

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			
1A) Contact Information:			
Main Contact for The Event: Lester Barnard 02033700997	Email Address for Main Contact: info@mainstreamleisure.co.uk	Club or Society Name: Filipino Society	Contact Number: Linus Genciana 07847032832
1B) Event Information:			
Event Name: London Boat Party	Event Date: 21st February 2026	Event Venue/s: Westminster Pier - The Dixie Queen	Total Attendees: Expected 600
Event Timings:	Set Up: 5:30pm Event Start: 7pm Event End: 11pm Pack Down: 11-11:30pm		
Event Breakdown This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	5:30-6:30pm: Set up with the Southampton Filipino Society and members from other universities 6:30-7pm: Last minute preparations and final team briefing before guests arrive 7-7:30pm: Guests will start arriving and committee will be scanning tickets 7:30-10:30pm: Guests will be dancing and enjoying beverages 10:30-11pm: Boat returns and the guests will leave 11-11:30pm: Committee will be cleaning up along with the other university committees		

Is this a ticketed event? If so, please state the name of the ticket on Box Office You can set up Box Office tickets through your group's hub page. For guidance on this click here :	Yes - Filipino Society London Boat Party	How much are your tickets? And how many are available?	£22 x 30 £24 x 10 £26 x 10
Overview of event concept Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food provision and any performance or sporting activity)	Southampton Filipino Society is hosting an inter-uni Filipino Society Boat Party hosted in London at the Westminster Pier. The purpose of the event is to connect Filipinos from around the country in an event that celebrates Filipino pride. The Boat is called The Dixie Queen with the capacity of 600 people. The event will include a DJ, dancing and singing. The boat will provide its own bar with staff in which guests can buy from. There will be no food allowed or served on the boat. The event will start at 7pm and end at 11pm.		
Staff hosting the event List all committee and volunteers that will be present and responsible for the event, as well as their role.	All committee members of Southampton Filipino Society will be present to help with preparations, supervision and clean up Event lead: Linus Genciana and Moira Mendaros Ticket scanning: Gigi Gardose and Ryan Oga Guest welfare: JayJay Patena and Bella Samarita Media lead: Ethan Ang and Sam Gonzales Decorations: Innah Orcajo and Philippe Shafie		
Tech Requirements For a full list of what you can hire click here .	N/A - supplied by the boat company		
Facilities Requirements	N/A - supplied by the boat company		
Food Requirements	N/A - food not offered at the event		

For full guidance on this click here .			
Security & First Aid Requirements Who are the qualified first aiders in the group should a medical emergency occur?	All staff on board are trained and qualified in first aid, as confirmed by the boat company (see linked documents)		
Decorations that you are providing	Wristbands for the guests Small decorations such as garlands		
Provisional Budget If you would like a more extensive budget tracker, click here .	In total: £10,129.00 Deposit to be paid by 12th December: £3312.50 Deposit per uni: £276.04 Decorations: approximately £30-£50 per uni		
<i>1C) Only required if an external company/external speaker will be on site for the event</i>			
Business Name:	Business Contact Name:	Email Address:	Contact Number:
Arrival On Site:	Company's Risk Assessment Link:	Company's Insurance Link:	Company's Public Liability Information Link:
Departure time:			

→ 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 at **least 15 working days before the event**. For more guidance on this please [click here](#).

Part 2A

Risk Assessment

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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<p>Manual handling, including setting up of equipment. E.g. table and chairs</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Follow manual handling guidelines. Ensure that at least 2 people carry tables or other bulky items. Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. Request tools to support with the moving of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates. Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Seek assistance from facilities staff/venue staff if needed. Seek medical attention from SUSU/venue Reception 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.</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 & accessibility of space (use AcessAble 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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						Committee to consult members on needs and make reasonable adjustments where possible					
						Provide remote meeting options for members where possible.					

<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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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	1	2	<p>Ask members to only bring small items and use sensibly.</p> <p>Members of the society are responsible for their own possessions and the use of them.</p> <p>Choose a theme unlikely to cause offence.</p> <p>Any participant wearing items deemed offensive asked to remove these.</p> <p>Society to follow and share with members Code of Conduct/SUSU Expect Respect policy.</p>	1	1	1	<p>SUSU Expect Respect policy to be followed.</p> <p>Committee WIDE training.</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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Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers, event attendees,	2	4	8	<p>Members are responsible for their individual safety though and are expected to act sensibly.</p> <p>Initiation behaviour not to be tolerated and drinking games to be discouraged.</p> <p>For socials at bars/pubs etc., bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>Where possible 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	3	<p>Follow SUSU incident report policy.</p> <p>Call emergency services as required 111/999.</p> <p>Welfare Officer to complete WIDE training.</p>
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						Committee to advise and remind members to always watch their own drinks.					
						Society to follow and share with members Code of conduct/SUSU Expect Respect policy .					

