

Risk Assessment			
<b>Risk Assessment for the activity of</b>	Electronics and Computer Science Society (ECSS) Summer Ball 05/06/2026  Papillon 61 Commercial Rd, Southampton, SO15 1GG	<b>Date</b>	28/03/2026
<b>Group name</b>	ECSS	<b>Assessor</b>	Alan Kraszewski (Vice-President)
<b>Supervisor</b>	Josh Stevenitt (President)	<b>Signed off</b>	<b>SUSU USE ONLY</b>
<b>Description of event/activity</b>	A semi-formal ball for a capstone event of the summer term. At the papillon venue, featuring food, drinks, music, singing, dancing, and lovely relaxing vibes.		

### Event Information

Committee Member Organiser Contact Number: +44 7500 778111

Event Set-up time: 19:30

Event times: 20:00 – 01:00

Event pack-down time: N/A (not required)

Bar Provision: Yes

Food/ Catering provision: Handled by venue

Security provision: Handled by venue

First aid provision: Handled by venue

Tech provision: Sound and tech handled by venue

Any entertainment, event equipment, or installations: N/A

Is event ticketed? Yes

Provision budget: £5900

<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</b>  (user; those nearby; those in the vicinity; members of the public)	<b>Inherent</b>			<b>Residual</b>		
			<b>L</b>	<b>I</b>	<b>S</b>	<b>L</b>	<b>I</b>	<b>S</b>
			<b>i</b>	<b>n</b>	<b>c</b>	<b>Control measures (use the risk hierarchy)</b>		
			<b>k</b>	<b>p</b>	<b>o</b>	<b>L</b>	<b>I</b>	<b>S</b>
			<b>e</b>	<b>a</b>	<b>r</b>	<b>k</b>	<b>p</b>	<b>o</b>
			<b>l</b>	<b>i</b>	<b>t</b>	<b>i</b>	<b>c</b>	<b>e</b>
			<b>i</b>	<b>t</b>		<b>h</b>	<b>i</b>	
			<b>h</b>			<b>o</b>		
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Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	<p>6</p> <p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.</p> <p>Any cables to be organised as best as possible, e.g. cable ties to be used if necessary.</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.</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> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.</p>	1	3	<p>3</p> <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 <a href="#">SUSU incident reporting guide</a></p>
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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	3	5	15	<ul style="list-style-type: none"> <li>• Smoke/ heat detectors and break glass call points in all buildings</li> <li>• Weekly fire alarm system tests</li> <li>• Inspection and monitoring of clear access/egress routes areas and any accumulations of combustibles.</li> <li>• All volunteers and organisers to be informed about fire exits and evacuation procedures. All attendees will be notified about fire exits.</li> <li>• The maximum capacity of the venue must not be exceeded</li> <li>• Plan put in place for people with mobility difficulties, with consideration for events held at weekends and out of hours when fire and lift wardens may not be available (PEEPS).</li> </ul>	1	5	5	<p>All attendees to receive a safety briefing induction, Fire exits, alarm call points</p> <p>A register of attendees to be kept and taken to assembly point in the event of a building evacuation</p> <p>Confirm maximum capabilities of venue</p> <p>Confirm people with mobility difficulties have an evacuation plan</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 <a href="#">SUSU incident reporting guide</a></p>
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<p>Manual handling, including setting up of equipment. E.g. table and chairs</p>	<p>Bruising or broken bones from tripping over table and chairs</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<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>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>	<p>1</p>	<p>3</p>	<p>3</p>	<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 <a href="#">SUSU incident reporting guide</a></p>
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Overcrowding / Inadequate Event Space	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<p>Do not push/shove.</p> <p>Committee to check on venue pre-booking, checks on space, lighting, access, tech available</p> <p>Ensure space meets needs of members e.g. considering location &amp; accessibility of space</p> <p>Committee to consult members on needs and make reasonable adjustments where possible</p> <p>Committee checks on space, lighting, access, tech available, etc.</p>	1	3	3	<p>Seek medical attention if problem arises.</p> <p>Welfare Officer to complete WIDE training.</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 <a href="#">SUSU incident reporting guide</a></p>
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<p>Reputational Risk:  For the club or society, as well as to SUSU and the University</p>	<p>Actions performed by members of the society during the event may harm the reputation of the society, SUSU, or the University.</p>	<p>The club, SUSU or the University's reputation</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>Ensure that members are aware that they are representing ECSS, the University, and SUSU at all times.</p> <p>Themes and promotional materials to be reviewed by committee in advance to avoid inappropriate messaging or visuals.</p> <p>Committee members to act as point-of-contact during the event and intervene if necessary.</p> <p>If alcohol is involved, designate sober committee members to monitor and de-escalate any issues.</p> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>Clarify that any photos taken and shared must be appropriate and respectful</p> <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></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.</p> <p>Members of the society are responsible for their own possessions and the use of them.</p> <p>Choose a theme unlikely to cause offence.</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 <a href="#">Expect Respect policy</a>.</p>	1	1	1	<p>SUSU <a href="#">Expect Respect policy</a> to be followed.</p> <p>Committee WIDE training.</p> <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></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>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.</p>	1	3	3	<p>For anyone who is too inebriated it will be suggested to them that they should return home rather than continue with the event. Taxis will be called if required.</p> <p>Follow <a href="#">SUSU incident reporting guide</a></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 advise and remind members to always watch their own drinks.</p> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy.</a></p>				
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<p>Spiked Drinks/Alcohol Poisoning</p>	<p>Illness, loss of consciousness, loss of self-control</p>	<p>Event organisers, event attendees,</p>	<p>2</p>	<p>5</p>	<p><b>10</b></p> <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. <b>Action organizers (Part B).</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>	<p>2</p>	<p>3</p>	<p><b>6</b></p> <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 <a href="#">SUSU incident reporting guide</a></p>
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					<p>Members/participants are advised to watch their own drinks.</p> <p><b><u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/<a href="#">Expect Respect policy</a></u></b></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	4	3	<p><b>1</b> Members are responsible for their individual safety and are expected to act sensibly.</p> <p><b>2</b> 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</p>	2	3	<p><b>6</b> Where possible venues chosen for socials will be local/known to members and within a short distance from each other.</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 <a href="#">SUSU incident reporting guide</a></p>
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					<p>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>				
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	<p><b>10</b></p> <p>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.</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. Importance of this to be reminded.</p>	1	5	5	<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 <a href="#">SUSU incident reporting guide</a></p>

