

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: Diya Shah Alisha Patel	Email Address for Main Contact: Diya: ds7g23@soton.ac.uk Alisha: arbp1g23@soton.ac.uk	Club or Society Name: Southampton Asian Cultural Society	Contact Number: Diya: +44 7842 312893 Alisha: +44 7910 762252
<i>1B) Event Information:</i>			
Event Name: Asian Cultural Society Annual Ball 2026	Event Date: 27/02/2026	Event Venue/s: Leonardo Hotel Southampton, Charlotte Place, SO140TB	Total Attendees: 250
Event Timings:	Set Up: 17:00 Event Start: 18:00 Event End: 22:30 Pack Down: ends 23:30		
Event Breakdown	17:00-17:45 – committee arrive for setting up some décor, checking table arrangements etc, 18:00 – doors open for guests 18:00-19:00 – guest arrival		

<p>This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.</p>	<p>19:00 – doors close 19:00 -19:45 – performances 19:50 – dinner opens for service 20:35 – performances start again 21:00 – dance floor opens to guests 22:30 – night ends and guests leave 22:45-23:30 – pack down and departure</p>
<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>Annual ASOC Ball with food served buffet style by Dhabhi 59. Live dance performances where chosen participants will perform their chosen skills for members in the allocated space. DJ for music at venue. Bar will be open for guests (licensed premise). No awards given.</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>Hosts: Rhea Vig, Qasim Asghar, Neha Pothineni, Dev Chainrai, possibly other ASOC committee members jumping in Performance lead: Saanvi Sharma, Eesheeta Shukla Doors: Sana Rao, Shaan Sachdeva, Shrey Sheth</p>
<p>Food provision</p> <p>For full guidance on this click here.</p>	<p>Food provided by external caterer Sanjha (more info in part 1c)</p> <p>Variety of South Asian foods including: Chilli chicken, Aloo tikki, Channa, Green salad, Punjabi lamb curry, Mattar panner, Vegetable rice, Naan, Raita, Gulab jamun, Ice cream</p> <p>FSA rating link: https://ratings.food.gov.uk/business/219974/sanjha-takeaway-delivery-southampton</p>

Sanjha Takeaway & Delivery

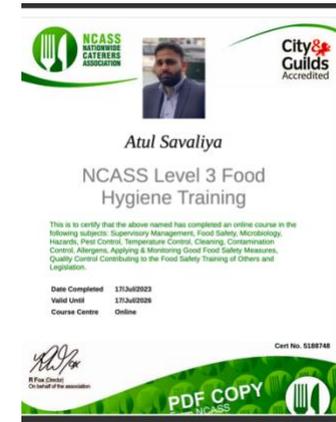
296 Shirley Road
 Freemantle
 Southampton
 SO15 3HL

Last inspection: 8 July 2025



Standards found at the time of inspection

Area inspected by food safety officer	Standards found
Hygienic food handling Hygienic handling of food including preparation, cooking, re-heating, cooling and storage	Good
Cleanliness and condition of facilities and building Cleanliness and condition of facilities and building (including having appropriate layout, ventilation, hand washing facilities and pest control) to enable good food hygiene	Generally satisfactory
Management of food safety System or checks in place to ensure that food sold or served is safe to eat, evidence that staff know about food safety, and the food safety officer has confidence that standards will be maintained in future	Good



Food hygiene practices to be maintained.

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?

Security and first aid provided by venue.

First aiders on committee: Rhea Vig, Aaryan Patel, Krishna Deepak

Provisional Budget

If you would like a more extensive budget tracker, click [here](#).

← ASOC Ball 2026		
	Overall	Per person
3 Cost		
4 Venue	3500	
5 Catering	3625	14.5
6 Decoration	500	
7 Drinks	0	
8 DJ	350	
9 Photographer	70	
10 Min. bar spend	0	
11 Total:	8045	32.18
12		
13		
14		
Ticket Type	Quota	Price (£)
16 Early bird	45	30
17 Committee	40	27
18 Performers	22	27
19 First	47	33
20 Second	47	34
21 Third	48	35
22 Photographer	1	0
23 Total:	250	
24		
25 Total Revenue	7853	
26 Profit/Loss	-192	

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

→ 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](#).