Spiked Drinks/Alcoh ol Poisoning	Illness, loss of consciousness, loss of self- control	Event organisers , event attendees,	2	5	1 0	<p>Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event.</p> <p>Bouncers/trained staff in pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol.</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. Action organizers (Part B).</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>	2	3	6	<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 SUSU incident report policy</p>
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						Members/participants are advised to watch their own drinks. <u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u>				
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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	4	3	1	Members are responsible for their individual safety and are expected to act sensibly.	2	fi	re	4	Where possible venue chosen for the event will be local/known to members and within a short travel distance for members.
					2	Local venues known to UoS students chosen.					Contact emergency services as required 111/999.
					3	Event organisers will be available to direct people between venues.					Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
					1	Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together.					Follow SUSU incident report policy
					4	They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.					
					1	Avoid large groups of people totally blocking the pavement or spilling in to the road.					

						<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	1 0	<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 SUSU incident report policy</p>
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Medical emergency	Members may sustain injury /become unwell Pre-existing medical conditions, sickness, distress	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, studenthub@soton.ac.uk) 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 SUSU incident report policy.</p>
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	1	5	5	<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>	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.</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	1	0	Bouncers/security will be present at most licensed venues. Bar/venue security staff will need to be alerted and emergency services called as required. Do not personally engage with any violent behaviour. Stay safe and inform the bar staff/police if necessary. 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. Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.	1	3	5	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. Follow SUSU incident report policy . Call emergency services as required.
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						Society to follow and share with members Code of conduct/SUSU Expect Respect policy .					
Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers , event attendees	3	4	1	Lead organiser to check the weather are suitable for activities on the day. Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites. In the case of hot weather organiser to advice participants to bring/wear appropriate level sunscreen, and to hydrate (especially if drinking alcohol).	2	2	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date. 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 .	
Financial risk	Group debt	Group members, SUSU	4	3	1	Cost balance sheet has been created and will be uploaded to SUSU	2	3	6	In case of serious financial risk, committee are to postpone the event and organise with the boat company on a new date. Committee to assess the finances and look towards other sources for money.	

Embarkation/ Disembarkation	Risk of falling off pier or vessel into water	Event organisers , event attendees	4	4	1 6	All dis/embarkation points to be tended by a member of ships crew or Thames Leisure staff Stairs/gangplanks to be put into place to assist with dis/embarkation where necessary Guests must be warned not to dis/embark until given permission by the crew	2	4	8	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.
Upper deck hazards eg. Deck fittings, horses, blocks and tackle	Risk of tripping, falling and subsequent injuries	Event organisers , event attendees	5	2	1 0	During safety briefing all guests/staff must be warned about hazards and again by staff during event	4	2	8	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.

Wet/dirty decks/saloon /bar/heads and gallery areas	Risk of tripping, falling and subsequent injuries	Event organisers , event attendees	5	2	1 0	Keep areas as clean/dry as possible when it is raining, make guests/staff aware of extra slip hazards on upper deck and stairs and other areas and again by staff during event	4	2	8	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.
Sitting/leaning on ship rails	Risk of falling into water	Event organisers , event attendees	5	4	2 0	During safety briefing ask guests not to lean/sit on the ship rails During cruise monitor situation	3	4	1 2	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.
Bodies obscuring the view of skipper whilst underway	Risk of vessel collision	Event organisers , event attendees	5	5	2 5	During safety briefing inform guests where they can/cannot safely sit/stand during cruise During cruise monitor situation	2	5	1 0	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 .

Stairs down to lower deck	Risks of falling/slipping down stairs	Event organisers , event attendees	4	3	1 2	Keep stairways clean and dry During safety briefing warn guests/staff to be careful when using stairs and ensure handrail is in place before all events	3	3	9	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 .
Hatch to stairwell and low headroom areas	Risk of banging head and subsequent injury	Event organisers , event attendees	5	3	1 5	Ensure crew monitor hatch opening from above and that Thames Leisure/ staff monitor hatch opening from below During safety briefing and by staff during an event point this out as a potential hazard				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 .