<p>Members getting lost or separated. Members leaving an event/activity alone or without notifying others.</p>	<p>Getting lost, increased risk to personal safety.</p>	<p>Event organisers, event attendees,</p>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>9</b></p>	<p>If a person leaves without warning all efforts will be made to locate them. Stress however that attendees are responsible for their individual safety.</p> <p>Committee to supervise and attend venue. Ideally, they will not drink to excess during the event.</p>	<p><b>1</b></p>	<p><b>2</b></p>	<p><b>2</b></p>	<p>Follow <a href="#">SUSU incident reporting guide</a></p> <p>Call emergency services as required.</p>
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<p>Medical emergency</p>	<p>Members may sustain injury /become unwell</p> <p>Pre-existing medical conditions, sickness, distress</p>	<p>Members</p>	<p>1</p>	<p>5</p>	<p>5</p>	<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</u> if 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, <a href="mailto:studenthub@soton.ac.uk">studenthub@soton.ac.uk</a>) in case of distress.</p>	<p>1</p>	<p>4</p>	<p>4</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 <a href="#">SUSU incident reporting guide</a></p>
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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>Event organisers, event attendees, public</p>	<p>2</p>	<p>5</p>	<p>1</p>	<p>Bouncers/security will be present at most licensed venues.</p> <p>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 move members away from the situation if possible, 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 <a href="#">Expect Respect policy.</a></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 <a href="#">SUSU incident reporting guide</a></p> <p>Call emergency services as required.</p>
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Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees,	3	4	<p>1 2</p> <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 <a href="#">SUSU incident reporting guide</a></p>
Loss of Valuables	Lost Items	Students	2	2	<p>4</p> <p>All attendees will be warned prior to the social to keep valuables secure and hidden, including ID and bank cards.</p> <p>Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery</p> <p>Stay away from large gatherings or demonstrations</p>	1	2	2	<p>Organisers or student to contact venue for any missing items</p> <p>If ID is lost, make an official report to the venue.</p>