Business Name:

Sanjha

Business Contact Name:

Sanjha

Email Address:

amar@sanjha.co.uk

Contact Number:

023 8077 5565

Arrival On Site:

19:00

Departure time:

21:00

Company's Risk Assessment Link:

<https://pdflink.to/4c475e88/>
<https://pdflink.to/2ef6b003/>
<https://pdflink.to/11fd4faf/>
<https://rough-lake-351.linkyhost.com>

Certificate of Employer's Liability Insurance:

<https://misty-cloud-213.linkyhost.com>

Company's Public Liability Information Link:

<https://pdflink.to/d52822b2/>

Slips, trips and falls	Overconsumption of alcohol/floor hazards may lead to falling and 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>Any cables to be organised as best as possible. They should be clear of the dance floor and main area - cable ties to be utilised if necessary</p> <p>DJ's equipment will be placed so as not to form a trip hazard.</p> <p>Bar staff and event organisers to monitor the condition of the floors and mop up any spilled drinks or remove any obstacles.</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>	1	4	4	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>First aid will be available at the venue and will be called if necessary</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> <p>In case of emergency, the venue may contact Alisha Patel (President) or Diya Shah (President)</p>
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						Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.				
Manual handling, including setting up of equipment. E.g. table and chairs	Bruising or broken bones from tripping over equipment, tables or 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>Ensure event organisers are aware of potential risks</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> <p>In case of emergency, the venue may contact Alisha Patel (President) or Diya Shah (President)</p>

Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<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. when pre-booking venue</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>	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>Follow SUSU incident report policy.</p> <p>In case of emergency, the venue may contact Alisha Patel (President) or Diya Shah (President)</p>
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					<p>Committee to consult members on needs and make reasonable adjustments where possible</p> <p>Number of tickets sold for this event will be capped at the venue capacity to avoid overcrowding.</p>				
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<p>Reputational Risk:</p> <p>For the club or society, as well as to SUSU and the University</p>	<p>Incidents causing reputational damage to the group, Southampton University Students' Union or Southampton University itself.</p> <p>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.</p>	<p>ASOC club, SUSU or the University's reputation</p>	<p>2</p>	<p>1</p>	<p>2</p>	<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> <p>Ensure all members are aware that they should behave well on this third party premise.</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Report any incidents to the Activities Team.</p> <p>In case of emergency, the venue may contact Alisha Patel (President) or Diya Shah (President)</p>
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Fancy Dress	<p>Props/costumes causing injury or offence</p> <p>Tripping causing injury</p>	Participant s, members of the public	2	1	2	<p>Ask members to only bring small items and use sensibly.</p> <p>Take care with space, be mindful where possible</p> <p>Members of the society are responsible for their own possessions and the use of them.</p> <p>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> <p>In case of emergency, the venue may contact Alisha Patel (President) or Diya Shah (President)</p>
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<p>Alcohol consumption and spiked drinks</p>	<p>Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety</p> <p>Can result in loss of consciousness, loss of self-control and antisocial behaviour</p>	<p>Event organisers, event attendees</p>	<p>2</p>	<p>4</p>	<p>8</p> <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 are not to be undertaken.</p> <p>Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event</p> <p>Bar Security staff need to be alerted and are advised not serve alcohol to those who seem to have consumed too much.</p> <p>Bar Security staff will need to be alerted and emergency services called as required if medical concern.</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</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Members are responsible for their individual safety though and are expected to act sensibly when walking around. Anyone too inebriated will be suggested to return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, other local taxis)</p> <p>If necessary 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 and retain the drink for testing.</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> <p>Call emergency services as required 111/999.</p> <p>In case of emergency, the venue may contact Alisha Patel (President) or Diya Shah (President)</p>
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					<p>served to customers who have drunk to excess</p> <p>Committee to select 'student friendly' premise 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>				
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Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control, antisocial behaviour	Event organisers , event attendees ,	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 hall 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>	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 and retain the drink for testing.</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> <p>In case of emergency, the venue may contact Alisha Patel (President) or Diya Shah (President)</p>
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					<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.- Society to follow Code of conduct/Expect Respect policy</u></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, event attendees, Members of the public	3	3	1 2	<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 and committee will be available to direct people towards and away from venue.</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</p>	2	fi re	4	<p>Where possible venue chosen for the event will be known to members beforehand, and travel routes established 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> <p>Contact members of committee where necessary</p>
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					<p>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>				
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<p>Travel by car, train, bus, when leaving the local area.</p>	<p>Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.</p>	<p>Members, those driving, members of the public</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Group committee to check that drivers have the relevant licences for the mode of travel.</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 - Importance of this to be reminded.</p> <p>Ensure members have mode of transport to and from venue – advise if necessary</p> <p>Remind students to be cautious when travelling – stay away from roads and on pavements where necessary for safety</p>	<p>1</p>	<p>5</p>	<p>5</p>	<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> <p>Contact members of committee where necessary</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> <p>Call emergency services if needed</p>
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Fire	Smoke inhalation, burns. Risk of extreme harm. Crowd rush/tripping can cause physical injury	All participants and organisers, any staff and spectators	1	5	<p>5</p> <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> <ul style="list-style-type: none"> - Students informed of emergency procedures, locations of exits and assembly points of venue <p>Members aware that evacuation must NOT be delayed for collecting personal belongings</p> <p>Avoid build-up of debris in the activity area.</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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					Consider accessibility requirements.				
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<p>Anti-social, violent, or offensive behaviour</p>	<p>Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence</p> <p>Members of public may act violently towards participants</p>	<p>Event organisers , event attendees , public</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Bouncers/security will be present at the licensed venues and alerted where necessary</p> <p>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>Avoid large groups of people totally blocking the pavement or spilling into 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 another member. If required a taxi will be called for them.</p> <p>Be considerate of other pedestrians & road users, keep disturbance & noise down.</p>	<p>1</p>	<p>3</p>	<p>5</p>	<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. 111/999</p> <p>In case of emergency, contact Alisha Patel (President) or Diya Shah (President)</p>
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					<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' venue 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>				
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Adverse weather	Hypothermia, illness, injury, slipping due to rain/bad weather	Event organisers , event attendees	3	4	1 2	<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 advice 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, SUSU	2	3	1 2	<table border="1" data-bbox="952 247 1310 782"> <thead> <tr> <th colspan="3">ASOC Ball 2026</th> </tr> <tr> <th>Cost</th> <th>Overall</th> <th>Per person</th> </tr> </thead> <tbody> <tr> <td>Venue</td> <td>3500</td> <td></td> </tr> <tr> <td>Catering</td> <td>3625</td> <td>14.5</td> </tr> <tr> <td>Decoration</td> <td>500</td> <td></td> </tr> <tr> <td>Drinks</td> <td>0</td> <td></td> </tr> <tr> <td>DJ</td> <td>350</td> <td></td> </tr> <tr> <td>Photographer</td> <td>70</td> <td></td> </tr> <tr> <td>Min. bar spend</td> <td>0</td> <td></td> </tr> <tr> <td>Total:</td> <td>8045</td> <td>32.18</td> </tr> </tbody> </table> <table border="1" data-bbox="952 534 1310 726"> <thead> <tr> <th>Ticket Type</th> <th>Quota</th> <th>Price (£)</th> </tr> </thead> <tbody> <tr> <td>Early bird</td> <td>45</td> <td>30</td> </tr> <tr> <td>Committee</td> <td>40</td> <td>27</td> </tr> <tr> <td>Performers</td> <td>22</td> <td>27</td> </tr> <tr> <td>First</td> <td>47</td> <td>33</td> </tr> <tr> <td>Second</td> <td>47</td> <td>34</td> </tr> <tr> <td>Third</td> <td>48</td> <td>35</td> </tr> <tr> <td>Photographer</td> <td>1</td> <td>0</td> </tr> <tr> <td>Total:</td> <td>250</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="952 734 1310 782"> <tbody> <tr> <td>Total Revenue</td> <td>7853</td> </tr> <tr> <td>Profit/Loss</td> <td>-192</td> </tr> </tbody> </table> <p data-bbox="952 853 1310 965">Based on former balls, tickets sales are predicted to be high – possibly sold out.</p> <p data-bbox="952 973 1310 1085">Otherwise, further loss may occur but small losses can be allowed (as planned)</p> <p data-bbox="952 1109 1310 1340">Contracts will be agreed and signed with all external companies being paid to provide a service (control measure) and will be sent for SUSU team to approve.</p>	ASOC Ball 2026			Cost	Overall	Per person	Venue	3500		Catering	3625	14.5	Decoration	500		Drinks	0		DJ	350		Photographer	70		Min. bar spend	0		Total:	8045	32.18	Ticket Type	Quota	Price (£)	Early bird	45	30	Committee	40	27	Performers	22	27	First	47	33	Second	47	34	Third	48	35	Photographer	1	0	Total:	250		Total Revenue	7853	Profit/Loss	-192	2	3	6	Contact SUSU Activities Team if you have any questions or concerns about this – we would rather know sooner than later!