Ship emergency	Evacuation/control - risk of guests panicking Injuring themselves whilst trying to escape	Event organisers , event attendees	3	5	1	5	Ship emergencies to form part of the safety briefing: The emergency signal (7 short blasts of the horn followed by one long blast); location of safety equipment: life rafts, life jackets, exit routes, muster stations In the event of an emergency skipper to advise of action to be taken Crew and Thames Leisure staff to manage skippers instructions in a calm and professional manner Guests/staff to be kept informed of situation to avoid panic	2	5	1	0	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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Glassware and bottles	Risk of injury such as cuts	Event organisers and event attendees	5	3	1	5	<p>Use plastic disposables as standard.</p> <p>When/if glass is used, ensure that empty glasses are promptly cleared away</p> <p>Throw away any chipped glasses</p> <p>Ensure that guests do not leave glasses/bottles in places where they are likely to get knocked or trodden on</p> <p>Staff to dispose of used bottles/broken glasses safely</p>	3	3	9	<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 SUSU incident report policy.</p>
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Gas leak	Danger of explosion/inhalation Evacuation/control - risk of guests panicking and injuring themselves whilst trying to escape	Event organisers and event attendees	4	5	20	Evacuation and Ship emergency procedures as listed previously Gas alarms are checked on a regular basis All staff and crew are made aware of gas leak hazards Only authorised crew/staff to change gas bottles and use gas operated appliances In the event of gas alarm sounding a member of crew to investigate situation immediately	2	5	10	Seek assistance from facilities staff/venue staff if needed. Seek medical attention from SUSU/venue Reception 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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Electrocution	Risk of injury to crew/staff and passengers	Event organisers and event attendees	5	2	1 0	Ensure that all staff are aware of proper use of electrical appliances and their hazards All faults to be reported to crew/staff immediately Electrical appliances must be kept dry Ensure that all staff/crew and event organisers are aware of the appropriate action for the isolation of appliance/victim in the event of electrocution	2	4	8	Seek assistance from facilities staff/venue staff if needed. Seek medical attention from SUSU/venue Reception 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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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	Risk assessment shared with all organisers and checked through before the event	Gigi Gardose - Secretary	31/12/25	18/12/15	President and any relevant members has ensured that this task has been completed.

2	Committee to read and share SUSU Expect Respect Policy	President and any relevant committee members	31/12/25	18/12/15	President and any relevant members has ensured that this task has been completed.
3	Complete a financial assessment of the event	President and any relevant committee members	31/12/25	18/12/15	President and any relevant members has ensured that this task has been completed.
4	Liaise with external companies (e.g. venue, DJ, caterers) for all necessary paperwork.	President and any relevant committee members	31/12/25	18/12/15	President and any relevant members has ensured that this task has been completed.
5	Liaise with other University members on the financial statements to organise ticketing systems	President and any relevant committee members	31/12/25	18/12/15	President and any relevant members has ensured that this task has been completed.

Responsible committee member signature 1:

A handwritten signature in black ink, appearing to read "Linus Genciana". The signature is fluid and cursive, with a prominent "L" at the beginning and a "G" at the end.

Responsible committee member signature 2:

A handwritten signature in black ink, appearing to read "Gigi Gardose". The signature is more stylized and less cursive than the first one, with a prominent "G" at the beginning.

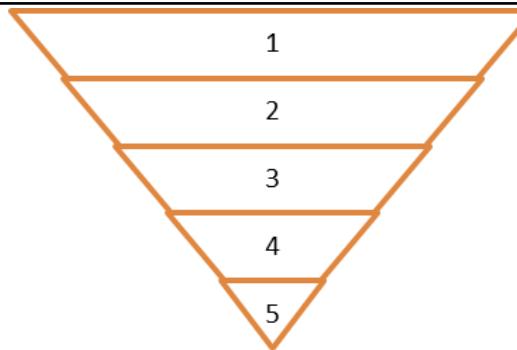
Print name: LINUS GENCIANA

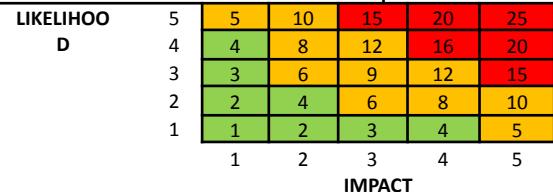
Date:
18/12/25

Print name: GIGI GARDOSE

Date:
18/11/25

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	



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