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: Chiffany Chan, President	**Email Address for Main Contact: Cc8g24@soton.ac.uk**	**Club or Society: HKPASS**	**Contact Number: 07918328132**
1B) Event Information:			
Event Name: **HKPASS Flagship**	**Event Date:** 28/11/2026	**Event Venue/Venues:** B46/3001 B7/3009 B35/1001 B2/1039 B177/2011 The Cube	**Total Attendees:** 50
Event Timings:	**Set Up: 10:00** **Event Start: 12:00** **Event End: 19:00** **Pack Down: 19:00-20:00**		

Event Break down: (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	10:00 – 12:00 set up checkpoints and mass game 11:00 – 12:00 Event leader check and pick up participants 12:00-13:00 introduction 13:00-16:00 checkpoint game 16:00-18:00 mass game 18:00-19:00 prize presentation and dismiss		
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)	We are planning to host mini games around the campus and in the booked venues, and lead groups around the campus so participants can get to know the University of Southampton. The 50 participants will be split into 7 groups of around 7, each led by a committee member or student at the University of Southampton. Our event will begin in B46/3001, where we will gather participants and brief them on safety and security. The checkpoint games are mostly problem-solving questions in the rooms we have booked. Mass games involving teamwork and communication will be held in The Cube, which avoids risks from blockages and objects. Participants include students from other UK universities, registered in advance via Google Form.		
Staff Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role)	Event lead: Chiffany Chan, Charlotte Cheung Host: Chiffany Chan Performance lead: not relevant Doors: not relevant Food lead: not relevant Volunteers for set up: Chiffany Chan, Charlotte Cheung, Natalie Keung, Summie Heung, Soton HKPASS memebers		
Tech Requirements	2x Microphones Speakers		

(For a full list of what you can hire click here)	HDMI cable
Facilities Requirements	No need
Food Requirements (For full guidance on this click here)	No food provided
Security & First Aid Requirements (Who are the qualified first aiders in the group should a medical emergency occur?)	Keung Tze Ching
Decorations that you are providing	No need
Provisional Budget: (if you would like a more extensive budget tracker click here.)	Projected ticket income: £0 Venue hire: £0 Tech: £0 Food: / Security: / Projected profit: £0

1C) Only required if an external company will be on site for the event

→ If you are inviting an external speaker to campus for your event, you are required to submit an external speaker form **at least 3 weeks before the event**. For more guidance on this please click here.

Business Name: /	**Business Contact Name: /**	**Email Address: /**	**Contact Number: /**
Arrival On Site: / **Departure time: /**	**Companies Risk Assessment link: /**	**Companies Insurance Link: /**	**Companies Public Liability Information Link: /**

PART 2											
(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**	
General Considerations										

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Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All participants and organisers/staff and spectators	2	3	6	Check venue conditions for holes, lumps, and other obstacles.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. SUSU incident reporting guide

Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	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 Volunteers/Event Staff the nearest emergency exit routes at the start of a session, and the importance of assisting others to leave calmly in case of an emergency. Consider accessibility requirements	1	4	4	In case of an emergency, please pull 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 and safety officers have been informed. Follow SUSU incident report policy. SUSU incident reporting guide
Setting up/moving or chairs/tables/other objects in the area.	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	Make Event Volunteers aware of the potential risks, follow manual handling guidelines Ensure that at least 2 people carry tables and large objects. Setting up tables will be done by organisers.	1	3	3	Seek assistance if in need of extra help from facilities staff/venue staff if needed Seek medical attention from SUSU Reception if in need

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						Work in teams when handling other large and bulky items. Request tools to support with move of heavy objects- 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.				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	Event organisers and attendees	1	3	3	Do not push/shove If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. Book during quieter times when less activities taking place on Redbrick/book all available space Inform other bookings on the Redbrick/in the area of the event	1	3	3	Seek medical attention if problem arises With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day Security team may inform police of the event if required (e.g. marches) Follow SUSU incident report policy

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Electronics	Risk of eye strain, injury, electric shock	Committee and attendees	2	4	8	Ensure regular breaks (ideally every 20mins) 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.

