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:	**Email Address for Main Contact:**	**Club or Society Name:**	**Contact Number:**
Milja Tuunlari	Sales7@chilworth-manor.co.uk	Southampton University Riding Club	02380767333

1B) Event Information:

Event Name:	**Event Date:**	**Event Venue/s:**	**Total Attendees:**
SURC Christmas Ball 2026	11/12/2026	Chilworth Manor Hotel	30

Event Timings:	**Set Up:** 17:30 **Event Start:** 18:00 **Event End:** 21:30 **Pack Down:** 22:00
Event Breakdown This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	**17:30-18:00** – Events Coordinator (Zoe Sharp) arrives to check that the Chilworth team has set everything up correctly **18:00-18:30** – Guest arrival **18:30-19:30** – Food served to guests **19:30-20:00** – Small talk and chit chat **20:00-20:40** – Awards **20:40-21:20** – Quiz **21:20-21:30** – Guests leave

	21:30-22:00 – Events Coordinator (Zoe Sharp) checks that everyone has made it home safely and checks in with Chilworth team
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)	The night will start with guests arriving at Chilworth Manor Hotel where they will grab drinks and mingle with each other. Food will then be served and once everyone has finished the awards will be given out and the quix will start. The awards are as follows; member of the year, committee member of the year, beginner rider of the year, novice rider of the year, advanced rider of the year, most improved rider, best dressed at a social and an honorary award of best horse of the year, this will be voted for on the night. The quiz will consist of two parts, part one will be "pin the tail to the horse" pictures of a horses tail will be sent to all attendees and they will have to guess which horse the tails belong to. Part two will be "name that horse!" where again pictures of famous horses will be sent to all attendees and they will have to guess the name of the horse and why they are famous, famous race horses or animated horse from TV shows ect.
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: Zoe Sharp Few committee and volunteers are needed for the event asit is hosted with an external company, Chilworth Manor Hotel.
Food provision For full guidance on this click here.	Food provided by venue, Chilworth Manor Hotel.
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?	Venue will provide first aid and security.
Provisional Budget If you would like a more extensive budget tracker, click here.	Ticket price per person: £38 Tickets available: 30 Total price: £1,140 Deposit: £600

	Final payment: £540

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: **Chilworth Manor Hotel**	**Business Contact Name:** Milja Tuunlari	**Email Address:** Sales7@chilworth-manor.co.uk	**Contact Number:** 02380767333
Arrival On Site: 17:30 **Departure time:** 22:00	**Company's Risk Assessment Link:**	**Company's Insurance Link:** https://d.docs.live.net/edbba7f704d0780e/Documents/SURC%2026-27/Chilworth%20Manor%20Hotel%20Insurence.pdf	**Company's Public Liability Information Link:** **https://d.docs.live.net/edbba7f704d0780e/Documents/SURC%2026-27/Chilworth%20Manor%20EL%20Cert%202025.pdf**

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)	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 Welfare 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 Welfare 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 Welfare 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	Create a cost balance sheet, including: How much profit is expected to be made? What is the contingency plan if not enough tickets are sold? e.g. cancelling or postponing You can find templates and guidance here.	2	3	6	Contact SUSU Activities Team if you have any questions or concerns about this – we would rather know sooner than later!

Events Involving Food	Allergies Food poisoning Choking	All	**3**	**5**	**15**	Only order/buy food at establishments with appropriate food hygiene (EHO) rating. Food to only be provided/eaten when other activities are stopped. Follow good food hygiene practices - no handling food when ill, tie back hair, wash hands regularly using warm water and soap, refrigerate necessary products. For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.	**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. No committee member or society member will be making or serving food The venue has received 5 stars from the food standards agency which can be seen here: https://ratings.food.gov.uk/business/21801
Events Involving Fundraising						If you will be fundraising for your club/society, or a charity **YOU MUST consider extra risks here.**				This event does not include fundraising

Events involving dance or performances						**If your event includes performances YOU MUST consider extra risks here.**				This event does not involve dance or performances

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.	Mya Harvey	09/11/26		
2	Committee to read and share SUSU Expect Respect Policy	Mya Harvey	09/11/26		
3	Complete a financial assessment of the event	Mya Harvey/Zoe Sharp	09/11/26		

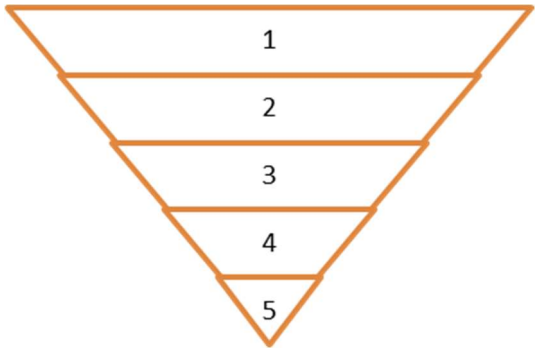
4	Liaise with external companies (e.g. venue, DJ, caterers) for all necessary paperwork.	Zoe Sharp	09/11/26		
	List additional actions for follow-up of risk assessment. Include at least one additional action. Any needed equipment can be added here as well e.g. 'share travel info with attendees')	Name of responsible committee member	EXPECTED COMPLETION DATE		
	Share travel info with attendees	Zoe Sharp	15/11/26		

Responsible committee member signature 1: committee member signature At least 2 committee members need to sign Part B		Responsible committee member signature 2: second committee member signature At least 2 committee members need to sign Part B	
Print name: Mya Harvey	Date: 8/11/26	Print name: Zoe Sharp	Date: 9/11/26

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