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

1A) Contact Information:

Main Contact for The Event: **Nick Chen**	**Email Address for Main Contact:** **nhc1g23@soton.ac.uk** **bussoc@soton.ac.uk**	**Club or Society Name:** **Business Society**	**Contact Number:** **07340266888**

1B) Event Information:

Event Name: **Business and Finance Ball 2026**	**Event Date:** Wednesday 25th November 2026	**Event Venue/s:** The Grand & Rubys 1, South Western House, Terminus Terrace, Southampton, SO14 3AS	**Total Attendees:** 250
Event Timings:	**Set Up: 19:00** **Event Start: 19:30** **Event End: 00:00** **Pack Down: 00:00 – 00:30**		
Event Breakdown	19:00-19:30: Event set up, DJ setup, setting up table with store-bought refreshments and buffet catering provided by COASTTOCOASTFOODS LIMITED, Company number **15364075,** https://find-and-update.company-information.service.gov.uk/company/15364075		

This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	19:30-onwards: Guest arrival 20:00: Snacks/refreshments offered at the venue 21:00 until 00:00: Socialising 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)	Business & Finance Winter Ball. Store-bought food will be served in its original packaging with all ingredients visible and available to all guests. Buffet catering will be provided by COASTTOCOASTFOODS LIMITED, Company number **15364075,** https://find-and-update.company-information.service.gov.uk/company/15364075. This event will also have a DJ for the entire event. The bar will be open the whole time and ID will be checked before entry by licensed security provided by The Grand. Note: The winter ball is entirely hosted by the Business Society and we are inviting everyone in both business and finance to attend because usually both these groups overlap. The related societies like the Finance and Investment society are only helping to promote our winter ball to members, and all tickets would be sold through one Business Society box office link.
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: Nick Chen Host: Nick Chen Performance lead: DJ as provided by The Grand. Doors: Nick Chen, Prince Emmanuel-Owoeye, licensed security guards provided by The Grand, and various other committee members as required. Food Lead: Nick Chen Volunteers for set up: Business Society Committee
Food provision For full guidance on this click here.	A buffet catering option will be provided by COASTTOCOASTFOODS LIMITED, Company number **15364075,** https://find-and-update.company-information.service.gov.uk/company/15364075. We will also have an element of self-Catering, food will be refreshments that are store-bought and served in its original packaging with all ingredients/allergens clearly visible to all guests.

Security & First Aid Requirements Is external first aid or security being hired? Who are the qualified first aiders in the group should a medical emergency occur?	**Name of security company** This is in house provided by The Grand. Name of first aid provider or first aid trained member: First Aid provider is by The Grand and their licensed security guards.
Provisional Budget If you would like a more extensive budget tracker, click here.	Projected ticket income: £5,477.80 (based on 130 early bird premium tickets at £21.99, 25 early bird general tickets at £28.99, 45 standard release premium tickets at £26.99, and 20 standard release general tickets at £33.99) Venue hire (inc. DJ for £475 and Security for £450): £4,025.00 Food: £1,025.50 Projected Total Costs: £5,250.50 Projected profit: £227.30

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. **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**				

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. Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone	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

						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 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	**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.

						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	Projected ticket income: £5,477.80 (based on 130 early bird premium tickets at £21.99, 25 early bird general tickets at £28.99, 45 standard release premium tickets at £26.99, and 20 standard release general tickets at £33.99) Venue hire (inc. DJ for £475 and Security for £450): £4,025.00 Food: £1,025.50 Projected Total Costs: £5,250.50 Projected profit: £227.30 We have built in a leeway of 10 tickets, so we could sell only 240 tickets and still break even. Furthermore, this year we have organized collaboration across the entire Business & Finance ecosystem to ensure that only our winter ball is running for both sides. In previous years even with separate business and finance winter balls, both our events have sold out.	2	3	6	Contact SUSU Activities Team if you have any questions or concerns about this – we would rather know sooner than later!

						We are therefore confident that based on the circumstances this year, we will sell sufficient tickets to make this event financially viable.				