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Accessibility: Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.	Participants, committee	1	5	5	All areas chosen for activity will have their suitability checked. If a closed activity for members, members will be consulted to ensure there are no accessibility requirements. If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	1	5	5	In case of an emergency, call the emergency services on 999. If those with accessibility problems have not been able to exit, make the building manager and emergency services aware. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy

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Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students' Union or Southampton University itself. This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University's name intro disrepute.	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring that any incidents involving public or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.	1	1	1	

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Financial Risk: For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society Members subject to lawsuits SUSU if required to assist.	1	1	1	Clubs and societies required to complete financial forecasting and budget for the year. All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs. SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.	1	1	1	

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Legal Compliance: Club or society activity going against set law. This includes breaches of the freedom of speech act	Fines imposed upon the student group as well as SUSU. Jail sentences. Reputational risk to the student group, SUSU and the wider University	The club or society, committee and members, SUSU or the Wider University	1	1	1	All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place. All who wish to bring in an external speaker must follow due process, available here This will be looked over by the Activities team, and may require security being consulted and an extra risk assessment being submitted.	1	1	1	Check with the venue if a 24 hour licence is required for this event

Medical Issues: Pre-existing and process for any that appear during	Illness, death	Members, committee	3	5	15	All clubs and societies should have a process for if a medical issue occurs. All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly. If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 593311	1	5	5	In an emergency, contact 999. 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
Charity Fundraising										
Handling and Storing Money – N/A	N/A – no fundraising, cash or card payments at this event									

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	

Abuse of Members and Volunteers	Members of the public or students may act violently towards volunteers. Eg: Because they disagree with the cause.	Volunteers and Participants	4	3	12	No Volunteers are ever to be left alone. Always have at least 2 people at a stall or at an Event.	2	3	6	• Report to SUSU Duty manager and Complete a SUSU incident report
										• 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.

Venue/Location considerations	Require certain licenses/sign off	Organisers, Participates, SUSU	1	4	4	Ensure the venue has the relevant licenses required for your event ahead of time. Ensure your event has the required sign off by the venue's security teams. Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment. On campus - Ivvy Booking/uni room booking - Risk assessment - Contract Off campus - Risk assessment - Any bookings/contracts with external providers.	1	2	2	• 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. • Follow SUSU incident report policy

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Serving Food	N/A									

Checkpoint games – moving between campus buildings	Slips or trips on paths and steps, collision with vehicles on campus roads or car parks, participants getting lost.	Participants, group leaders, members of the public	3	3	9	Fixed route between booked checkpoint rooms, walked and checked by committee beforehand. Each group led by a named UoS student group leader, who stays with the group throughout. Group leaders take a headcount when leaving and arriving at each checkpoint. Pedestrian crossings and paths only; no crossing through car parks. Participants told to wear suitable footwear and clothing. All outdoor movement finishes before dark (sunset is around 16:00).	2	3	6	Group leaders carry charged phones with the event lead's and first aider's numbers. If someone is injured, the leader stays with them and calls the first aider; call 999 in an emergency. Report all incidents to the SUSU duty manager and follow the SUSU incident reporting guide.
Participants getting lost or separated	Distress, risk to personal safety, delays to the event.	Participants	3	3	9	Participants register via Google Form with a contact number. Group chat for each group, managed by its leader.	2	2	4	If a participant is missing, the leader calls and messages them immediately and alerts the event lead. If they can't be reached within 30 minutes, inform campus

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
						Campus map with checkpoint locations given out at the briefing in B46/3001. Event lead's number shared as the first point of contact. Headcounts at every checkpoint.				security (023 8059 3311, ext. 3311). Call 999 if there's concern for their safety.

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Mass game in The Cube (team and physical games)	Collisions, strains or sprains from running, being hit by props.	Participants, organisers	3	2	6	Desks and chairs cleared to the edges of the room before games start. Rules briefed before each game; no-contact games only. Committee members supervise each game, and non-players stay outside the playing area. Light, soft props only, collected after each round. Take short breaks between games, direct participants to water refill station available nearby if needed.	2	2	4	The first aider is present in The Cube throughout the mass game. Call 999 in an emergency. Follow the SUSU incident reporting guide.

