

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>SUBLDS Dinner Dance</b>		<b>Date</b>	<b>26/03/26</b>
	<b>24<sup>th</sup> of April 2026</b>			
	<b>Revolution 28a Bedford Pl, Southampton SO15 2DB</b>			
<b>Group name</b>	<b>Southampton Ballroom and Latin Dance Society</b>	<b>Assessor</b>	<b>Amber Currid (Vice President)</b>	
<b>Committee Member</b>	<b>Kavya Nair (Social Secretary)</b>	<b>Signed off</b>		
<b>Event Information</b>	Dinner Dance is SUBLDS annual end of year ball. It consists of a sit-down meal which will be provided by Revolution. The bar will be managed by Revolution staff, which is a licenced premise. Revolution will provide necessary tech equipment which will include, but may not be limited to, a speaker. Vice President Amber Currid is first aid trained, and we will be bringing a first aid kit with us to the event.			

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>L</b>	<b>I</b>	<b>S</b>		<b>L</b>	<b>I</b>	<b>S</b>	
			<b>i</b>	<b>m</b>	<b>c</b>		<b>i</b>	<b>m</b>	<b>c</b>	
			<b>k</b>	<b>p</b>	<b>o</b>		<b>k</b>	<b>p</b>	<b>o</b>	
			<b>e</b>	<b>a</b>	<b>r</b>		<b>e</b>	<b>a</b>	<b>r</b>	
			<b>l</b>	<b>c</b>	<b>e</b>		<b>l</b>	<b>c</b>	<b>e</b>	
			<b>i</b>	<b>t</b>			<b>i</b>	<b>t</b>		
			<b>h</b>				<b>h</b>			
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			<b>d</b>				<b>d</b>			

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</li> <li>• Any cables to be organised as best as possible</li> <li>• Cable ties/to be used if necessary</li> <li>• Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</li> <li>• Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li> <li>• Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff if needed</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs.	Committee	2	3	6	<ul style="list-style-type: none"> <li>• Make committee aware of the potential risks, follow manual handling guidelines</li> <li>• Ensure that at least 2 people carry tables.</li> <li>• Setting up tables will be done by organisers.</li> <li>• Work in teams when handling other large and bulky items.</li> <li>• Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</li> <li>• Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff if needed</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
Falls/ Slips while dancing	Physical Injury	Everyone	2	3	6	<ul style="list-style-type: none"> <li>• Ensure all members are wearing adequate dancewear and shoes.</li> <li>• Ensure no overcrowding on the dance floor.</li> <li>• Keep eating area, bar and dancefloor separate to ensure no spillages.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff if needed</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>

Inadequate event space- overcrowding , not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>• Committee to check on venue pre-booking, checks on space, lighting, access, tech available</li> <li>• Ensure space meets needs of members e.g. considering location &amp; accessibility of space</li> <li>• Committee to consult members on needs and make reasonable adjustments where possible</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Seek medical attention if problem arises</li> <li>• Committee WIDE training</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Alcohol consumption	Antisocial / aggressive behaviour, illness from overconsumption, alcohol poisoning	Event organisers, event attendees,	3	4	1 2	<ul style="list-style-type: none"> <li>Members are responsible for their individual safety though and are expected to act sensibly</li> <li>Initiation behaviour not to be tolerated and drinking games to be discouraged</li> <li>Bar staff need to be alerted and emergency services called as required.</li> <li>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</li> <li>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Follow <a href="#">SUSU incident report policy</a></li> <li>Call emergency services as required 111/999</li> <li>Committee WIDE training</li> </ul>
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Travel to and from venue	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	4	3	1 2	<ul style="list-style-type: none"> <li>Members are responsible for their individual safety when travelling to and from the venue, and are expected to act sensibly</li> <li>Revolution has been chosen as it is a local venue known to UoS students.</li> <li>Attendees will be encouraged to travel in groups. Members will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</li> <li>Avoid large groups of people totally blocking the pavement or spilling into the road.</li> <li>Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go</li> </ul>	2	fi re	4	<ul style="list-style-type: none"> <li>Where possible venue chosen for the event will be local/known to members and within a short travel distance for members</li> <li>Contact emergency services as required 111/999</li> <li>Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul>
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						<p>home, ideally with another member. If required a taxi will be called for them.</p> <ul style="list-style-type: none"> <li>• Be considerate of other pedestrians &amp; road users, keep disturbance &amp; noise down.</li> </ul>				
Medical emergency	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</p>	Members	2	5	10	<ul style="list-style-type: none"> <li>• Advise participants; to bring their personal medication</li> <li>• Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so. (<u>Such as our Vice President</u>)</li> <li>• Contact emergency services as required 111/999</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>• Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>

Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.	Members	2	5	10	<ul style="list-style-type: none"> <li>• Committee to request fire safety information before the event.</li> <li>• Ensure that members know where the nearest fire exits are and the meeting place is outside, should it be needed</li> <li>• Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>• All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Call emergency services and University Security (on campus) or venue staff (external venue)</li> <li>• Emergency contact number for Campus Security:</li> <li>• Tel: +44 (0)23 8059 3311</li> <li>• (Ext:3311)</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Events involving Food	Allergies Food poisoning Choking	All	3	5	1 5	<ul style="list-style-type: none"> <li>• Food will be provided by Revolution, who have a 5 food and hygiene rating.</li> <li>• Food to only be provided/eaten before dancing occurs.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>• Call for first aid/emergency services as required</li> <li>• Report incidents via SUSU incident report procedure</li> </ul>
Overcrowding	Physical injury	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>• Do not exceed venue capacity.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Seek medical attention if problem arises</li> <li>• Report incidents via SUSU incident report procedure</li> </ul>
Disturbance to public	Conflict, noise pollution, crowds	Event organisers and attendees, members of the public	2	2	4	<ul style="list-style-type: none"> <li>• Everybody will be encouraged to stay together as a group</li> <li>• Shouting, chants, whistles etc. to be kept to a minimum around busy university buildings and residential areas</li> </ul>	1	2	2	

Financial risk	Group debt	Group members, SUSU	4	3	1 2	<ul style="list-style-type: none"> <li>Details of cost balance sheet, how much profit is expected to be made, what is the safety margin</li> </ul>	1	2	2	
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**PART B - Action Plan**

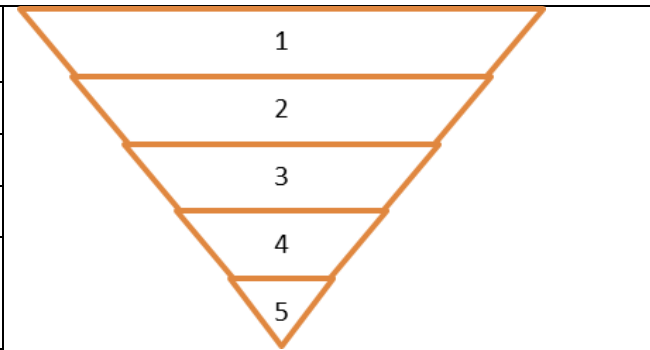
## Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	<ul style="list-style-type: none"> <li>Risk assessment shared with all organisers and checked through before the event</li> </ul>	Event officer	20/04/26		
2	Committee to read and share SUSU Expect Respect Policy	Event officer	20/04/26		
3	Route planned and shared in advance with attendees	Event officer	20/04/26		
4	All major incidents will be logged with SUSU	Event officer	As soon as possible		
5	Weather check prior to event start	Event officer	20/04/26		
Responsible committee member signature: Amber Currid				Responsible committee member signature: Kavya Nair	

Print name: Amber Currid	Date: 26/03/2026	Print name: Kavya Nair	Date: 09/04/2026
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### 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



<b>LIKELIHOOD</b>	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	
	<b>IMPACT</b>					

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