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: Lily Rooney	**Email Address for Main Contact:** lr9g24@soton.ac.uk	**Club or Society: MidSoc**	**Contact Number: 07380811354**

1B) Event Information:			
Event Name: 4louis	**Event Date:** 8th January 2026 and 9th January 2026	**Event Venue/Venues:** University Southampton lecture theatre/ classroom	**Total Attendees:** 60
Event Timings: 10AM-4PM	**Set Up: 9:00AM** **Event Start: 10:AM** **Event End: 16:00 PM** **Pack Down: 16:15 PM**		
Event Break down: (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	09:00AM – Midsoc Committee members set up the classroom 09:10AM – Midsoc committee greet the guest speaker 09:40AM – Attendees start to arrive 10:00AM - guest speaker starts the talk 12:00PM – lunch for attendees and committee and speaker until 13:00 13:00PM – hands on experience with memory making set provided from guest speaker 16:00PM – end of day and attendees leave 16:15PM – Midsoc committee pack up		
Is this a Ticketed Event? If so please state the Name of the ticket on Boxoffice:	no	**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)	We plan to do an educational day open to healthcare students, ran by MidSoc. We have a guest speaker from 4louis coming to discuss baby loss/ child loss to help those healthcare students who will see this and try and allow students to feel more confident when out on placement. The morning will consist of an educational talk performed by the guest speaker and in the afternoon we will be participating in creating memory boxes to help us understand what activities we can do with parents who have lost their baby.		
Staff Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role)	Event lead: Saffron Lewis (President) Host: Saffron Lewis (President) Performance lead: guest speaker from 4Louis Volunteers for set up: MidSoc committee (Zoe Isaaks, Lily Rooney, Freya Evans, Millie Jukes, Madalyn Whittart-Doolan, Kerry Clayton, Hannah Kitchen)		
Tech Requirements (For a full list of what you can hire click here)	Screen with Presentation		
Facilities Requirements	60 chairs and classroom style tables that can be adjusted/moved		
Food Requirements (For full guidance on this click here)	Food Provided by themselves (Attendees)		
Security & First Aid Requirements (Who are the qualified first aiders in the group should a medical emergency occur?)	Millie Jukes (Fundraising) who has a first aid kit.		
Decorations that you are providing	Memory boxes for the afternoon		
Provisional Budget:	N/A		

(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: 4louis	Business Contact Name: 4louis	Email Address: mail@4louis.co.uk	Contact Number: 01915144473
Arrival On Site: 09:10 (both days) Departure time: 16:00 (both days)	Companies Risk Assessment link: Will be completed by the company on the day.	Companies Insurance Link: N/A	Companies Public Liability Information Link: **85b7512178afcec88b8c6c66d95de9de d1d64b522559e269782b5a4f1d04.pdf**

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 A										
(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	
Safeguarding- dealing with incidents or disclosures	• Stress/distress	Members, participants	3	4	12	• Volunteers/members to avoid lone working • Members to support one another • Members should not be working alone without teachers/partners agency presence in sessions • Members to seek support and guidance when unsure • Seek medical support from first aiders/local services as required • Committee to signpost members to local support services and follow up with members if incident reported	2	4	8	• Volunteers to attend available safeguarding training (check with partners, SUSU) where working with young people or vulnerable adults • DBS checks to be undertaken for members working with young people or vulnerable adults (check with partners, SUSU) • All incidents to be reported via partners/SUSU reporting tools. Follow SUSU incident report policy

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Challenging behaviour/incidents In workshop	• Injury, emotional distress	Members	2	3	6	• Volunteers/members should avoid lone working • Breaks and activities to be used to diffuse tension before it escalates. • Session plans in place and followed to diminish room for tension. • Clear rules put in place and agreed by everyone pre-session. For example, through a Youth contract/rules board. (seek input from participants to ensure effectiveness) • Correct ratios of volunteers with supervision of participants always • Ensure teachers/partner staff present for activity	1	3	6	• All incidents to be reported via partners/SUSU reporting tools. Follow SUSU incident report policy • Bring session to a close where tensions/incidents are unable to be resolved • Remove self-from challenging situations where possible (ratio's)

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Workshop Equipment usage (crafts)- scissors, glue, paper	• Choking hazards • Cuts/Scrapes • Burns etc	Members, participants				• Participants and members briefed on the safest way to use the resources • Participants to be supervised when using sharp tools • Any 'sharps' to be disposed of correctly in conjunction with partners policy • Scissors and sewing needles to be correctly stored when not in use. • Handle scissors/sharps with care, holding downwards by the blade. No running with equipment • Keep activity to one area where possible				• Report all incidents to partners/SUSU. Follow SUSU incident report policy • Call emergency services/first aid as required • Members to complete first aid training where possible

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Stress/Fatigue- games and activities	• Illness, injury	Members, participants	2	3	6	• Create sessions that are accessible to all young people and staff- see advice from local organisations/partners/wide training • Members to support one another • Session/activity plans used to follow to help minimise stress and confusion, regular breaks factored into these • Encourage members to bring refreshments to sessions		1	3	3	• Committee WIDE training • Seek medical attention as required • Follow SUSU incident report policy

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Electronics	Eye strain, electric shock, burns, injury due to trip hazards.	Event organisers and attendees	2	4	8	Ensure regular breaks (ideally every 20 minutes) 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 Follow SUSU incident report policy

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Adverse Weather	Hypo – or hyperthermia, illness, injury, slipping, burns.	Event organisers, event attendees	3	4	12	Lead organiser to check the weather is 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, organisers to advise participants to bring/wear appropriate level of sunscreen, and to hydrate.	2	2	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date.

