**This document contains both 'Part 1: Event Plan' AND 'Part 2: Risk Assessment'. Both parts are required to be completed by the organising group.**

| **Part 1** | | | |
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| **Event Plan** | | | |
| *1A) Contact Information:* | | | |
| **Main Contact for The Event:**<br><br>**Evie Warin** | **Email Address for Main Contact:**<br><br>**Emw24@soton.ac.uk** | **Club or Society Name:**<br><br>**Geography Society** | **Contact Number:**<br><br>**07506190953** |
| *1B) Event Information:* | | | |
| **Event Name:**<br><br>**Geography and Environmental Science Christmas Ball** | **Event Date:**<br><br>07/12/2026 | **Event Venue/s:**<br><br>The Grand, Southampton | **Total Attendees:**<br><br>150 |
| **Event Timings:** | **Set Up: 18:00**<br>**Event Start: 19:00**<br>**Event End: 0:00**<br>**Pack Down: By 0:00** | | |

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| **Event Breakdown**<br><br>This includes everything happening at your event, including fundraising, food | 18:00 – Committee members arrive to confirm set up and arrangements<br>19:00 – guests begin to arrive<br>20:00 – food served<br>22:00 – DJ set up<br>23:00 – event ends |

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| provision, any performance or sporting activity, etc. | 23:30 – all guests exited<br>00:00 – pack down and committee left | | |
| **Is this a ticketed event? If so, please state the name of the ticket on Box Office**<br><br>You can set up Box Office tickets through your group's hub page. For guidance on this click here: | Geography and Environmental Science Christmas Ball | **How much are your tickets? And how many are available?** | 75x £37 tickets<br>75x £43 tickets |
| **Overview of event concept**<br><br>Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food provision and any performance or sporting activity) | Winter ball joint between Environmental Science Society and Geography Society. The ball is held at The Grand who also provide the catering and the DJ for the event. The meal is a sit down, set 2 course menu which guests will choose an order from in advance. After the meal, some tables will be cleared to allow people to dance. The bar at the venue will be open the whole time. | | |

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| **Staff hosting the event**<br><br>List all committee and volunteers that will be present and responsible for the event, as well as their role. | Event Lead: Evie Warin – President<br>Event Hosts: Freya Joy White & Chloe Brunsdon – social secretaries Other committee present:<br>Molly Winbow – Publicity officer<br>Amber Tilby – Vice president |
| **Tech Requirements**<br><br>For a full list of what you can hire click here. | N/A |
| **Facilities Requirements** | N/A |

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| **Food Requirements**<br><br>For full guidance on this click here. | External Caterers |
| **Security & First Aid Requirements**<br><br>Who are the qualified first aiders in the group should a medical emergency occur? | Evie Warin, Amber Tilby– SUSU first aid training completed |
| **Decorations that you are providing** | N/A |

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| **Provisional Budget**<br><br>If you would like a more extensive budget tracker, click here. | Total Budget: £5000<br>Ticket income: £6000<br><br>Venue hire: £4950<br>Photographer: £205<br>Tech: inc in cost<br>Food: inc in cost<br><br>£845 Profit |

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

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| **Business Name:** | **Business Contact Name:** | **Email Address:** | **Contact Number:** |
| **Arrival On Site:**<br><br>**Departure time:** | **Compan Risk Assessment Link:** | **Compan Insurance Link:** | **Compan Public Liability Information Link:** |

☐ If you are inviting an external company or individual on 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.

## Part 2A

## Risk Assessment

| (1) Risk identification | | | (2) Risk assessment | | | | (3) Risk management | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Hazard | Potential Consequences | Who might be harmed<br><br>(user: those nearby: those in the vicinity: members of the public) | Inherent | | | Control measures (use the risk hierarchy) | Residual | | | Further controls (use the risk hierarchy) |
| | | | Likelihood | Impact | Score | | Likelihood | Impact | Score | |

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| 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.<br><br>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.<br><br>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.<br><br>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.<br><br>Call 999 in an emergency.<br><br>Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed.<br><br>Follow SUSU incident report policy. |

