

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: Mohammed Faisal Shahin	Email Address for Main Contact: ms14n23@soton.ac.uk	Club or Society: Muslim Medics Southampton	Contact Number: 07717269860
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1B) Event Information:

Event Name: Plant Sale for Alzheimer's Society	Event Date: 09/10/25	Event Venue/Venues: susu redbrick	Total Attendees: 100 (estimate)
Event Timings: 0900-1700	Set Up: 0900-1000 Event Start: 1000 Event End: 1600 Pack Down: 1600-1700		
Event Break down: (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	0900-1000: set up. Get tables from susu and card readers. Arrange plants on table. 1000-1600: sell plants to buyers. Only take payment via susu card readers. 1600-1700: remove any remaining plants. Return tables and card readers to susu.		
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 :	not ticketed	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)	Two members of our society, Mohammed Faisal Shahin, and Ananthan Srimuraetharan will be skydiving on 25 th October as part of a fundraising campaign for Alzheimer's Society charity. We will be running a plant sale, with		

	plants bought from Ikea, to raise money for this campaign. This is the justgiving link https://www.justgiving.com/page/faisal-ananthan-skydive
Staff Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role)	Mohammed Faisal Shahin and Ananthan Srimuraetharan will be present for the entire duration (0900-1700) and will be responsible for setting up, selling plants, and packing down.
Tech Requirements (For a full list of what you can hire click here)	None. We may use our own laptop/ipad to have our justgiving page available.
Facilities Requirements	2 tables, 2 chairs, one gazebo
Food Requirements (For full guidance on this click here)	none
Security & First Aid Requirements (Who are the qualified first aiders in the group should a medical emergency occur?)	none
Decorations that you are providing	Plants inside plant pots (to be sold).
Provisional Budget: (if you would like a more extensive budget tracker click here .)	Total Budget: £200 Ticket income: £500 Venue hire: £0 Tech: £0 Food: £0 £300 Profit

<i>1C) Only Required If External Company/External Speaker On Site For Event</i>			
Business Name: NA	Business Contact Name: NA	Email Address: NA	Contact Number: NA
Arrival On Site:	Companies Risk Assessment link:	Companies Insurance Link:	Companies Public Liability Information Link:
Departure time:			

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 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										

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	<p>Check venue conditions for holes, lumps, and other obstacles.</p> <p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.</p> <p>Any cables to be organised as best as possible, e.g. cable ties to be used if necessary.</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	3	3	<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. SUSU incident reporting guide</p>
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.	1	4	4	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.

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						<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 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.</p> <p>Consider accessibility requirements</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. SUSU incident reporting guide</p>

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	<p>Make Event Volunteers aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables and large objects.</p> <p>Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>	1	3	3	<p>Seek assistance if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU 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. Follow SUSU incident report policy</p>
Overcrowding	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<p>Do not push/shove</p> <p>If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.</p>	1	3	3	<p>Seek medical attention if problem arises</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>Book during quieter times when less activities taking place on Redbrick/book all available space</p> <p>Inform other bookings on the Redbrick/in the area of the event</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 AccessAble 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> <p>Committee to consult members on needs and make reasonable adjustments where possible</p>				<p>Follow SUSU incident reporting guide</p> <p>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).</p> <p>Welfare Officer to complete WIDE training.</p>
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PART 2

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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 For external venues, pre-check equipment and last PAT testing dates.	1	4	4	Request support and advice from SUSU IT/Tech teams e.g. via activities team Seek medical attention as required Follow SUSU incident reporting guide

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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. Follow SUSU incident reporting guide

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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 into 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. Members are reminded that they need to adhere to SUSU's Code of Conduct. Consider risks at activities as well as digital presence (e.g. social media posts)	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide

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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	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide

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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 University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting guide

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Medical Issues: Pre-existing and process for any that appear during	Illness, death	Members, committee	3	5	9	<p>All clubs and societies should have a process for if a medical issue occurs.</p> <p>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.</p> <p>If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 59331</p>	1	1	1	<p>In an emergency, contact 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow</p> <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Follow SUSU incident reporting guide</p>

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Charity Fundraising										
Handling and storing card readers – (Charity Fundraiser)	<ul style="list-style-type: none"> Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss 	Members and Participants	3	4	12	Southampton RAG procedures will be followed: <ul style="list-style-type: none"> Charity Event form completed, and RAG approval will be given All food hygiene certificates and event risk assessment to be approved by activities team Sum-up Card machine to be requested and collected from SUSU reception. Should not be storing money. ALL donations to be taken via Sumup Machine or Just Giving Pages 	2	3	6	No Cash to Be Accepted at all. No card machines to be left unattended. No Volunteers to be left alone with the card machine In the event of theft committee members will: <ul style="list-style-type: none"> Highlight the incident to any community police officers in the area/report to 111 Report to SUSU Duty manager and Complete a SUSU incident report

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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	<ul style="list-style-type: none"> Report to SUSU Duty manager and Complete a SUSU incident report Event organisers to call University Security if necessary. <ul style="list-style-type: none"> Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Building 32, University Road Highfield Campus.

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Venue/Location considerations (WE ARE USING REDBRICK)	Require certain licenses/sign off	Organisers, Participates, SUSU	1	4	4	<p>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.</p> <p>Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment.</p> <p>On campus</p> <ul style="list-style-type: none"> - Ivy Booking/uni room booking - Risk assessment - Contract <p>Off campus</p> <ul style="list-style-type: none"> - Risk assessment - Any bookings/contracts with external providers. 	1	2	2	<ul style="list-style-type: none"> • Event organisers to call University Security if necessary. <ul style="list-style-type: none"> • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 • (Ext: 3311) • Building 32, University Road Highfield Campus. • Follow SUSU incident reporting guide

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Lone working	Stolen goods, injury to individual misuse of card reader.	Volunteers	3	3	9	<p>Ensure no one is left alone as a volunteer at a fundraising event especially if using a Sum-up Card reader.</p> <p>Event led to brief volunteers to operate the card readers in pairs and briefed on how to handle situations surrounding these.</p>	3	1	3	<ul style="list-style-type: none"> Event organisers to call University Security if necessary. <ul style="list-style-type: none"> Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Building 32, University Road Highfield Campus. Follow SUSU incident reporting guide

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Plant allergens, insects, pollens.	Allergic reactions to plant parts, insects or pollen.	Those with relevant allergies	2	5	10	Avoid plants with sharp spines or spikey foliage. avoid contact with insects. Individuals advised to carry appropriate medications if identified as at risk (e.g. pens, Ventolin) Pre-sale inspection Avoid leaving water in open receptacles	1	4	4	<ul style="list-style-type: none"> Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff Contact emergency services if needed 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

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Soil bacteria	Soil contains millions of bacteria and microorganisms, most of which are harmless but some are potentially dangerous	anyone	2	5	10	<p>Ensure all plants sold are potted properly and suitable for carrying without direct contact with soil</p> <p>advise washing of hands and wearing gloves when handling plants</p>	1	5	5	<ul style="list-style-type: none"> Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff Contact emergency services if needed 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

Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	<p>Lead organiser to check the weather is suitable for activities on the day</p> <p>We have requested a gazebo to provide shelter from rain.</p> <p>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites</p> <p>In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate</p> <p>If Cancellation is required ensure all relevant parties are contacted. SUSU – sub bookings@soto.ac.uk Uni – room bookings@soton.ac.uk</p> <p>Or your external contacts.</p>	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
Alcoholic/External Events										
Violent or offensive behaviour	Participants may become violent or offensive due to the consumption of too much alcohol.	Event organisers, event attendees,	2	5	10	<p>Bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p>	1	3	5	If the situation becomes very serious and results in the participant being arrested then it will be made clear that they

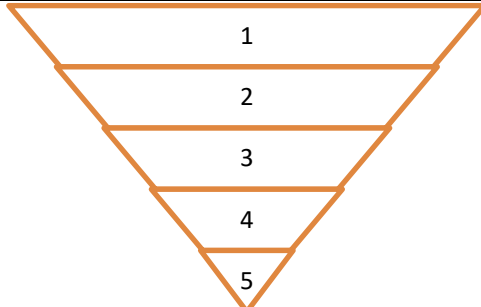
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	Members of the public may act violently towards participants. Whilst we are not providing alcohol, this does not prevent people approaching our stall after having consumed alcohol.					The consumption of alcohol will take place at licensed premises. 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 Society to follow and share with members Code of conduct/SUSU Expect Respect policy				cannot be accompanied to the police station. Follow SUSU incident report policy Call emergency services as required

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	Complete a Charity Event form and send this to suactivities@soton.ac.uk	Mohammed Faisal Shahin	25/9/25	Once we receive a reply from suactivities@soton.ac.uk or 30/9/25	
2	Committee to Read and share SUSU Expect respect policy	Relevant committee members – president to ensure complete.	done		
3	book Sum-up Card Machines	Mohammed Faisal Shahin	25/9/25	30/9/25	
Responsible committee member signature: Mohammed Faisal Shahin				Responsible committee member signature: Yashfa Ishaq	
Print name: Mohammed Faisal Shahin			Date 22/9/25	Print name: Yashfa Ishaq	
				Date 22/9/25	

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

