Part 1			
Event Information			
1A) Contact Information:			
Main Contact for The Event: **Peadar Byrne**	**Email Address for Main Contact:** sotonkpopsociety@gmail.com	**Club or Society Name:** **K-Pop Society**	**Contact Number:** **+447944067641**
1B) Event Information:			
Event Name: **Winterball**	**Event Date:** 29/11/2026	**Event Venue/s:** Papillion 61 Commercial Rd, Southampton SO15 1GG	**Total Attendees:** 100
Event Timings:	**Set Up: 18:00** **Event Start: 19:15** **Event End: 00:00** **Pack Down: 00:30**		
Event Breakdown This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	18:00-18:15 – Committee arrive and help set up 18:15 -19:00 – Sound check and small performances run through (5 min each) 19:00-19:15 – Last minutes checks and committee briefing 19:15 – Doors open 19:15-19:45 – Guest arrival 19:45 -20:00 – Allow attendees to get settled 20:00-20:30 – First performances 20:30-21:30 – Food		

	21:00-21:30 – 2nd set of performances 21:30-22:30 – Time for guests to enjoy the venue, use photo booth, take photos etc. 22:30-23:45 – After Party 23:00-00:00 – Guests leave 00:00-00:30 – Pack down
Overview of event concept Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food provision and any performance or sporting activity)	A winter-themed formal ball for the K-Pop Society, featuring member performances, a 2 course provided by the venue, and a social/party segment. The event includes music, photography opportunities, and a celebration of the K-Pop community
Volunteers hosting the event List all committee and volunteers that will be present and responsible for the event, as well as their role.	Event lead: Ayemwosa Osawe/Kimmi Lam Host/MC: Peadar Byrne & Sophie Clark Doors: Iker Davis-Zamorano Volunteers for set up: Leyla Guarda/Kelsy Mohamed
Food provision For full guidance on this click here.	Food provided by the venue 'Papillion', who have an appropriate food safety and hygiene rating. Allergens will be provided to attendees when they choose their meal weeks before the event. If specific allergens are needed, they can be made known at request of the venue
Security & First Aid Requirements Is external first aid or security being hired? Who are the qualified first aiders	Security and First Aid are provided/handled by the venue: 'Papillion'

in the group should a medical emergency occur?	
Provisional Budget If you would like a more extensive budget tracker, click here.	Projected ticket income: **£2858** (based on 80% of tickets being sold) Food: **£2800** Photobooth: **£315** Projected profit: **-£257**

1C) Only required if an external company will be on site for the event

→ If you are inviting an external speaker to campus for your event, you are required to submit an external speaker form **at least 3 weeks before the event**. For more guidance on this please click here.

Business Name:	**Business Contact Name:**	**Email Address:**	**Contact Number:**
Arrival On Site: **Departure time:**	**Company's Risk Assessment Link:**	**Company's Insurance Link:**	**Company's Public Liability Information Link:**

Part 2A

Risk Assessment

(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				Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score	Control measures (use the risk hierarchy)	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 meeting area, e.g. stored under tables. Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers. 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/venue staff asap. If cannot be removed, mark off with hazard signs.	**1**	**4**	**4**	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. 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.

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	Follow manual handling guidelines. Ensure that at least 2 people carry tables or other bulky items. Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. Request tools to support with the moving of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates. Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.	1	3	3	Seek assistance from facilities staff/venue staff if needed. Seek medical attention from SUSU/venue 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 / Inadequate Meeting Space	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 checks on space, lighting, access, tech available, etc. Use ticketing system (SUSU Box Office) 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 of venues). If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	1	3	3	Seek medical attention if problem arises. Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings. Postpone meetings where space cannot be found. Welfare Officer to complete WIDE training. 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.

						Committee to consult members on needs and make reasonable adjustments where possible Provide remote meeting options for members where possible.				

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, 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 all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing. Members are reminded that they need to adhere to SUSU's Code of Conduct.	**1**	**1**	**1**	Ensure that any incidents involving public or others are recorded and addressed. Report any incidents to the Activities Team.

Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	1	2	Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. Society to follow and share with members Code of Conduct/SUSU Expect Respect policy.	1	1	1	SUSU Expect Respect policy to be followed. Committee WIDE training. Ensure that any incidents involving public or others are recorded and addressed. Report any incidents to the Activities Team.

Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers, event attendees,	**2**	**4**	**8**	Members are responsible for their individual safety though and are expected to act sensibly. Initiation behaviour not to be tolerated and drinking games to be discouraged. For socials at bars/pubs etc., bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. 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 Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.	**1**	**3**	**3**	Follow SUSU incident report policy. Call emergency services as required 111/999. Welfare Officer to complete WIDE training.

						Committee to advise and remind members to always watch their own drinks. Society to follow and share with members Code of conduct/SUSU Expect Respect policy.				

Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control	Event organisers, event attendees,	**2**	**5**	**10**	Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event. Bouncers/trained staff in pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious/unusual behaviour to staff. Participants encouraged to stay with a nominated 'buddy' where possible. The organisers have confirmed the premise is licensed. **Action organisers (Part B).** 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.	**2**	**3**	**6**	Members are responsible for their individual safety and are expected to act sensibly when walking around. 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). If they need to go to the hospital they will also be accompanied there. Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing. 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

						Members/participants are advised to watch their own drinks. **<u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u>**				

Travel by foot	Disturbance to neighbourhood, participants getting lost, increased risk to personal safety, vehicle collision causing serious injury	Event organisers, event attendees, Members of the public	**4**	**3**	**12**	Members are responsible for their individual safety and are expected to act sensibly. Local venues known to UoS students chosen. Event organisers will be available to direct people between venues. Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. Avoid large groups of people totally blocking the pavement or spilling in to the road.	**2**	**fire**	**4**	Where possible venue chosen for the event will be local/known to members and within a short travel distance for members. Contact emergency services as required 111/999. 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

						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). Be considerate of other pedestrians and road users, keep disturbance and noise down.				

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**	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. 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). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.	**1**	**5**	**5**	Contact emergency services as required 111/999. 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

Medical emergency	Members may sustain injury /become unwell Pre-existing medical conditions, sickness, distress	Members	**1**	**5**	**5**	Advise participants to bring their personal medication if it might be required. 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. Members can be referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk) in case of distress.	**1**	**4**	**4**	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.

Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or location's 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 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.

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	Bouncers/security will be present at most licensed venues. Bar/venue security staff will need to be alerted and emergency services called as required. Do not personally engage with any violent behaviour. Stay safe and inform the bar staff/police if necessary. 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.	1	3	5	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. Follow SUSU incident report policy. Call emergency services as required.

Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees	**3**	**4**	**12**	Lead organiser to check the weather are 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 advice participants to bring/wear appropriate level sunscreen, and to hydrate (especially if drinking alcohol).	**2**	**2**	**4**	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.

Incident- Experience of terrorism	Distress, serious injury, fatality	Students Public, Wider student community	**2**	**5**	**10**	**In the event of an immediate threat or incident, call 999 and follow instructions from emergency services.** In case of a terrorism incident follow **Run, Hide, Tell guidance.** Organisers to check the current national terrorism threat level on Gov.uk website If the national threat level is 'severe', organisers to liaise with venue management in advance to confirm: - Emergency procedures - Lockdown arrangements (if applicable) - Evacuation points and places of relative safety	**1**	**5**	**5**	Organisers to be aware of nearest first aid kit for minor injuries. Organisers to report any (suspected) terrorist activity to ACT (Action Counters Terrorism) Committee to complete SUSU Incident report as soon as possible – available here Provide signposting to wellbeing support if attendees and/or organisers are distressed following a serious incident.

