Balloon causes damage to power infrastructure 	<ul style="list-style-type: none"> Members of the public 	2	2	4	<ul style="list-style-type: none"> Balloon is launched in an open space clear of trees or powerlines, and calculated drift with launch day conditions shall not exceed cleared area. Balloon will not be recovered until a safe way for retrieval is determined. 	1	1	1	<ul style="list-style-type: none"> Committee members will have the contact details for the appropriate authority, such as National Grid, should an incident occur.
Collision with birds during flight	Bird is hurt, Balloon is damaged	<ul style="list-style-type: none"> Animals 	1	2	2	<ul style="list-style-type: none"> Will watch out for birds before launching. Balloon payload will be painted bright colours to increase its visibility 	1	1	1	

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Travelling to/from launch site	<ul style="list-style-type: none"> Minor or Major Injuries 	<ul style="list-style-type: none"> Those in the car Members of the public 	1	3	3	<ul style="list-style-type: none"> Seatbelts are to be worn at all times Vehicle safety checks will be carried out prior to travel Vehicles will be stocked with safety equipment such as first aid kits and visibility aids for use in the event of an incident 	1	2	2	<ul style="list-style-type: none"> Should an incident occur, Committee to contact appropriate emergency services Committee to complete SUSU Incident report as soon as possible – available here

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Ecological Damage	<ul style="list-style-type: none"> Damage to the environment or animals 	<ul style="list-style-type: none"> The environment animals 	3	3	9	<ul style="list-style-type: none"> Reliable GPS tracking systems will be installed to ensure the payload is found and recovered. All possible effort will be used to ensure no material is left behind Recovery will be as quick as possible to mitigate the chance of animals discovering the landing site/the disruption caused by recovery activities 	1	3	3	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Safeguarding - Walhampton school students	<ul style="list-style-type: none"> Stress/distress 	<ul style="list-style-type: none"> Walhampton school students 	3	4	12	<ul style="list-style-type: none"> School specific safeguarding policies will be discussed with the schools point of contact Members will not be alone with the school students without one of their teachers presence Members to have the contact details of our school contact should an issue arise Seek medical support from first aiders/local services as required Members will be advised on behavioural expectations/safeguarding policies for working with minors 	2	4	8	<ul style="list-style-type: none"> At least one committee member present will be eDBS cleared All incidents to be reported via SUSU reporting tools. Follow SUSU incident report policy

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						Likelihood	Impact	Score				Likelihood	Impact	Score	
Workshop Equipment usage (crafts)-scissors, glue, paper		<ul style="list-style-type: none">Minor injuries	<ul style="list-style-type: none">All participants	3	2	6	<ul style="list-style-type: none">Primary responsibility to be maintained by the schools teachersParticipants and members advised on the safest way to use the resources		2	2		4	<ul style="list-style-type: none">Report all incidents to partners/SUSU. Follow SUSU incident report policyCall emergency services/first aid as requiredMembers to complete first aid training where possible		

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Safeguarding - SUSF Members	<ul style="list-style-type: none"> Stress/distress 	<ul style="list-style-type: none"> SUSF Members 	3	4	12	<ul style="list-style-type: none"> Volunteers/members to avoid lone working Members to support one another Members to seek support and guidance when unsure Seek medical support from first aiders/local services as required Committee to signpost members to relevant contacts and follow up with members if incident reported 	2	4	8	<ul style="list-style-type: none"> All incidents to be reported via partners/SUSU reporting tools. Follow SUSU incident report policy

Fire	Smoke inhalation burns and more severe. Risk of extreme harm.		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 participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency. 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 the 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>
<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 the event,</p>	<ul style="list-style-type: none"> The club/society, SUSU or the University's reputation. 	2	1	2	<ul style="list-style-type: none"> Ensuring all parts of this risk assessment are adhered to. Ensuring all members are reminded that they are representing the club/society, SUSU and the University. 	1	1	1	<ul style="list-style-type: none"> Ensure that any incidents involving public or others are recorded and addressed. Report any incidents to the activities team following SUSU

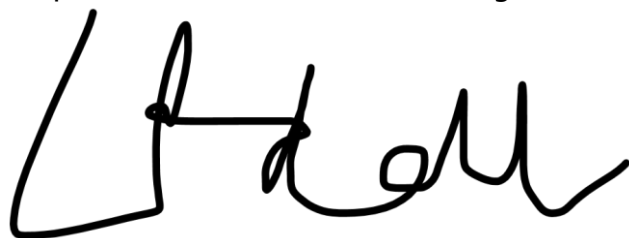
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			Likelihood	Impact	Score		Likelihood	Impact	Score	
	or anything else that brings the clubs/societies, SUSU or the University's name into disrepute.					<ul style="list-style-type: none">Members are reminded that they need to adhere to SUSU's Code of Conduct.				incident report policy

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	Confirm CAA permit is in place before launch	Louis Hall	06/10/25	N/A	
2	Participant briefing on health & safety before trip	Louis Hall	06/10/25	N/A	
3	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	Louis Hall	06/10/25	N/A	
4	Organisers to check and pack a first aid kit	Louis Hall	06/10/25	N/A	
5	Organisers severe weather check prior to departure	Louis Hall	06/10/25	N/A	
6	Transport- where student drivers and SUSU hire vehicles to be used ensure vehicle safety checks area carried out	Louis Hall	06/10/25	N/A	

Responsible committee member signature: Louis Hall



Print name: Louis Hall

Date:
02/10/2025

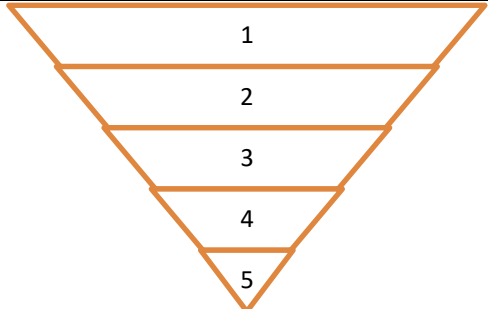
Responsible committee member signature:



Print name: Ethan Wilson

Date:
02/10/2025

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	

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					

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. 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.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. 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. 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