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| 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.<br><br>Ensure that at least 2 people carry tables or other bulky items.<br><br>Setting up tables will be done by organisers.<br><br>Work in teams when handling other large and bulky items.<br><br>Request tools to support with the moving of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates.<br><br>Make sure anyone with any predoing any unnecessary lifting and they are comfortable. | 1 | 3 | 3 | Seek assistance from facilities staff/venue staff if needed.<br><br>Seek medical attention from SUSU/venue Reception if in need.<br><br>Contact emergency services if needed.<br><br>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.<br><br>Follow SUSU incident report policy. |

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| Overcrowding / Inadequate Meeting Space | Physical injury, distress, exclusion | Event organisers and attendees | 2 | 3 | 6 | Do not push/shove.<br><br>If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management.<br><br>Committee checks on space, lighting, access, tech available, etc.<br><br>Use ticketing system (SUSU Box Office) for regular sessions/meetings to avoid exceeding venue capacity.<br><br>Ensure space meets needs of members e.g. considering location & accessibility of space (use AcessAble database to check accessibility information of venues).<br><br>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.<br><br>Liaise with SUSU reception/Activities Team and UoS Room Booking team on available spaces for meetings.<br><br>Postpone meetings where space cannot be found.<br><br>Welfare Officer to complete WIDE training.<br><br>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.<br><br>Follow SUSU incident report policy. |

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| | | | | | | Committee to consult members on needs and make reasonable adjustments where possible<br><br>Provide remote meeting options for members where possible. | | | | |

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| Reputational Risk:<br>For the club or society, as well as to SUSU and the University | Incidents causing reputational damage to the group, Southampton University<br><br>or<br>Southampton University itself.<br><br>This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the<br><br>name into disrepute. | The club, SUSU or the University<br><br>reputatio n | **2** | **1** | **2** | Ensuring all parts of this risk assessment are adhered to.<br><br>Ensuring all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing.<br><br>Members are reminded that they need to adhere to | **1** | **1** | **1** | Ensure that any incidents involving public or others are recorded and addressed.<br><br>Report any incidents to the Activities Team. |

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| 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.<br><br>Members of the society are responsible for their own possessions and the use of them.<br><br>Choose a theme unlikely to cause offence.<br>Any participant wearing items deemed offensive asked to remove these.<br><br>Society to follow and share with members Code of Conduct/SUSU Expect Respect policy. | 1 | 1 | 1 | SUSU Expect Respect policy to be followed.<br><br>Committee WIDE training.<br><br>Ensure that any incidents involving public or others are recorded and addressed.<br><br>Report any incidents to the Activities Team. |