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						You can find templates and guidance here .				
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Food poisoning and allergies	Allergies Food poisoning Choking	All	3	5	1 5	<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>Catering company and event organisers will be advised to uphold hygiene practices</p> <p>For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.</p> <p>Students should be aware of their allergies and steer clear of allergen containing foods</p>	1	5	5	<p>Call for first aid/emergency services as required .</p> <p>Report incidents via SUSU incident report procedure.</p> <p>In case of emergency, contact Alisha Patel (President) or Diya Shah (President)</p>
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					Students should keep personal allergenic medicines on their person				
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Dance performance	Trips, bumping into each other, falling leading to physical injury		2	2	3	<p>Dancers should have a clear space with ample room which other members are to steer clear of</p> <p>Committee to check with venue and ensure space can be made for dance performances</p> <p>Trip hazards such as chairs, bags, shawls should be tucked away</p> <p>Members reminded to give dancers space and not crowd or be too boisterous</p> <p>Girls should take care to tuck shawls away and be mindful of skirts when dancing (trip hazard)</p> <p>Dancers should be aware of the space allocated to them and take care of themselves and others in this space</p>	1	2	2	<p>Seek medical attention if problem arises</p> <p>Call emergency services 111/999 if necessary</p> <p>Committee first aiders available if necessary</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> <p>In case of emergency, the venue may contact Alisha Patel (President) or Diya Shah (President)</p>
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Exhaustion	Could increase likelihood of injury if feeling faint / tripping	All those dancing (eg. Falling onto participants)	2	1	2	<p>Ensure all members are aware of access to water and hydration</p> <p>Encourage water breaks if feeling faint</p> <p>Ensure no-one feels obligated to over-exert themselves</p> <p>Committee welfare officers and other committee members to keep an eye out for anyone that seems unwell or exhausted and take them aside for rest and hydration</p>	1	1	1	<p>If a student appears exhausted, be proactive in advising them to sit out and eliminate further risk of exhaustion</p> <p>If weather adverse conditions (too hot etc) time on the dance floor will be limited to shorter length</p> <p>Call 999 in an emergency</p> <p>Encourage members to look out for one another</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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Footwear eg. Heels	Injury, bruising, tripping, damage	All participants and staff wearing these shoes, members around them	2	3	6	<p>Ensure all dancers are aware they should be able to dance in their footwear</p> <p>Warn members of the risk of injury</p> <p>Ensure adequate dance space to minimise chances of tripping and injury</p> <p>Ensure members are aware of space and be mindful of others and stepping on others</p>	1	3	6	<p>Be proactive in advising injured members to sit out and eliminate risk of further strain.</p> <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>Follow SUSU incident report policy.</p> <p>In case of emergency, the venue may contact Alisha Patel (President) or Diya Shah (President)</p>
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Counter protest, discrimination against the demonstration	Assault, Violence or threatening / Aggressive Behaviour	Event organisers and attendees	2	4	8	<p>Event planned with route available from Highfield campus- a route well signposted and known for students</p> <p>Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus / accommodation if this continues</p> <p>Prior information about event and what to expect given out so participants know what to expect via Instagram/Whatsapp group/social media posts</p> <p>Participants made aware they could join and leave the event at any time.</p> <p>Ensure that people are aware that this is an open</p>	1	4	4	<p>Event organisers to call University Security if necessary.</p> <p>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Building 32, University Road Highfield Campus.</p> <p>Any incidents will be reported via UoS reporting tools</p> <p>Contact emergency services if needed</p> <p>Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</p> <p>Call 999 in an emergency</p>
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					space for discussion to discourage protest.				
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Cleaning up	Waste food, packaging and bottles and cans	Attendees and venue staff	1	1	1	<p>Waste receptacles or refuse sacks are provided to dispose of all food waste. Full waste bags are tied at the neck and disposed of in a secure waste bin.</p> <p>Care is taken to correctly dispose of food waste to minimise the risk of vermin breaking into sacks.</p> <p>Where possible all recyclable products are placed in the appropriate recycling bins.</p> <p>The venue will take care of properly disposing of waste bags in secure waste bin</p> <p>Written agreements are in place regarding damage to the venue and clean up procedure</p> <p>Committee members will help cleaning where possible at the end of the balk during clean up</p>	1	1	1	<p>Seek medical attention from SUSU reception/venue staff 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>
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<p>Noise levels (excessive sound exposure during event)</p>	<p>Temporary or permanent hearing damage, tinnitus, discomfort, stress, communication difficulty</p> <p>Complaints from staff, members, public</p>	<p>Staff, members, public</p>	<p>4</p>	<p>4</p>	<p>5</p>	<p>Use lower volume settings</p> <p>Orientate speakers away from staff and public to reduce straightforward noise</p> <p>Rotate staff members to limit exposure to noise</p> <p>Post noise warning signage</p> <p>Provide ear protection</p> <p>Make it clear that members are free to leave if volume is too high and overwhelming in the moment</p> <p>Take advice from the majority of volume is deemed too high/ complaints</p> <p>Reduce volume if complaints - take public complaints seriously</p>	<p>2</p>	<p>3</p>	<p>5</p>	<p>Use additional speakers to distribute sound evenly and avoid hotspots</p> <p>Real-time monitoring of sound levels</p> <p>Designated 'noise officer' taking complaints into account with the authority to reduce volume if limits exceeded</p> <p>Contact emergency services if necessary</p>
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<p>Moving/setting up instruments and stands</p>	<p>Back/muscle strain from lifting items that are too heavy</p> <p>Trapping fingers in stands or other items</p> <p>Damaging equipment</p> <p>Dropping equipments on others – injury</p> <p>Falling</p> <p>Moving equipment on stairs – tripping = injury</p>	<p>Those setting up and nearby members/staff</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Any heavy items lifted by multiple people</p> <p>Use lifts where possible for heavy items, where not possible extreme caution to be used and additional members should be on hand to assist</p> <p>Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</p> <p>Teach members how to correctly carry equipment and how to safely set up specific items and don't allow untrained members to assist</p> <p>Music DJ and venue will have a mutual understanding of how to set up the venue for equipment</p> <p>Those carrying things be accompanied by someone able to clear a pathway open door</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Committee to ensure tech team recruited/trained to move and set instruments</p> <p>Seek medical attention from SUSU, Reception/venue staff if in need</p> <p>Contact facilities team via SUSU reception/venue staff</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 <u>SUSU incident report policy</u></p>
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						Committee to ensure adequate time for set up and pack down is planned for /allocated when booking				
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PART 2B - Action Plan