Events Involving Food	Allergies Food poisoning Choking	All	**3**	**5**	**15**	**A buffet will be provided by** COASTTOCOASTFOODS LIMITED, Company number **15364075,** https://find-and-update.company-information.service.gov.uk/company/15364075 **Committee members will also be serving Costco-bought food in its original packaging and ensuring that all ingredients and allergens are clearly visible to all guests.** **YOU MUST consider extra risks here.** Only order/buy food at establishments with appropriate food hygiene (EHO) rating. Costco has a 5 star EHO rating. https://ratings.food.gov.uk/business/555665/costco-wholesale-southampton COASTTOCOASTFOODS LIMITED, Company number **15364075,** https://find-and-	**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.

						update.company-information.service.gov.uk/company/15364075 Food to only be provided/eaten when other activities are stopped. **When food is served, we will announce to all members to wash their hands before getting food.** 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.				

Events involving dance or performances						**If your event includes performances YOU MUST consider extra risks here.** **We have booked both upstairs and downstairs of The Grand and the Ruby's.** **Food and drinks will be served on the ground floor only.** **Dancing will only be permitted downstairs in the Ruby's. We will announce that food is not allowed downstairs in the Ruby's** **This is to ensure that people do not drop or spill food and drinks when they are dancing which may cause a slipping or falls hazard.**				
Boat Ball/Party Risks (please delete if not applicable)										
Loss of valuables whilst at the venue	Personal or club/society items and equipment of high value damaged or lost	Attendees + organisers and any potential stakeholders	2	1	2	Advise attendees to bring valuables at own discretion *DJ performers informed of risk before bringing equipment on board*	2	1	2	*Make sure DJ equipment is on stable surface* Valuables should be secured on person or stored in safe place like a bag

Emergency situations at the venue (e.g. fire, need for evacuation, or other incidents) requiring rapid response and compliance with safety procedures.	Panic, delayed evacuation, injury, or serious harm if emergency procedures are not followed correctly.	Committee, attendees, staff and security	2	5	10	In the event of a fire or any other emergency, The Grand venue manager, trained staff, and security guards will take full control of the situation and lead all evacuation and safety procedures. Committee members will assist by directing attendees calmly, preventing crowding on stairways and exits, and ensuring instructions from venue staff and security are followed. Attendees will be reminded that all instructions from the venue manager, trained staff, and security must be followed at all times	1	5	5	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.

						during any emergency.c				

PART 2B – Action Plan

Risk Assessment Action Plan

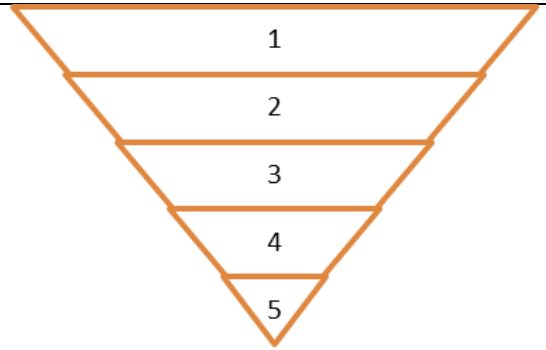
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Risk assessment shared with all organisers and checked through before the event Follow SUSU Food Provision Guidance for events involving home-cooked/prepared food or external catering.	Nick Chen	01-11-2026	03-11-2026	
2	Committee to read and share SUSU Expect Respect Policy	Nick Chen	01-11-2026	03-11-2026	
3	Complete a financial assessment of the event	Nick Chen	01-11-2026	03-11-2026	
4	Liaise with external companies (e.g. venue, DJ, caterers) for all necessary paperwork.	Nick Chen	20-10-2026	03-11-2026	

	Share Event information through marketing with business and finance societies to promote to our members	Nick Chen	01-11-2026	03-11-2026	

Responsible committee member signature 1: Nick Chen At least 2 committee members need to sign Part B		Responsible committee member signature 2: Prince-Emmanuel Owoeye At least 2 committee members need to sign Part B	
Print name: Nick Chen	Date: 26-10-2026	Print name: Prince-Emmanuel Owoeye	Date: 29-10-2026

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