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	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	3	3	Seek medical attention if in need 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

| Manual handling, including setting up or equipment. E.g. table and chairs. | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | 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.

Request tools to support with move of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates.

Make sure anyone with pre-existing conditions isn't doing any unnecessary lifting and they are comfortable. | 1 | 3 | 3 | Seek assistance if in need of extra help from others/staff if needed

Seek medical attention from 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, distress, exclusion | Event organisers and attendees | 2 | 3 | 6 | Do not push/shove.

If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management.

Committee check on room pre-booking, checks on space, lighting, access, tech available. | 1 | 3 | 3 | Seek medical attention if problem arises

Liasie with SUSU reception/Activities team and UoS Room Booking team on available spaces for meetings. |

						Use ticketing system for regular sessions/meetings to avoid exceeding venue capacity. Ensure space meets needs of members e.g. considering location & accessibility of space (use AcessAble database to check accessibility information) If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible. Committee to consult members on needs and make reasonable adjustments where possible. Check and ensure appropriate volunteer to participant ration Set maximum capacity for workshop/session based on available space Request alternative space if not appropriate	Postpone meetings/events where space cannot be found Welfare Officer to complete WIDE training. All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

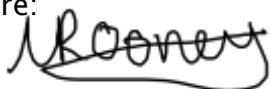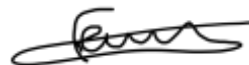| Hazard	Description	Who/what at risk	L	S	R	Control measures	L	S	R	Emergency/further action
Fire	Smoke inhalation burns and more severe. Risk of extreme harm.		1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency. Avoid build-up of debris in the activity area. Consider accessibility requirements.	1	4	4	In case of an emergency, please pull the 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
Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents causing reputational damage to the group, Southampton University Students' Union or Southampton University itself. This could be controversial posts, conduct during a game,	The club/society, SUSU or the University's reputation.	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring all members are reminded that they are representing the club/society, SUSU and the University.	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Report any incidents to the activities team.

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
	conduct during social/event, or anything else that brings the clubs/societies, SUSU or the University's name into disrepute.					Members are reminded that they need to adhere to SUSU's Code of Conduct.				
Medical Emergency	Members may sustain injury/become unwell. Pre-existing medical conditions Sickness Distress	Event organisers and event attendees	1	5	5	Advises participants; to bring their personal medication. Members/Committee to carry out first aid if necessary and only if qualified and confident to do so. Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support.	1	4	4	Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

PART A

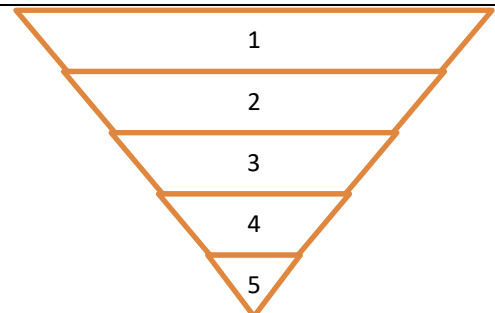| (1) Risk identification			(2) Risk assessment				(3) Risk management			
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Craft making – working with scissors/ paint etc	- Paint on clothes - Accidental injury - Allergic reaction to glue	attendees	2	5	10	- Ask attendees to let us know of any allergies - Explain being careful with sharp objects - If any injuries to inform the committee - To provide paint brushes and aprons to avoid paint being used	2	3	6	In case of injury report issue to SUSU and help the person using first aid and potentially call 999 if needed. Have replacements for allergies

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	Members working with Children or vulnerable adults to attend safeguarding training	Saffron Lewis (President)	10/12/25		

2	Members working with Children or vulnerable adults to undertake a DBS check	Saffron Lewis (President)	15/11/25		
3	All members to ensure they are familiar with partners reporting procedures and tools, including those of SUSU	All members in the committee	10/12/25		
4	Members to pre-plan and write session plans to be followed	Lily Rooney	10/12/25		
5	Committee to undertake WIDE training, undertake research to ensure sessions are inclusive and reasonable adjustments are made	Lily Rooney	10/12/25		
6	To complete first aid training and bring first aid equipment if needed for the afternoon activities	Millie Jukes	10/12/25		

Responsible committee member signature:		Responsible committee member signature:
Print name: LILY ROONEY (Social secretary)	Date: 13/11/25	Print name: FREYA EVANS (Vice President)

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.

Risk Matrix (Likelihood × Impact)

LIKELIHOOD	IMPACT 1	2	3	4	5
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

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