						Confirm who has authority to stop or evacuate the event in an emergency. Brief all organisers/staff on terrorism response procedures and ensure emergency exits and evacuation routes are clearly communicated to attendees (e.g. signage, verbal briefing). If the national threat level is 'critical', consider cancelling/postponing large-scale events Organisers and volunteers to remain alert to suspicious behaviour or unattended items and report concerns immediately to venue staff or police. Organisers to have at hand details of local emergency phone numbers Organisers must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue				

						Avoid scheduling events near planned demonstrations, protests, or known high-risk locations where practicable. Mobile phone access- ensure there is mobile phone service at the event venue in case of emergency				
Financial risk	Group debt	Group members, SUSU	4	3	12	Financial Summary: Projected ticket income: **£2858** (based on 80% of tickets being sold) Food: **£2800** Photobooth: **£315** Projected profit: **-£257** Make sure society funds cover the projected loss several times over	2	3	6	Marketing Escalation Triggered if <50% of tickets sold by checkpoint date. Increase promotional activity: social media, emails, class reps, society partners. Cost Management Review optional extras (e.g., decorations, photobooth) for possible reduction or cancellation. Seek external support to cover partial shortfall. We have confirmed approximately 60 people going from an interest form sent out, so if worse comes to worse the event will make a slight loss, but society funds are high enough to cover the event in its entirety.

Events Involving Food	Allergies Food poisoning Choking	All	**3**	**5**	**15**	Only order/buy food at establishments with appropriate food hygiene (EHO) rating. Food to only be provided/eaten when other activities are stopped. Follow good food hygiene practices - no handling food when ill, tie back hair, wash hands regularly using warm water and soap, refrigerate necessary products. For store-bought items/snacks, keep packaging to hand for ingredient and allergen information. Ask for an allergen sheet for provided food from the venue.	**1**	**5**	**5**	SUSU food hygiene level 2 course available for completion- requests made to Activities Team. Call for first aid/emergency services a required . Report incidents via SUSU incident report procedure.

Events involving dance or performances	Participants who do not have the appropriate skill level may accidentally injure themselves during the activit y	Participants	**2**	**3**	**6**	- 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 **- 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**	**1**	**3**	**–** Advise participants to sit out the session if their space and/or equipment makes the activity unsafe for them -Notify the Activities Team at SUSU of any injuries resulting from any club/society activity

Falling while participating in activity Injuries and Bruising	Injuries and Bruising	All those participating in activity	**3**	**1**	**3**	- Ensure all performances are well rehearsed. - When putting tricks into routines make sure the students are fully comfortable and have had sufficent practice with spotters/support around them. - Encourage all dancers to wear appropriate footwear and advise on what this is. - Ensure that trip hazards are identified and removed.	**2**	**1**	**2**	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 If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. 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.

PART 2B – Action Plan

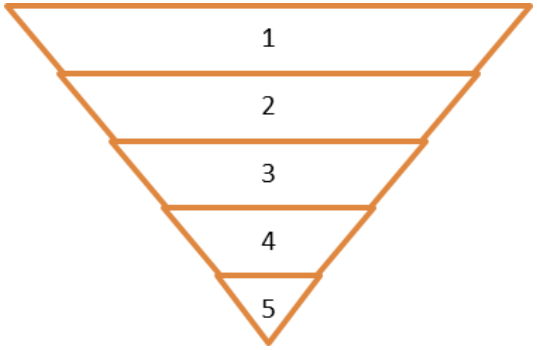
Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Risk assessment shared with all organisers and checked through before the event	All committee members	29/11/2026		

	Follow SUSU Food Provision Guidance for events involving home-cooked/prepared food or external catering.				
2	Committee to read and share SUSU Expect Respect Policy	All committee members	29/11/2026		
3	Complete a financial assessment of the event	All committee members	29/11/2026		
4	Liaise with external companies (e.g. venue, DJ, caterers) for all necessary paperwork.	All committee members	29/11/2026		
5	Inform attendees about food options, pass on any dietary requirements to committee members and catering staff	All committee members	29/11/2026		
Responsible committee member signature 1: Leyla Guarda				Responsible committee member signature 2: Peadar Byrne	
Print name: Leyla Guarda			Date: 30/10/26	Print name: Peadar Byrne	Date: 30/10/26

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
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