

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: Maximiliano Deere	Email Address for Main Contact: mjdm1g24@soton.ac.uk	Club or Society: Trading & Investment Society	Contact Number: 07379622619
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1B) Event Information:

Event Name: Venture Capital recruitment workshop	Event Date: 12/11/25	Event Venue/Venues: Building 58 room 1067	Total Attendees: 100
Event Timings: 18:00 – 20:00	Set Up: 17:45 Event Start: 18:00 Event End: 20:00 Pack Down: 20:15		
Event Break down: (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	17:45 – 18:00 – committee sets up the event 18:00– Event walk around & Sound Check 18:00 – Doors Open 18:00 – Guest Arrival 18:00– 20:00 – talk begins 20:00 – talk ends 20:15 – Pack Down		
Is this a Ticketed Event? If so please state the Name of the ticket on Boxoffice:	N/A	How Much Are your Tickets? And how many are available?	N/A

You can set up Box-office tickets through your group's hub page for guidance on this click here :			
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)	A venture capital recruiter will come in and teach everyone about what recruiters in venture capital look for.		
Staff Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role)	Eg: Event lead: Maximiliano Deere Host: Maximiliano Deere Performance lead: Maximiliano Deere Doors: Joseph Thomas Volunteers for set up: Arjun Soomal, Zaki Bawany		
Tech Requirements (For a full list of what you can hire click here)	2x Microphones Screen with presentation		
Facilities Requirements			
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?)	Panav Kaushik		

Decorations that you are providing			
Provisional Budget: (if you would like a more extensive budget tracker click here .)	Free		
1C) Only Required If External Company/External Speaker On Site For Event			
Business Name: Firstpoint partners	Business Contact Name: Jack White	Email Address: jack.white@anker.ag	Contact Number:
Arrival On Site: 18:00 Departure time: 20:00	Companies Risk Assessment link:	Companies Insurance Link:	Companies Public Liability Information Link:

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 2A						
(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	Potential		Inherent		Residual	

	Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	Further controls (use the risk hierarchy)
Adverse Weather	<ul style="list-style-type: none"> • Injury • Illness • Slipping • Burns 	All who attend	4	3	12	<ul style="list-style-type: none"> • Lead organiser to check the weather are suitable for activities on the day • SUSU/UoS Facilities team checks of buildings and spaces prior to the event • 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 organisers to advice participants to bring/wear appropriate level sunscreen, hydrate 	4	1	4	<ul style="list-style-type: none"> • 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

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			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 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	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

Overcrowding	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • 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	4	4	<ul style="list-style-type: none"> • 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) • 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
Disturbance to public, students and staff	Conflict, noise, crowds	Event organisers and attendees, general public	2	2	4	<ul style="list-style-type: none"> • Events planned for redbrick avoiding residential areas • UoS Security Teams informed of the event • Everybody will be encouraged to stay together as a group 	1	2	2	<ul style="list-style-type: none"> • 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@soton.ac.uk

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						<ul style="list-style-type: none"> 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) 				<ul style="list-style-type: none"> Inform UoS/SUSU communications team of the event- can brief others via SUSSED

Counter protest, discrimination against the demonstration	Assault, Violence or threatening/ Aggressive Behaviour	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • Event planned for Highfield campus- a route well signposted and known for students • Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will 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 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	<ul style="list-style-type: none"> • 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.
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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. Members made aware they could leave the event at any time. Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members) SUSU reporting tool available	1	3	3	<ul style="list-style-type: none"> 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 enabling team as required committee WIDE training

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Reputational Risk	Complaints, loss of credibility, disciplinary action, reputational harm to SUSU or the Trading & Investment Society.	Organisers, attendees, University/SUSU.	3	4	12	Vet external speakers and confirm professionalism (content relevant and appropriate). Ensure topics and language used in the session align with UoS and SUSU codes of conduct . Have committee oversight during Q&A and discussion to moderate content. Make it clear that attendees represent the university and must behave respectfully.	1	3	3	In case of any incident or complaint , report to SUSU Activities and UoS communications immediately. Share a code of conduct reminder in pre-event emails and at the start of the session.

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Fire safety. Fire outbreak caused by electrical faults, overheating equipment, or human error.	Burns, smoke inhalation, property damage, potential evacuation.	Event organisers, attendees, university staff.	2	5	10	Ensure familiarity with Building 46 fire exits and assembly points before the event. Keep all fire exits and access routes clear of equipment and chairs. Avoid overloading power sockets or using unauthorised electrical devices . Confirm that AV equipment and microphones are PAT-tested and in good condition. A committee member will brief all attendees at the start on fire evacuation procedures .	1	4	4	<ul style="list-style-type: none"> • Liaise with the UoS Facilities/Fire Safety team to confirm emergency procedures. • Ensure a fire marshal or responsible committee member is designated during the event.

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	Weather check, committee will be keeping an eye on the weather forecast and will confirm if the event can go ahead	Maximiliano Deere	23/09/2025		
2	UoS Security Team and SUSU Activities team informed of demonstration date and times	Maximiliano Deere	23/09/2025		
3	Demonstration purpose shared with participants-shared via social media channels	(Maximiliano Deere	23/09/2025		
4					

Responsible committee member signature:
At least 2 committee members need to sign Part B

Print name: **Maximiliano Deere**

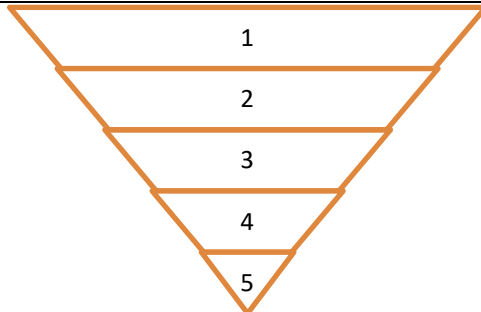
Date: **09/10/2025**

Responsible committee member signature:
At least 2 committee members need to sign Part B

Print name: **Zaki Bawany**

Date: **09/10/2025**

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	

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

LIKELIHOOD

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact and 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 measures to reduce the risk to as low as reasonably practicable.

	2	3	4	5
1	IMPACT			

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 selfadministered.
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.

by the likelihood using the measures to reduce the risk to as low as reasonably practicable.

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