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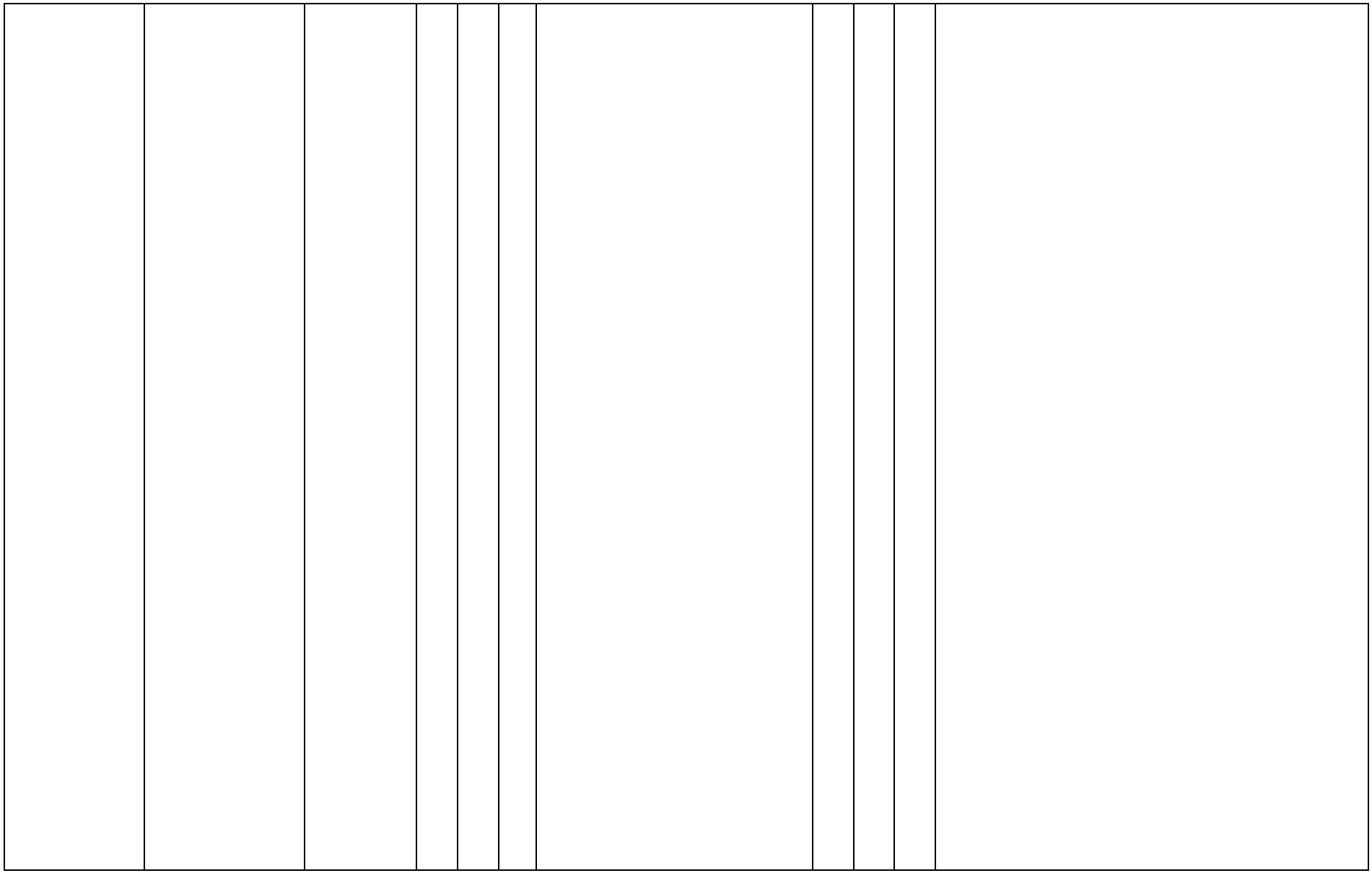
| Alcohol consumption | Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety | Event organisers, event attendees, | 2 | 4 | 8 | Members are responsible for their individual safety though and are expected to act sensibly.<br><br>Initiation behaviour not to be tolerated and drinking games to be discouraged.<br><br>For socials at bars/pubs etc., bouncers will be present at most venues.<br><br>Bar Security staff will need to be alerted and emergency services called as required.<br><br>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<br><br>contact them in advance to inform them of the event. | 1 | 3 | 3 | Follow SUSU incident report policy.<br><br>Call emergency services as required 111/999.<br><br>Welfare Officer to complete WIDE training. |



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| | | | | | | Committee to advise and remind members to always watch their own drinks.<br><br>Society to follow and share with members Code of conduct/SUSU Expect Respect policy. | | | | |

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| 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.<br><br>Bouncers/trained staff in pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol.<br><br>Report any suspicious/unusual behaviour to staff.<br><br>Participants encouraged to stay with a nominated<br><br>The organisers have confirmed the premise is licensed. **Action organizers (Part B).**<br><br>The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be | **2** | **3** | **6** | Members are responsible for their individual safety and are expected to act sensibly when walking around.<br>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).<br>If they need to go to the hospital they will also be accompanied there.<br>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.<br><br>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.<br>Follow SUSU incident report policy |

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| | | | | | | served to customers who have drunk to excess. | | | | |

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| | | | | | | Members/participants are advised to watch their own drinks.<br><br>**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** | | | | |

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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 | 12 | Members are responsible for their individual safety and are expected to act sensibly.<br><br>Local venues known to UoS students chosen.<br><br>Event organisers will be available to direct people between venues.<br><br>Attendees will be encouraged to identify a<br><br>easier for people to stay together.<br><br>They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.<br><br>Avoid large groups of people totally blocking the pavement or spilling in to the road.<br><br>Anybody in the group who is very drunk or appears unwell and therefore not safe | 2 | fire | 4 | Where possible venue chosen for the event will be local/known to members and within a short travel distance for members.<br><br>Contact emergency services as required 111/999.<br><br>Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.<br><br>Follow SUSU incident report policy |

