

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: Jonah Bailet	Email Address for Main Contact: jb4n25@soton.ac.uk	Club or Society: Southampton Debating Union	Contact Number: 0624588960
1B) Event Information:			
Event Name: Southampton Debating Union Internal	Event Date: 24/10/2026	Event Venue/Venues: Highfield Campus, Building 58	Total Attendees: approx. 40
Event Timings:	Set Up: 08:00 Event Start: 09:00 Event End: 21:00 Pack Down: 21:30		
Event Break down: (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	Tentative timetable 09:00-10:00: Registration and announcements 10:00-12:00: Round 1 of debates 12:00-14:00 Round 2 of debates 14:00-14:30: Break for self-provided lunch 14:30-16:30: Round 3 of debates 16:30-18:30: Round 4 of debates 18:30-19:00: Finals announcements 19:00-21:00: Finals		
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?	N/A
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)	Debate tournament for members of the Southampton debating union		

Staff Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role)	Convenors: Asher Jayson, Amelia Baker Stewards: Members of committee who aren't speaking		
Tech Requirements (For a full list of what you can hire click here)	Projector		
Facilities Requirements	7 rooms		
Food Requirements (For full guidance on this click here)	N/A		
Security & First Aid Requirements (Who are the qualified first aiders in the group should a medical emergency occur?)	Many members of committee have preliminary first aid training		
Decorations that you are providing	N/A		
Provisional Budget: (if you would like a more extensive budget tracker click here .)	N/A		
1C) Only Required If External Company/External Speaker On Site For Event			
Business Name:	Business Contact Name:	Email Address:	Contact Number:
Arrival On Site:	Companies Risk Assessment link:	Companies Insurance Link:	Companies Public Liability Information Link:
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				Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Safeguarding-dealing with incidents or disclosures	Stress/distress	Members, participants	3	4	12	- Volunteers/members to avoid lone working - Members to support one another - Members should not be working alone without teachers/partners agency presence in sessions - Members to seek support and guidance when unsure - Seek medical support from first aiders/local services as required - Committee to signpost	2	4	8	- Volunteers to attend available safeguarding training (check with partners, SUSU) where working with young people or vulnerable adults - DBS checks to be undertaken for members

						members to local support services and follow up with members if incident reported				worki ng with youn g peop le or vuln erabl e adult s (che ck with partn ers, SUS U) • All incid ents to be repor ted via partn ers/S USU repor ting tools . Follo w SU SU inci de nt rep ort pol icy
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Challenging behaviour/ incidents In workshop	Injury, emotional distress	Members	2	3	6	- Volunteers/members should avoid lone working - Breaks and activities to be used to diffuse tension before it escalates. - Session plans in place and followed to diminish room for tension. - Clear rules put in place and agreed by everyone pre-session. For example, through a Youth contract/rules board. (seek input from participants to ensure effectiveness) - Correct ratios of volunteers with supervision of participants always - Ensure teachers/partner staff present	1	3	6	- All incidents to be reported via partners/SUSU reporting tools. Follow SU SU incident report policy - Bring session to a close where tensions/incidents are unable to be resolved - Remove self from challenging situations where possible (ratio's)
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						for activity				
Workshop Equipment usage (crafts)- scissors, glue, paper	• Choking hazards • Cuts/Scrapes • Burns etc	Members, participants				• Participants and members briefed on the safest way to use the resources • Participants to be supervised when using sharp tools • Any 'sharps' to be disposed of correctly in conjunction with partners policy • Scissors and sewing needles to be correctly stored when not in use. • Handle scissors/ sharps with care, holding downwards by the				• Report all incidents to partners/SUSU. Follow SU SU incident report policy • Call emergency services/first aid as required • Members to complete first aid training

						blade. No running with equipment Keep activity to one area where possible				ng where possible
Stress/Fatigue-games and activities	Illness, injury	Members, participants	2	3	6	- Create sessions that are accessible to all young people and staff-see advice from local organisations/partners/wide training - Members to support one another - Session/activity plans used to follow to help minimise stress and confusion, regular breaks factored into these - Encourage members to bring refreshments to sessions	1	3	3	- Committee WIDE training - Seek medical attention as required - Follow SU SU incident report policy

Electronics	Eye strain, electric shock, burns, injury due to trip hazards.	Event organisers and attendees	2	4	8	Ensure regular breaks (ideally every 20 minutes) when using screens. Ensure screen is set up to avoid glare, is at eye height where possible. Ensure no liquids are placed near electrical equipment. Ensure all leads are secured with cable ties/mats etc.	1	4	4	Request support and advice from SUSU IT/Tech teams e.g. via activities team For external venues pre-check equipment and last PAT testing dates Seek medical attention as required Follow SUSU incident report policy
Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	All boxes and equipment to be stored away from main protest area, e.g. stored under tables Floors to be kept clear and dry, and visual checks to be maintained throughout the event by organizers. Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Report any trip hazards to facilities teams asap. If cannot be removed mark off with hazard signs	1	3	3	Seek medical attention if in need 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

