

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: Percy Baker	Email Address for Main Contact: pb8g23@soton.ac.uk	Club or Society: Southampton Cybersecurity Society	Contact Number: 07447743623
1B) Event Information:			
Event Name: Reversec Workshop	Event Date: Wednesday 11th March 2026	Event Venue/Venues: B60 Gower West (both floors)	Total Attendees: Expected turnout 50-100
Event Timings:	Set Up: 14:30 Event Start: 15:00 Event End: 19:00 Pack Down: 19:00		
Event Break down: (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	15:00 - Introduction and fire safety briefing by me (Percy Baker / President) 15:15 - Reversec employees take over and deliver the workshop Sometimes between 17:30 and 18:30 – Pizza arrives and consumed on-site 19:00 - Event officially over, any mess cleaned up, and any equipment packed away		
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

<p>Overview of Event Concept: (Description of the activities taking place. This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity)</p>	<p>Our sponsor Reversesec will deliver a 4-hour cybersecurity workshop. Participants will be reverse-engineering an Android application, understanding decompiled source code, uncovering vulnerabilities, and demonstrating their impact. The workshop will be hosted by us (Southampton Cybersecurity Society), with Reversesec employees delivering the workshop.</p> <p>We are liaising with relevant members of staff to handle the room booking for this event, including a separate risk assessment for the room booking and fire safety instructions.</p> <p>We anticipate this to be a low-risk event, with little to no risk of harm to attendees, organisers, or external guests.</p>
<p>Organisers Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role)</p>	<p>Event lead: Percy Baker (President) Additional committee present:</p> <ul style="list-style-type: none"> - Andrew Bruce - Gul Muhammad - Katie Holroyd - William Starkie - Billy Thorne - Oliver Mikielewicz - Harry Winchester - Thomas Purnell
<p>Food Requirements (For full guidance on this click here)</p>	<p>Food will be ordered from Domino's by Reversesec or the society</p>
<p>Security & First Aid Requirements (Who are the qualified first aiders in the group should a medical emergency occur?)</p>	<p>First aider: Harry Winchester (Vice President) (hw3g24@soton.ac.uk)</p>
<p>Provisional Budget:</p>	<p>Food: Reversesec likely to provide food but not confirmed - if not then £300 is allocated for food</p>

(if you would like a more extensive budget tracker click here.)			
1C) Only Required If External Company/External Speaker On Site For Event			
Business Name: Reversec	Business Contact Name: Thomas Cross	Email Address: thomas.cross@reversec.com	Contact Number: N/A
Arrival On Site: 15:45 Departure time: 19:15	Companies Risk Assessment link: N/A	Companies Insurance Link: Not publicly available – can ask from Reversec if required	Companies Public Liability Information Link: Not publicly available – can ask from Reversec if required

PART 2A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> All boxes and equipment to be stored away from main working 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	4	4	<ul style="list-style-type: none"> Seek medical attention from SUSU Reception if in need Contact facilities team via SUSU reception 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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Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs.	Event organisers and attendees	2	3	6	<ul style="list-style-type: none"> • 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. 	1	3	3	<ul style="list-style-type: none"> • Seek assistance if in need of extra help from facilities staff if needed • Seek medical attention from SUSU 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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Fire	Burns, smoke inhalation and fatality	Event support, staff, external guests and students.	2	5	10	<p>Inspections and monitoring of clear access/egress routes areas and any accumulations of combustibles.</p> <p>All volunteers and organisers to be informed about fire exits and evacuation procedures. All attendees will be notified about the fire exits.</p> <p>The maximum capacity of the venue will not be exceeded (150 people)</p>	1	3	3	<ul style="list-style-type: none"> All attendees to receive a safety briefing induction, Fire Exits, alarm call points.

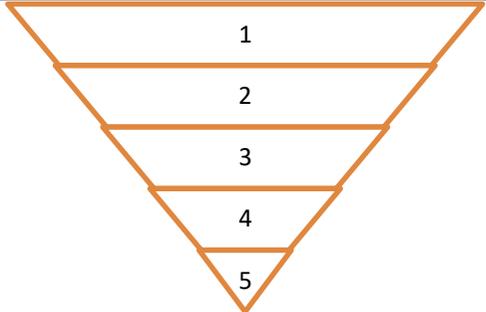
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Personal injury and illness	Injury or Pre-existing condition worsening and requiring medical attention – any range of symptoms consequences depending on nature of Pre-existing condition.	Event support, staff, external guests and students.	2	3	6	<p>First aid kits available locally.</p> <p>First aid assistance details displayed locally and on safety notice board in building.</p> <p>UoS Security has trained first aid members on site. Call 3311 for emergency assistance.</p> <p>Any incidents to be reported to UoS Security. (Call 3311 for emergency assistance).</p>	1	3	3	<ul style="list-style-type: none"> Qualified first aider from committee on hand to provide immediate assistance.

PART 2B – Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Confirm maximum capacity of venue	Percy (President)	Done (150 people)	N/A	
2	Fire safety briefing to be given at beginning of event – Fire evacuation action, fire exits, alarm call points, first aid arrangements and welfare facilities.	Percy (President)	On the day	N/A	
Responsible committee member signature:				Responsible committee member signature:	
					
Print name: Percy Baker (President)				Print name: Harry Winchester (Vice President)	
Date: 18/02/2026				Date: 18/02/2026	

Assessment Guidance

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

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

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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

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

