

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: Jacob Holt	Email Address for Main Contact: Jh18n23@soton.ac.uk	Club or Society Name: Southampton University Basketball Club	Contact Number: 07967 389396
<i>1B) Event Information:</i>			
Event Name: Southampton University Basketball Club, Boat Ball 2026	Event Date: 01/05/2026	Event Venue/s: Blue Funnel Cruises	Total Attendees: No more than 200
Event Timings:	Set Up: 18:30 Event Start: 19:00 On water 19:00-22:00 Event End: No later than 22:15 Pack Down: 22:00		
Event Breakdown This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	Example: 18:30-18:45 – Students to meet at Shamrock Quay, off William Street, SO14 5QL 18:45-19:00 – Students board the boat 19:00-22:00 – Boat departs, will be on water 22:00 – Boat returns		

	22:15 LATEST – Guests depart from the boat
<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>The night will involve awards for club achievements, Farewells to leaving club members and a disco. All overseen by 6 security guards from Security Nation to ensure the smooth running of the evening.</p> <p>Drinking will be permitted however is not encouraged and it is against the rules to bring any alcohol onto the boat and anyone intoxicated prior to boarding will be denied Entry.</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: Jacob Holt – President Volunteers for set up: Brooke Cranmer – Social secretary Also present: Emma Fagan – VP, Anthony Catherwood – VP, Matt Nicholls – Social secretary, Tom Murray – Social Secretary. Hetti Price-Bailey – Welfare.</p>
<p>Food provision</p> <p>For full guidance on this click here.</p>	<p>No food will be provided</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>Jacob Holt – First Aid trained 6 security guards from Security Nation.</p>
<p>Provisional Budget</p> <p>If you would like a more extensive budget tracker, click here.</p>	<p>Projected ticket income: £3000 (based on 60% of tickets being sold) Venue hire: £2050 Security: £700</p> <p>Projected profit: £250</p>

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: Blue Funnel Cruises	Business Contact Name: Lesley Hunt	Email Address: lesley@bluefunnel.co.uk	Contact Number:
We arrive on their site: 18:30 We depart their site: 22:15	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	Who might	Inherent	Residual	Further controls (use the risk hierarchy)	

	Potential Consequences	be harmed (user; those nearby; those in the vicinity; members of the public)	L i k e l i h o o d	I m p a c t	S c o r e	Control measures (use the risk hierarchy)	L i k e l i h o o d	I m p a c t	S c o r e	
Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	Check deck for puddles etc	1	3	3	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy.</p>

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>Make stall operators aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables. Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</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>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>
Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<p>Do not push/shove.</p> <p>Number of tickets are limited so the number will not exceed the maximum capacity.</p>	1	3	3	<p>Seek medical attention if problem arises.</p> <p>Security team may inform police of the event if required.</p>

<p>Reputational Risk: 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>The 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 that any incidents involving public or others are recorded and addressed.</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>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>
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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. 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>
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Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers, event 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>Drinking will be permitted however is not encouraged and it is against the rules to bring any alcohol onto the boat and anyone intoxicated prior to boarding will be denied entry.</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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					<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>				
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Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control	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 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>	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>
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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	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 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</p>	2	fi re	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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					<p>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>					
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>Club 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.</p> <p>Importance of this to be reminded.</p>	2	2	4	<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>

Medical emergency	<p>Members may sustain injury /become unwell</p> <p>Pre-existing medical conditions, sickness, distress</p>	Members	3	5	1 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>	2	5	1 5	<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 go to the muster point.</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. 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>Security will be present at the venues. 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	<p>Heat or sun – risk of sunburn, heat exhaustion and dehydration. Cold – risk of hypothermia. Weather directly influences ground surfaces (see below) and the risk of slips, trips and falls (see above)</p> <p>Wind – sea will have larger waves.</p> <p>Rain – outer deck will become slippery.</p>	Event organisers , event attendees	3	4	1 2	<p>Ensure regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle.</p> <p>If it is hot or sunny, ensure participants have taken steps to reduce their chance of harm – i.e., use of sun cream, hats and having available shaded area. If it is cold, ensure participants have suitable attire to enable them to keep warm.</p> <p>We are on a estuary so wave size will not become a massive issue.</p> <p>If there is heavy rain people will be asked to stay off the uncovered part of the deck to avoid slips.</p>	2	2	4	<p>If anyone is affected by the heat or cold, seek immediate medical attention.</p> <p>If severe, 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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Financial risk	Group debt	Group members, SUSU	4	3	1 2	Projected to make £250 profit if 60% of tickets are sold. Enough profit made from other events to ensure even if we do not make profit, we don't go into debt.	2	3	6	Contact SUSU Activities Team if you have any questions or concerns about this – we would rather know sooner than later!
Overboard	Hypo- or hyperthermia, illness, injury, drowning	Event organisers + attendees	1	5	5	Lifejackets and emergency equipment on board Ensure there are trained staff onboard to deal with emergencies Safety briefing to attendees prior to departure Remain in guest area Obey and follow boat safety rules Boarding and disembarking in controlled manner	1	5	5	Call 999 if someone goes overboard immediately. Report immediately to staff on board as they should be trained to deal with emergency situations Make sure no other attendee tries to go in to rescue Ensure reporting and emergency procedures directed by crew Report to SUSU via incident report
Water conditions and wet surfaces	Sickness, slips and falls, potential damage to boat	Boat company, organisers and all attendees	2	4	1 2	Conditions are monitored prior to event by boat/cruise company They will make informed decision if conditions are safe Life jackets and safety equipment available on board Follow procedures directed by staff	2	5	1 0	Crew on boat can decide about conditions while on trip and can turn around back to dock if conditions are unsuitable