<p>Events involving Food</p>	<p>Allergies  Food poisoning  Choking</p>	<p>All</p>	<p>3</p>	<p>5</p>	<p>1 5</p> <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>For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Call for first aid/emergency services as required .</p> <p>Report incidents via SUSU incident report procedure.</p>
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Adverse Weather	Injury Illness Slipping Burns	All who attend	4	3	1 2	<p>Lead organiser to check the weather is suitable for activities on the day</p> <p>SUSU/UoS facilities team checks of buildings and spaces prior to the event.</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, hydrate</p> <p>In the case of amber or red weather warning, committee to cancel or postpone event</p>	4	1	4	<p>Consider ending the activity early if the weather turns or gets worse</p> <p>Call for first aid/ emergency services as required</p> <p>Follow <a href="#">SUSU incident reporting guide</a></p>
Anti-social, Violent or offensive behaviour due to nature of demonstration event	Distress, Physical Injury	Event organisers, event attendees	2	5	1 0	<p>No alcohol served/consumed as part of demonstration/protest events.</p> <p>Society to follow and share with members Code of Conduct/SUSU <a href="#">Expect Respect policy.</a></p>	1	3	3	<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 <a href="#">SUSU incident reporting guide</a></p> <p>Call emergency services as required.</p>

<p>Financial Risk</p> <p>For ECSS, or potentially SUSU if the society finds itself in difficulty</p>	<p>Club or society activity costing more than planned, weakening their financial position.</p> <p>Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.</p>	<p>ECSS, members subject to lawsuits, SUSU if required to assist</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>Clubs and societies required to complete financial forecasting and budget for the year</p> <p>All encouraged to review membership fees yearly to ensure that they can comfortably cover costs.</p> <p>SUSU can offer clubs and societies loans – these will need to be agreed, and a payment schedule decided upon. Clubs and societies that must rely on a loan will be subject to development plans to ensure their future is protected.</p>	<p>1</p>	<p>1</p>	<p>1</p>	
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Legal Compliance  For society activity going against set law. Including breaches of the freedom of speech act	Fines imposed upon the student group as well as SUSU.  Jail sentences.  Reputational risk to the student group, SUSU, and the wider university	ECSS, ECSS Committee and members, SUSU, or the Wider University	1	1	1	All clubs and societies should ensure that they are always following set law. If ever in doubt, they will contact the Activities team prior to the activity taking place.  All who wish to bring in an external speaker must follow due process, <a href="#">available here</a> .  This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.	1	1	1	
Unforeseeable External Events	Physical Injury, being stranded, inability to continue event safely	All attendees, and organisers	2	4	8	Lead organiser to monitor Met Office Red and Amber warnings.  Maintain a method of contacting all event attendees for emergency reasons with the ability to call.  In the case of amber or red weather warning, committee to cancel or postpone event	1	4	4	All incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed.  Call emergency services and University Security (on campus) or venue staff (external venue)  Emergency contact number for campus security: Tel: +44 (0)23 8059 3311 (Ext: 3311)  Follow <a href="#">SUSU incident reporting guide</a>

Formal environment and attire	Slips on stairs, and dancefloors due to long dresses/ formal shoes.  Overheating.	Attendees	3	2	6	Check venue floor for spills.  Ensure venue has adequate ventilation/ air conditioning. Attendees advised to wear sensible footwear for travel to and from the venue.	2	2	4	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 reporting guide</a>
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***PART B - Action Plan***

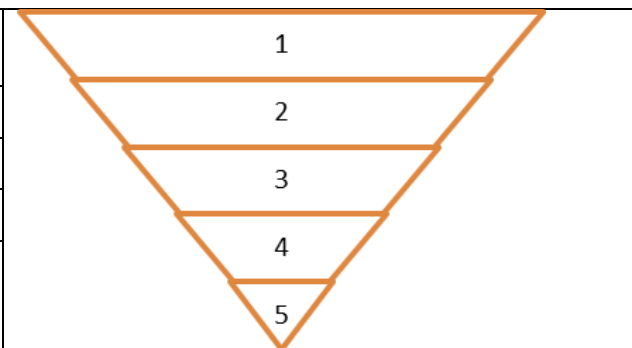
**Risk Assessment Action Plan**

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	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.	Relevant committee members – president to ensure complete.	31/05/2026		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	31/05/2026		

3	Members to adhere to code of conduct	Members	05/06/2026	06/06/2026	
4	<p>Any incidents that occur during events are to be reported as soon as possible ensuring that the duty manager/ health and safety officer has been informed.</p> <p>Following numbers and links for reference:</p> <ul style="list-style-type: none"> <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 (Ext: 3311)</li> <li>- Follow <a href="#">SUSU incident reporting guide</a></li> </ul>	Relevant committee members	05/06/2026		
Responsible committee member signature 1: Alan Kraszewski				Responsible committee member signature 2: 	
Print name: Alan Kraszewski			Date: 10/04/2026	Print name: Josh Stevenitt Date: 12/04/2026	

## Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
• Admin controls	Examples: training, supervision, signage	
• Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual



<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.
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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