

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> Gigi Gardose	<b>Email Address for Main Contact:</b> gg1g24@soton.ac.uk	<b>Club or Society Name:</b> Filipino Society	<b>Contact Number:</b> 07787551328
<i>1B) Event Information:</i>			
<b>Event Name:</b> Filipino Society Acoustic Night	<b>Event Date:</b> 22nd November 2025	<b>Event Venue/s:</b> SUSU Space - Below Deck	<b>Total Attendees:</b> Expected 80
<b>Event Timings:</b>	<b>Set Up:</b> 5pm <b>Event Start:</b> 5:30pm <b>Event End:</b> 8pm <b>Pack Down:</b> 8:30pm		
<b>Event Breakdown</b>  This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	5-5:30pm: Filsoc committee arrives at Below Deck to help with set up. Livesoc will drop off their equipment as requested 5:30-6pm: Final briefing with committee whilst attendees start to arrive. Committee will be at the doors ensuring that the attendee list is being ticked off 6-9pm: Main performances by the attendees as well as choosing of the crowd favourite 9-10pm: Packing down the equipment		

<p><b>Is this a ticketed event? If so, please state the name of the ticket on Box Office</b></p> <p>You can set up Box Office tickets through your group's hub page. For guidance on this click <a href="#">here</a>:</p>	No	How much are your tickets? And how many are available?	N/A
<p><b>Overview of event concept</b></p> <p>Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food provision and any performance or sporting activity)</p>	<p>Southampton Filipino Society is hosting a popular annual event called Acoustic Night in which attendees will be able to perform songs or play instruments. We have set up a form in which performers will be able to tell us about the nature of their performance, the equipment they need and how many performers there will be. It will last approximately 2-3 hours, ending with a prize for the best performance voted for by the crowd.</p>		
<p><b>Staff hosting the event</b></p> <p>List all committee and volunteers that will be present and responsible for the event, as well as their role.</p>	<p>Committee members of Southampton Filipino Society will be present to help with preparations, supervision and clean up</p> <p>Event lead: Gigi Gardose  Checking attendees: Ryan Oga  Guest welfare: JayJay Patena and Bella Samarita  Media lead: Ethan Ang and Sam Gonzales  Equipment management: Innah Orcajo and Philippe Shafie</p> <p>There will also be supervisory staff supplied by SUSU as per their guidelines with using Below Deck</p>		
<p><b>Tech Requirements</b></p> <p>For a full list of what you can hire click <a href="#">here</a>.</p>	N/A - supplied by Livesoc		

<b>Facilities Requirements</b>	N/A		
<b>Food Requirements</b>  For full guidance on this click <a href="#">here</a> .	N/A - food not offered at the event		
<b>Security &amp; First Aid Requirements</b>  Who are the qualified first aiders in the group should a medical emergency occur?	SUSU supervisory staff		
<b>Decorations that you are providing</b>	N/A - no decorations at the event		
<b>Provisional Budget</b>  If you would like a more extensive budget tracker, click <a href="#">here</a> .	£75 for the use of Below Deck from 5-10pm £118 paid to Livesoc for the use of their equipment		
<i>1C) Only required if an external company/external speaker will be on site for the event</i>			
<b>Business Name:</b>	<b>Business Contact Name:</b>	<b>Email Address:</b>	<b>Contact Number:</b>
<b>Arrival On Site:</b>	<b>Company's Risk Assessment Link:</b>	<b>Company's Insurance Link:</b>	<b>Company's Public Liability Information Link:</b>
<b>Departure time:</b>			

→ 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

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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>	2	1	2	<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>	1	1	1	<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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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>fi</b> <b>r</b> <b>e</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>				
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Travel by car, train, bus, plane when leaving the local area.	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	2	5	10	<p>Group committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test.</p> <p>Members expected to drive or travel in a sensible manner, with those doing otherwise to face disciplinary action (from the club/society in the first instance).</p> <p>Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.</p>	1	5	5	<p>Contact emergency services as required 111/999.</p> <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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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>The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.</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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						Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy.</a>				
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 (especially if drinking alcohol).</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	4	3	1 2	Event lead to emphasise that the aim of the event is not to make profit.  Ensure that the committee are aware of the risk of losing money	2	3	6	Contact SUSU Activities Team if you have any questions or concerns about this
Events involving dance or performances	Slips, trips or falls	Event lead and event attendees	3	4	1 2	Event leads to warn attendees and performers to be cautious of their performance.  Event leads to ensure that there is adequate space for the performances to happen, including removing any objects that may pose a risk in the space.	2	3	6	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> .