Risk Assessment Action Plan

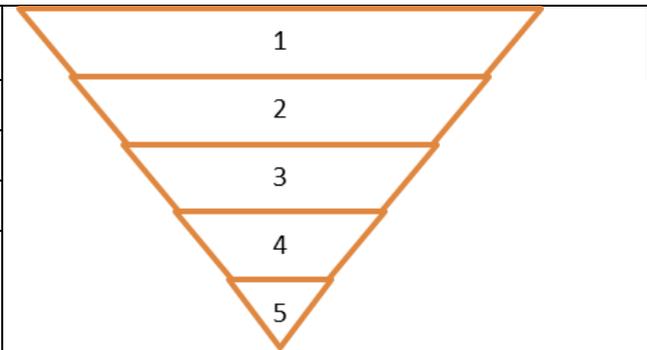
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	<p>Risk assessment shared with all organisers and checked through before the event</p> <p>External catering health and safety reports to be checked and shared with venue</p> <p>Follow SUSU Food Provision Guidance for events involving home-cooked/prepared food or external catering.</p>	<p>Alisha Patel (President), Diya Shah (President), Mathusya Chandrakumar (Secretary)</p>	20/02/26	28/02/26	
2	Committee to read and share SUSU Expect Respect Policy	Neha Pothineni (Ball	22/02/26	28/02/26	

		Rep), Dev Chainrai (Ball Rep)			
3	Complete a financial assessment of the event	Ruthika Sabbineni (Treasurer)	25/02/26	28/02/26	
4	Liase with external companies (e.g. venue, DJ, caterers) for all necessary paperwork.	Alisha Patel (President), Diya Shah (President)	20/02/26	28/02/26	
5	Share travel information with attendees to ensure planned travel to and from venue for members	Saanvi Sharma. Shaan Sachdeva, Shrey Sheth, Eesheeta Shukla (Events Reps)	22/02/26	28/02/26	
6	All major incidents to be logged with SUSU the next day	Alisha Patel (President), Diya Shah (President), Mathusya Chandrakumar (Secretary)	28/02/26	28/02/26	

Responsible committee member signature 1: 		Responsible committee member signature 2: 	
Print name: Mathusya Chandrakumar	Date: 29/01/26	Print name: Diya Shah	Date: 29/01/26

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
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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