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Participants travelling to Southampton	Travel delays, guests getting lost between the station and campus, stress.	Participants (external)	3	2	6	Guests registered in advance with contact details. A committee member meets each arriving group at Southampton Central. Travel updates shared in the group chat. Participants leave with their group leader, who checks in to confirm they've got home safely.	2	2	4	The event lead keeps a guest list and contacts. Follow the SUSU incident reporting guide.

Adverse weather	Injury, Illness, Slipping, Cold	Event organisers, event attendees,	4	3	12	Lead organiser to check the weather is suitable for activities on the day Final go/no-go decision by 12:00 on 27/11 Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites In cold or wet weather, organisers to advise participants to wear warm, waterproof clothing and suitable footwear If Cancellation is required ensure all relevant parties are contacted. SUSU – subookings@soton.ac.uk Uni – roombookings@soton.ac.uk Or your external contacts.	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
24 hour Events										

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Fatigue (Including dehydration and hunger)	Participants and volunteers on the day may become tired if they have not properly slept, eaten or drank.	Event Attendees and Organisers	3	3	9	• All participants and volunteers have been advised to properly eat and drink prior and during their go. • Volunteers have also been encouraged to bring food and drink with them to consume during their go. • Access to bottled water or a Water Fountain/Tap throughout the event.	2	2	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.

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Allergies - food and drink (Alcohol/External Events: N/A – no alcohol, on campus)	Allergic reaction to food or drink participants bring themselves	Event organisers, event attendees,	3	5	15	No food or alcohol provided. Participants bring their own food and are responsible for their own dietary needs. Named first aider on site.	1	5	5	Call 999 and alert the first aider.

PART 2B – Action Plan

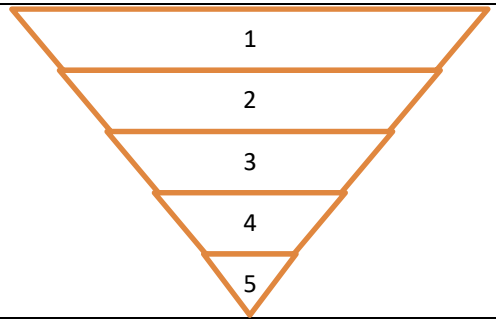
Risk Assessment Action Plan

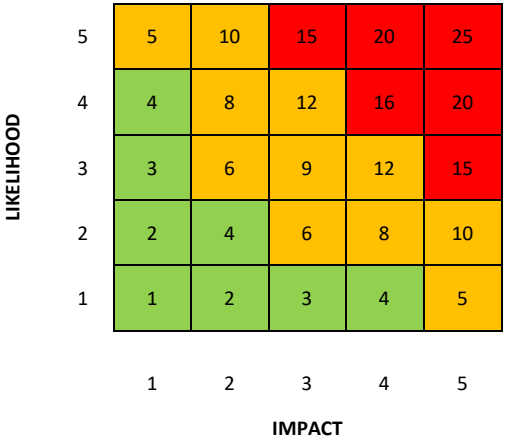
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
	Committee member to check weather and make a call if event is okay to go ahead	The whole committee board	27/11		

	Committee member to ensure all supplies are there, eg: access to hot water, toliets etc	The whole committee board	25/11		
	Complete a Charity Event form and send this to suactivties@soton.ac.uk	Not relevant	N/A		
	Committe to Read and share SUSU Expect respect policy	The whole committee board	14/11		
	Set Up Just Giving/Fundraising Platform and/or book Sum-up Card Machines	Not relevant	N/A		
	Check if a 24 hour liscenece is required (this is usually required for all indoor 24 hour events)	Not relevant	N/A		
Responsible committee member signature: Print name: Charlotte Cheung (Vice President) Date 11/11/26				Responsible committee member signature: Print name: Chiffany Chan (President) Date 11/11/26	

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





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