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| | | | | | | 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).<br><br>Be considerate of other pedestrians and road users, keep disturbance and noise down. | | | | |

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| 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.<br>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).<br>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.<br>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.<br>Follow SUSU incident report policy |

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| Medical emergency | Members may sustain injury /become unwell<br><br>Pre-existing medical conditions, sickness, distress | Members | **1** | **5** | **5** | Advise participants to bring their personal medication if it might be required.<br><br>Members/Committee to carry out first aid if necessary and only if qualified and confident to do so.<br><br>Contact emergency services as required 111/999.<br><br>Contact SUSU Reception/venue staff for first aid support.<br><br>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.<br><br>Follow SUSU incident report policy. |

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| 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<br><br>procedures.<br><br>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.<br><br>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.<br><br>Avoid build-up of debris in the activity area.<br><br>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.<br><br>Once in a safe position to do so, call the emergency services on 999.<br><br>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.<br>Follow SUSU incident report policy. |

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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 | Bouncers/security will be present at most licensed venues.<br><br>Bar/venue security staff will need to be alerted and emergency services called as required.<br><br>Do not personally engage with any violent behaviour. Stay safe and inform the bar staff/police if necessary.<br><br>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.<br><br>contact them in advance to inform them of the event.<br><br>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.<br><br>Follow SUSU incident report policy.<br><br>Call emergency services as required. |

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| 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.<br><br>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites.<br><br>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.<br><br>Contact emergency services if needed.<br><br>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.<br>Follow SUSU incident report policy. |

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| Financial risk | Group debt | Group members, SUSU | 4 | 3 | 12 | Create a cost balance sheet, including:<br>How much profit is expected to be made?<br><br>What is the contingency plan if not enough tickets are sold? e.g. cancelling or postponing<br><br>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! |

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| Events Involving Food | Allergies<br><br>Food poisoning<br><br>Choking | All | **3** | **5** | **15** | Only order/buy food at establishments with appropriate food hygiene (EHO) rating.<br><br>Food to only be provided/eaten when other activities are stopped.<br><br>Follow good food hygiene practices - no handling food when ill, tie back hair, wash hands regularly using warm water and soap, refrigerate necessary products.<br><br>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.<br><br>Call for first aid/emergency services a required .<br><br>Report incidents via SUSU incident report procedure. |
| Events involving dance or performances | Injury | All | **2** | **2** | **4** | DJ provided by company | **1** | **2** | **2** | |

## *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<br><br>Follow SUSU Food Provision Guidance for events involving homecooked/prepared food or external catering. | Evie Warin | 01/12/2026 | | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Evie Warin | 01/12/2026 | | |

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| 3 | Complete a financial assessment of the event | Callum Rodrigues | 01/12/2026 | | |
| 4 | Liaise with external companies (e.g. venue, DJ, caterers) for all necessary paperwork. | Freya Joy White | 01/12/2026 | | |
| | Share Travel information with attendees | Molly Winbow | 01/12/2026 | | |
| | | | | | |
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| | | | | | |
| Responsible committee member signature 1 : Evie Warin<br><br>At least 2 committee members need to sign Part 3 | | | | Responsible committee member signature 2: Amber Tilby<br><br>At least 2 committee members need to sign Part B | |

| Print name: Evie Warin | Date: 19/10/2026 | Print name: Amber Tilby | Date: 19/10/2026 |
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## Assessment Guidance

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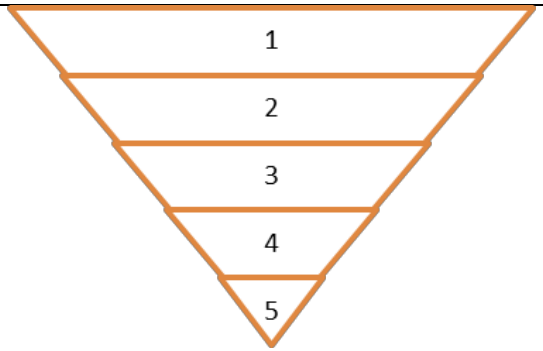
| Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |
| Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| Physical controls | Examples: enclosure, fume cupboard, glove box | 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 selfadministered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |

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| 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 |