Manual handling, including setting up or equipment . E.g. table and chairs.	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	Make stall operators aware of the potential risks, follow manual handling guidelines Ensure that 2 people carry tables. Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. Request tools to support with move of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates. Make sure anyone with pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.	1	3	3	Seek assistance if in need of extra help from others/staff if needed Seek medical attention from if in need Contact 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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Overcrowding	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	Do not push/shove. If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management. Committee check on room pre-booking, checks on space, lighting, access, tech available. Use ticketing system for regular sessions/meetings to avoid exceeding venue capacity. Ensure space meets needs of members e.g. considering location & accessibility of space (use AccessAble database to check accessibility information) If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible. Committee to consult members on needs and make reasonable adjustments where possible. Check and ensure appropriate volunteer to participant ration	1	3	3	Seek medical attention if problem arises Liasie with SUSU reception/Activities team and UoS Room Booking team on available spaces for meetings. Postpone meetings/events where space cannot be found Welfare Officer to complete WIDE training. All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
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						Set maximum capacity for workshop/session based on available space Request alternative space if not appropriate				
Fire	Smoke inhalation burns and more severe. Risk of extreme harm.		1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in	1	4	4	In case of an emergency, please pull the nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health

						case of an emergency. Avoid build-up of debris in the activity area. Consider accessibility requirements.				h and safety officers have been informed. Follow SUSU incident report policy
Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents causing reputational damage to the group, Southampton University Students' Union or Southampton University itself. This could be controversial posts, conduct during a game, conduct during social/event, or anything else that brings the clubs/societies, SUSU or the University's name into disrepute.	The club/society, SUSU or the University's reputation.	2	1	2	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. Members are reminded that they need to adhere to SUSU's Code of Conduct.	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Report any incidents to the activities team.
Medical Emergency	Members may sustain injury/become unwell. Pre-existing medical conditions Sickness	Event organisers and event attendees	1	5	5	Advises participants; to bring their personal medication. Members/Committee to carry out first aid if necessary and only if qualified and confident to do so.	1	4	4	Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.

	Distress					Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support.				Follow SUSU incident report policy
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Demonstration / Strike / Awareness Raising / Debating Activity

Overcrowding due to nature of demonstration event	Physical injury	Event organisers and attendees	2	3	6	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. With support from a SUSU Activities Coordinator, inform UoS Security Team of the event and any potential security needs on the day. To contact the Security Team on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk	1	3	3	Seek medical attention if problem arises. Security Team may inform the police of the event if required (e.g. marches). Follow SUSU incident reporting guide Call emergency services as required.
Anti-social, Violent or offensive behaviour due to nature of demonstration event	Distress, Physical Injury	Event organisers, event attendees	2	5	10	No alcohol served/consumed as part of demonstration/protest events. Society to follow and share with members Code of Conduct/SUSU	1	3	3	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.

						Expect Respect policy.				Follow SUSU incident reporting guide Call emergency services as required.
Disturbance to public, students and staff	Conflict, noise pollution, crowds	Event organisers and attendees, general public	2	2	4	Protest/demonstration events should be planned on University grounds (primarily Redbrick) avoiding residential areas. UoS Security Teams informed of the event. Everybody will be encouraged to stay together as a group. Shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas. If applicable, book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons).	1	2	2	With support from a SUSU Activities Coordinator, inform UoS Security Team of the event. University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@ston.ac.uk Inform UoS/SUSU teams of the event- Comms teams can brief others via SUSSED or social media posts. Follow SUSU incident reporting guide

Counter protest, discrimination against the demonstration/Campaign	Distress due to threatening/aggressive behaviour, injury due to assault/violence	Event organisers and attendees	2	4	8	Event planned for Highfield campus - a route well signposted and known for students. Leaders to advise all participants to not engage/respond to any counter protests or aggressive behaviour. If safe to do so, encourage group to move on and remove themselves from situation. The event will be ended and students advised to return to campus if this continues. Prior information about event and what to expect given out so participants know what to expect, e.g. via Facebook/social media posts. Participants made aware they could join and leave the event at any time. Ensure that people are aware that this is an open space for discussion to discourage protest.	1	4	4	Event organisers to call University Security if necessary. Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Building 32, University Road Highfield Campus. Any incidents will be reported via UoS reporting tools Contact emergency services if needed Organisers will, following the event, share relevant information on support/signpost via social media channels etc. Follow SUSU incident reporting guide
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Talks/debates - subjects that could be sensitive or personal to some members	The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.	Members	2	3	6	Prior information about event and what to expect given out so participants know what to expect. If inviting external speakers, follow UoS Code of Practice to Secure Freedom of Speech within the Law. Do not confirm speaker's attendance before final confirmation from UoS Legal Services & SUSU Activities Team is given. More info on the process for inviting external speakers can be found here. Be aware this process can take time, so be sure to give plenty of notice. Members made aware they could leave the event at any time. Members referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk), and/or signpost to support organisations (e.g. via presentation slide, or by speakers/committee members). SUSU reporting tool available.	1	3	3	Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter. Committee WIDE training. Seek guidance from Activities/SUSU Advice Centre/UoS Student Hub as required.
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PART 2B – Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	All members to ensure they are familiar with partners reporting	Jonah Bailet	13/10/2026		

	procedures and tools, including those of SUSU				
3	Committee to undertake WIDE training, undertake research to ensure sessions are inclusive and reasonable adjustments are made	Jonah Bailet	13/04/2026		
Responsible committee member signature: Jonah Bailet			Responsible committee member signature: Amelia Baker		
Print name: Jonah Bailet		Date: 06/10/2026	Print name: Amelia Baker		

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
1. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
2. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
1. Admin controls	Examples: training, supervision, signage		
1. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		IMPACT				

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising

2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe – extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher