

This document contains both 'Part 1: Event Information' AND 'Part 2: Risk Assessment'. Both parts are required to be completed by the organising group.

Part 1			
Event Information			
<i>1A) Contact Information:</i>			
Main Contact for The Event: Ishita Rai	Email Address for Main Contact: ir1g22@soton.ac.uk	Club or Society Name: K – Pop Society	Contact Number: 07378806825
<i>1B) Event Information:</i>			
Event Name: K-Pop Soc	Event Date: 06/12/2025	Event Venue/s: The Cube, Southampton	Total Attendees: ~100
Event Timings:	Set Up: 15:00 Event Start: 17:00 Event End: 21:30 Pack Down: 22.00		
Event Breakdown This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	15:00 – 16:00 – SUSU Facilities + committee set up decorations, tables, photo backdrop 16:20 – 17:00 – Performer rehearsal (5–7 min per group) 17:00 – 18:00 – Doors open, registration, social photos, seating 18:00 – 20:00 – Buffet dinner service 20:00 – 21:00 – Performances (dance covers, vocal acts) 21:00 – 21:30 – Music & party section 21:30 – 22:00 – Guests leave + committee pack down		

<p>Overview of event concept</p> <p>Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food provision and any performance or sporting activity)</p>	<p>A winter-themed formal ball for the K-Pop Society, featuring member performances on the Cube main stage, a buffet meal provided by an external caterer, and a social/party segment. The event includes music, photography opportunities, and a celebration of the K-Pop community.</p>
<p>Volunteers hosting the event</p> <p>List all committee and volunteers that will be present and responsible for the event, as well as their role.</p>	<p>Event Lead: Ishita Rai Host/MC: Soby Achusim Doors/Registration: Soby Achusim Volunteers for Set Up: Alfred Chung, Emma,</p>
<p>Food provision</p> <p>For full guidance on this click here.</p>	<p>Food provided by spanish home made, an external catering company with appropriate food hygiene rating. (Allergen information will be collected and packaging retained for reference.)</p>
<p>Security & First Aid Requirements</p> <p>Is external first aid or security being hired? Who are the qualified first aiders in the group should a medical emergency occur?</p>	<p>Name of security company: Booked by SE team at SUSU</p>
<p>Provisional Budget</p> <p>If you would like a more extensive budget tracker, click here.</p>	<p>Projected ticket income: £4200 (based on 80% of tickets being sold)</p> <p>Ticket Price: £32 members £38 non-members (£35 average)</p> <p>Venue hire + Tech: £350</p>

	Food: £2,250 Crockery: £200 Photobooth: £365 Decorations: £50 Total Costs: £3315 Profit if 80% tickets sold: £885 To breakeven we need to sell 95 tickets (63% tickets sold)		
<p><i>1C) Only required if an external company/external speaker will be on site for the event</i></p> <p>→ If you are inviting an external speaker to campus for your event, you are 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.</p>			
Business Name:	Business Contact Name:	Email Address:	Contact Number:
Arrival On Site: 15.00	Company's Risk Assessment Link:	Company's Insurance Link:	Company's Public Liability Information Link:
Departure time: 22.00			

Part 2A

Risk Assessment

(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	Potential Consequences	Who is at risk	Inherent risk	Residual risk	Residual risk	Further controls (use the risk hierarchy)

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Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	<p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.</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	4	4	<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.</p>
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Manual handling, including setting up of equipment. E.g. table and chairs	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<p>Follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables or other bulky items.</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 the moving of heavy objects from 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 from facilities staff/venue staff if needed.</p> <p>Seek medical attention from SUSU/venue 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.</p> <p>Follow SUSU incident report policy.</p>
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Over crow ding / Inade quate Meet ing Spac e	Physic al injury, distre ss, exclus ion	Eve nt orga nise rs and atte nde es	2	3	6	<p>Do not push/shove.</p> <p>If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management.</p> <p>Committee checks on space, lighting, access, tech available, etc.</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 AcessAble 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>Provide remote meeting options for members where possible.</p>	1	3	3	<p>Seek medical attention if problem arises.</p> <p>Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings.</p> <p>Postpone meetings where space cannot be found.</p> <p>Welfare Officer to complete WIDE training.</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>Follow SUSU incident report policy.</p>
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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 contr	The club, SUSU or the University's reputation	2	1	2	<p>Ensuring all parts of this risk assessment are adhered to.</p> <p>Ensuring all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing.</p> <p>Members are reminded that they need to adhere to SUSU's Code of Conduct.</p>	1	1	1	<p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Report any incidents to the Activities Team.</p>
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	disrepute.									
Costumes/ Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	1	2	<p>Ask members to only bring small items and use sensibly.</p> <p>Members of the society are responsible for their own possessions and the use of them.</p> <p>Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.</p> <p>Society to follow and share with members Code of Conduct/SUSU Expect Respect policy.</p>	1	1	1	<p>SUSU Expect Respect policy to be followed.</p> <p>Committee WIDE training.</p> <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Report any incidents to the Activities Team.</p>

Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organiser, even attendees,	2	4	8	<p>Members are responsible for their individual safety though and are expected to act sensibly.</p> <p>Initiation behaviour not to be tolerated and drinking games to be discouraged.</p> <p>For socials at bars/pubs etc., bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>Where possible 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</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.</p> <p>Committee to advise and remind members to always watch their own drinks.</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy.</p>	1	3	3	<p>Follow SUSU incident report policy.</p> <p>Call emergency services as required 111/999.</p> <p>Welfare Officer to complete WIDE training.</p>
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Spike d Drink s/Alc ohol Poiso ning	Illness , loss of consci ousne ss, loss of self- contr ol	Eve nt orga nise rs, eve nt atte nde es,	2	5	10	<p>Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event.</p> <p>Bouncers/trained staff in pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol.</p> <p>Report any suspicious/unusual behaviour to staff.</p> <p>Participants encouraged to stay with a nominated 'buddy' where possible.</p> <p>The organisers have confirmed the premise is licensed. Action organisers (Part B).</p> <p>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.</p> <p>Members/participants are advised to watch their own drinks.</p> <p><u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.-</u> <u>Society to follow Code of conduct/</u><u>Expect Respect policy</u></p>	2	3	6	<p>Members are responsible for their individual safety and are expected to act sensibly when walking around.</p> <p>For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU Safety Bus, Radio Taxis options).</p> <p>If they need to go to the hospital they will also be accompanied there.</p> <p>Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try</p>
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Travel by foot	Disturbance to neighbourhood, participants getting lost, increased risk to personal safety, vehicle collision causing serious injury	Event organisers, even attendees, Members of the public	4	3	12	<p>Members are responsible for their individual safety and are expected to act sensibly.</p> <p>Local venues known to UoS students chosen.</p> <p>Event organisers will be available to direct people between venues.</p> <p>Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together.</p> <p>They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</p> <p>Avoid large groups of people totally blocking the pavement or spilling in to the road.</p> <p>Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU Safety Bus will be used, or Radio Taxis).</p> <p>Be considerate of other pedestrians and road users, keep disturbance and noise down.</p>	2	fire	4	<p>Where possible venue chosen for the event will be local/known to members and within a short travel distance for members.</p> <p>Contact emergency services as required 111/999.</p> <p>Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy</p>
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Travel by car, train, bus, plane when leaving the local area.	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	2	5	10	<p>Group committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test.</p> <p>Members expected to drive or travel in a sensible manner, with those doing otherwise to face disciplinary action (from the club/society in the first instance).</p> <p>Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.</p>	1	5	5	<p>Contact emergency services as required 111/999.</p> <p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy</p>
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Medical emergency	Members may sustain injury/become unwell Pre-existing medical conditions, sickness, distress	Members	1	5	5	<p>Advise participants to bring their personal medication if it might be required.</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so.</p> <p>Contact emergency services as required 111/999.</p> <p>Contact SUSU Reception/venue staff for first aid support.</p> <p>Members can be referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk) in case of distress.</p>	1	4	4	<p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy.</p>
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures.</p> <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 participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <p>Avoid build-up of debris in the activity area.</p> <p>Consider accessibility requirements.</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</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.</p>
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Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence	Event organisers, event attendees, public	2	5	10	<p>Bouncers/security will be present at most licensed venues.</p> <p>Bar/venue security staff will need to be alerted and emergency services called as required.</p> <p>Do not personally engage with any violent behaviour. Stay safe and inform the bar staff/police if necessary.</p> <p>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.</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy.</p>	1	3	5	<p>If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.</p> <p>Follow SUSU incident report policy.</p> <p>Call emergency services as required.</p>
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Adverse weather	Hypothermia, illness, injury, slipping, burns	Event organisers, event attendees	3	4	12	<p>Lead organiser to check the weather are suitable for activities on the day.</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 advise participants to bring/wear appropriate level sunscreen, and to hydrate (especially if drinking alcohol).</p>	2	2	4	<p>If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date.</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.</p> <p>Follow SUSU incident report policy.</p>
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Financial risk	Group debt	Group members, SU	4	3	12	<p>Financial Summary</p> <p>Total Costs: £3,315Average Ticket Price: £35Projected Ticket Income (80% sold): £4,200</p> <p>Expected Profit at 80% sales: £885</p> <p>Break-even Point: 95 tickets (63% of capacity)</p>	2	3	6	<p>Marketing Escalation Triggered if <50% of tickets sold by checkpoint date. Increase promotional activity: social media, emails, class reps, society partners.</p> <p>Cost Management Review optional extras (e.g., decorations, photobooth) for possible reduction or cancellation. Adjust catering numbers if flexible. Seek external support to cover partial shortfall.</p> <p>We have a confirmed approximately 80 people going from an interest form sent out, so if worse comes to worse the event will make a slight loss,</p>
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										but society funds are high enough to cover this
Risks linked with food	Allergies Food poisoning Choking	All	3	5	15	<p>Only order/buy food at establishments with appropriate food hygiene (EHO) rating.</p> <p>Food to only be provided/eaten when other activities are stopped.</p> <p>Follow good food hygiene practices - no handling food when ill, tie back hair, wash hands regularly using warm water and soap, refrigerate necessary products.</p> <p>For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.</p> <p>For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.</p>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to Activities Team.</p> <p>Call for first aid/emergency services as required .</p> <p>Report incidents via SUSU incident report procedure.</p>

Events involving dance or performances	Participants who do not have the appropriate skill level may accidentally injure themselves during the activity	Participant	2	3	6	<ul style="list-style-type: none"> - Ensure all participants are aware of the space requirements and the required equipment in advance of the session - Remind participants of the required space and equipment at the start of the session - Remind participants of the required skill level at the start of the session 				<ul style="list-style-type: none"> – Advise participants to sit out the session if their space and/or equipment makes the activity unsafe for them <p>Notify the Activities Team at SUSU of any injuries resulting from any club/society activity</p>
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Falling while participating in activity	Injuries and Bruising	All those participating in the class	3	1	3	<ul style="list-style-type: none"> • Ensure all performances are well rehearsed. • When putting tricks into routines make sure the students are fully comfortable and have had sufficient practice with spotters/support around them. 	2	1	2	<p>If an individual is at risk of falling due to slippery footwear, ask them to change and dance in a more suitable and safe clothing</p> <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. Follow SUSU incident report policy.</p>
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Physical Exertion/injury in class	People may trip, fall, or slip, due to generally slippery flooring or due to trip hazards	All those participating in the class	2	3	6	<ul style="list-style-type: none"> • Encourage all dancers to wear appropriate footwear and advise on what this is. • Ensure that trip hazards are identified and removed. • Ensure there are regular drinks breaks in performances especially in hot weather. • Ensure there is access to a first aid kit and ice packs encase of injury. 	1	3	3	<p>Ask the students Prior to the performance if they have had any recent injuries so they can accommodate for these.</p> <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. Follow SUSU incident report policy.</p>
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Dancers falling from stage	Sprains, bruising, cuts, moderate injury, twisted ankles, collision injuries.	Performers, backstage volunteers, committee members assisting performances.	3	3	9	<ul style="list-style-type: none"> All performers to rehearse on the stage beforehand to learn spacing and edge positions. Stage surface checked before each performance; ensure it is dry, clear, and free from spills or debris. Lighting stands, cables and props positioned safely away from walkways and stage edges. Committee member stationed side-stage to guide performers on/off stage safely. Encourage performers to wear secure, appropriate footwear suitable for dancing. Ensure warm-up time is provided to reduce risk of instability or missteps. Limit backstage crowding; only performers for the current act allowed side-stage. 	2	2	4	<ul style="list-style-type: none"> Use glow tape or visible markers on stage edges for low-light conditions. Provide non-slip mats or rosin for improved grip if required. Regular hazard checks by committee during the event. Report any hazards to venue staff immediately.
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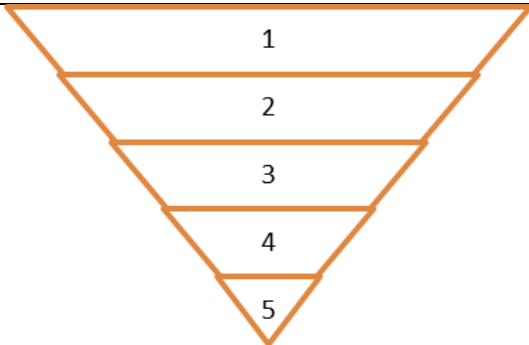
PART 2B – Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	<p>Risk assessment shared with all organisers and checked through before the event</p> <p>Follow SUSU Food Provision Guidance for events involving home-cooked/prepared food or external catering.</p>	All committee members	06/12/2025	06/12/2025	
2	Committee to read and share SUSU Expect Respect Policy	All committee members	06/12/2025	06/12/2025	
3	Complete a financial assessment of the event	All committee members	06/12/2025	06/12/2025	
4	Liaise with external companies (e.g. venue, DJ, caterers) for all necessary paperwork.	All committee members	06/12/2025	06/12/2025	
5	Inform attendees about food options, pass on any dietary requirements to committee members and catering staff	All committee members	06/12/2025	06/12/2025	

Responsible committee member signature 1:		Responsible committee member signature 2:	
			
Print name: Ishita Rai	Date: 18/11/2025	Print name: Soby Achusim	Date: 18/11/2025

Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
• Admin controls	Examples: training, supervision, signage		
• 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					

Impact	Health & Safety
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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