Electronics	Eye strain, electric shock, burns, injury due to trip hazards, causing fire	Event organisers 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> <p>For external venues, pre-check equipment and last PAT testing dates.</p>	1	4	4	<p>Request support and advice from SUSU IT/Tech teams e.g. via Activities Team.</p> <p>Seek medical attention as required.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
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<b>Dropping or hitting instruments</b>	Damage to instruments Injury to surrounding people Damage to space being used	Event organisers and Event attendees	<b>2</b>	<b>3</b>	<b>6</b>	Make sure everyone is spaced out as much as possible so people can move around as much as possible  Larger instruments that move a lot are given extra space  Instruments to be put in case or safely out of the way when not in use  Nothing to be kept on the floor unless essential	<b>1</b>	<b>3</b>	<b>3</b>	Committee to ensure room booking is adequate with enough space to accommodate larger instruments. Request room changes as needed  Seek medical attention from SUSU reception/venue staff if in need  Contact facilities team via SUSU reception/venue staff  Contact emergency services if needed
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<b>Cable/wires in area</b>	Tripping over wires and causing injuries  Pulling over equipment and causing it damage or further injury	Event organisers and Event attendees	<b>3</b>	<b>3</b>	<b>9</b>	Any cables to be organised as best as possible and trailed away from walkways  Cable ties/to be used if necessary  Hazardous sections to be blocked off eg using chairs and signage	<b>1</b>	<b>3</b>	<b>3</b>	Seek medical attention from SUSU reception/venue staff if in need  Contact facilities team via SUSU reception/venue staff  Contact emergency services if needed
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<b>Unmonitored speakers causing feedback/deafening noise</b>	Hearing damage  Disruption to unrelated activities/complaint	Event organisers and Event attendees  Possibly those in the buildings nearby	<b>4</b>	<b>3</b>	<b>1 2</b>	Someone with relevant sound/tech training or know-how nearby to monitor levels  Microphones/speakers turned off when not in use  Volume kept low	<b>2</b>	<b>2</b>	<b>4</b>	Seek medical attention from SUSU reception/venue staff if in need  Contact facilities team via SUSU reception/venue staff  Contact emergency services if needed
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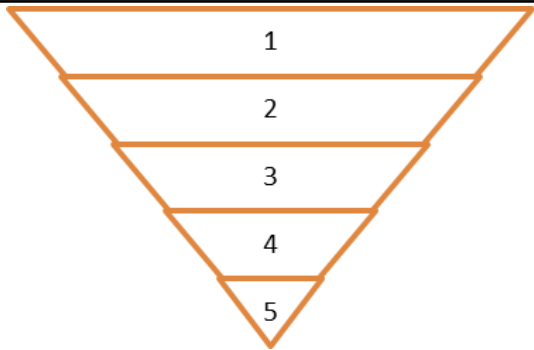
<b>Moving/setting up instruments and stands</b>	<p>Back/muscle strain from lifting items that are to heavy</p> <p>Trapping fingers in stands or other items</p> <p>Damaging equipment</p> <p>Dropping equipment on feet/another person</p> <p>Falling/moving equipment on stairs</p>	<p>Those setting up and members nearby assisting</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Any heavy items lifted by multiple people</p> <p>Use lifts where possible for heavy items, where not possible extreme caution to be used and additional members should be on hand to assist</p> <p>Request tools to support with move of heavy objects - SUSU facilities/venue eg. hand truck, dolly, skates</p> <p>Teach members how to carry equipment and how to safely set up specific items and don't allow untrained members to assist</p> <p>Those carrying things be accompanied by someone able to clear a pathway open door</p> <p>Committee to ensure adequate time for set up and pack down is planned for/allocated when bookings are made</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Committee to ensure tech team recruited/trained to move and set instruments</p> <p>Seek medical attention from SUSU reception/venue staff if in need</p> <p>Contact facilities team via SUSU reception/venue staff</p> <p>Contact emergency services if needed</p>
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***PART 2B – Action Plan*****Risk Assessment Action Plan**

<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	Risk assessment shared with all organisers and checked through before the event	Gigi Gardose	05/11/25	03/11/25	President and Secretary have ensured that this has been completed
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members	05/11/25	03/11/25	President and Secretary have ensured that this has been completed
3	Complete a financial assessment of the event	Relevant committee members	05/11/25	03/11/25	President and Secretary have ensured that this has been completed
4	Liaise with Live Society on travelling with the equipment - including setting up and packing down after the event	Relevant committee members	05/11/25	03/11/25	President and Secretary have ensured that this has been completed
5	Ensure that performers are prepared and committee is aware of the nature of the performance before the event	Relevant committee members	05/11/25	03/11/25	President and Secretary have ensured that this has been completed

Responsible committee member signature 1:				Responsible committee member signature 2:	
					
Print name: GIGI GARDOSE			Date: 10/11/25	Print name: LINUS GENCIANA	
				Date: 10/11/25	

**Assessment Guidance**

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

LIKELIHOOD 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

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