Sea Sickness: Travel sickness from being on a boat, especially if the sea is not completely calm	Dehydration	Event attendees	3	3	9	Committee will make people aware of potential hazard and suggest they bring sea sickness medication if they feel they may be at risk	1	5	5	Call emergency services for severe dehydration / inform crew members.
Drowning	Hospitalization, risk of death	Event organisers + attendees + boat company	1	5	5	Safety equipment available on the boat Ensure there are lifejackets and appropriate safety equipment on board Boat staff trained to deal with emergencies Follow procedures directed by staff	1	5	5	Call 999 immediately if someone goes overboard Inform staff straight away of emergency Make sure no other attendee tries to go in to rescue Report to SUSU via incident report
Loss of valuables whilst on board	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 Security Guards present to ensure that no one is climbing on anything to put them higher than the guard rails around the boat. Life rings present in the instance someone did fall overboard.	2	1	2	Valuables should be secured on person or stored in safe place like a bag.

<p>Emergency situations on board (e.g. fire, need for evacuation, or other maritime incidents) requiring rapid response and compliance with safety procedures.</p>	<p>Panic, delayed evacuation, injury, or serious harm if emergency procedures are not followed correctly.</p>	<p>Committee, attendees, staff and security</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>In the event of a fire or any other emergency, the boat captain and trained boat staff will take full control of the situation and lead all evacuation and safety procedures.</p> <p>Committee members will assist by directing attendees calmly, preventing crowding on stairways and exits, and ensuring instructions from boat staff and security are followed.</p> <p>Attendees will be reminded that all instructions from the captain, trained boat staff must be followed at all times during any emergency.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<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>
<p>Low ceilings on the boat</p>	<p>Head injuries, cuts and bruises</p>	<p>Attendees, particularly those who are tall.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Inform members of lower ceilings</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Seek the first aider aboard the ship.</p> <p>In serve cases call 999 and get the boat to turn around</p>

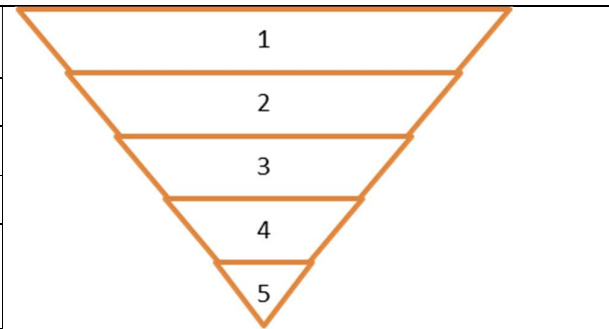
PART 2B - Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date	
1	6 security Guard hire - £20 per man per hour	Committee	1/5/26	8/4/26	Security Guards present at the Boat Ball	
2	Risk assessment shared with all organisers and checked through before the event	Jacob Holt	1/5/26	10/4/26		
3	Committee to read and share SUSU Expect Respect Policy	Committee	1/5/26	10/4/26		
4	Complete a financial assessment of the event	Francesco Veronesi	1/5/26	10/4/26		
5	Liaise with external companies for all necessary paperwork	Brooke Cranmer	1/5/26	10/4/26		
6	Share meeting point and safety instructions for the boat with attendees	Committee	1/5/26	10/4/26		
Responsible committee member signature 1: 				Responsible committee member signature 2: 		
Print name: Jacob Holt			Date: 10/04/25	Print name: Emma Fagan		Date: 10/04/26

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