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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:**
Sade Sheikh (President, Italian Society). Italian Society is the lead organising society.	ss26g21@soton.ac.uk	7 participating societies: Italian Society, Lead; French Society; Turkish Society; Hungarian Society; ESN; SLAPS; Albanian Society.	+44(0)7404040246

1B) Event Information:

Event Name:	**Event Date:**	**Event Venue/s:**	**Total Attendees:**
EU Winter Ball 2026. Theme: Masquerade.	Wednesday 2 December 2026	Leonardo Royal Grand Harbour Hotel Southampton	164 planned attendees: 150 paid guests + 14 complimentary organising committee places. Venue capacity: 360. Planned attendance of 164 is comfortably within the venue capacity of 360. Planned guest and organising committee attendance is 164 against a venue capacity of 360. Final supplier and staff headcount will be confirmed with Leonardo as part of the venue follow up in Part 2B; suppliers

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			are not included in 164. Supplier headcount confirmation is managed through the Action Plan, not a current submission blocker.
Event Timings:	Final event timings will be recorded following receipt of Leonardo's final contract / confirmation. Responsibility: Sade Sheikh. See Part 2B Action Plan item 4. Committee access / setup DJ / supplier arrival and sound check Doors open Food service DJ and dancing Bar closing Event end Pack down Current venue booking: Wednesday 2 December 2026. End time will be recorded under Part 2B Action Plan item 4.		
Event Breakdown This includes everything happening at your event, including fundraising, food provision, any performance or sporting activity, etc.	Guest arrival and ticket checking; socialising and networking; finger buffet provided and served by Leonardo Royal Grand Harbour Hotel; private licensed bar operated by the venue; Masquerade themed formal event; DJ and music; dancing on the venue dance floor; photography; committee supervision and welfare support; guest departure and event pack down. Activity timings will be recorded by Sade Sheikh under Part 2B Action Plan item 4, as listed in Event Timings.		
Overview of event concept Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food	EU Winter Ball 2026 is a collaborative formal winter ball organised by seven University of Southampton international and cultural societies, led by the Italian Society. Its purpose is to bring members of the participating societies together for an end of semester formal social event celebrating European and international student communities. The event will have a Masquerade theme. Key Activities Include: Finger buffet provided and served by Leonardo Royal Grand Harbour Hotel Southampton; private licensed bar operated by the venue. Socializing & Networking: Opportunities for students from different societies to meet and interact. Entertainment: DJ and music, dancing on the venue dance floor, and photography. Leonardo permits the organisers to use their own DJ and photographer. The £30 per person package includes private event space, tables and chairs, linen, private bar facilities, dance floor, PA system and microphone. There is no separate venue hire charge under the current agreement.		

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provision and any performance or sporting activity)	
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: Sade Sheikh, Italian Society Venue Liaison: Sade Sheikh, Italian Society Entrance and Ticket Team: Javier Ingles Guirao, SLAPS; Carmen Sanchez Nicolas, SLAPS Welfare Team: Sade Sheikh, Italian Society; Nishi Amin, ESN; Stella Marie George, French Society Food and Allergen Liaison: Stella Marie George, French Society — Food safety trained. Stella has confirmed that she works for SUSU and has food safety training through her work with SUSU. DJ / Technical Liaison: Nishi Amin and Olivia Witzcak, ESN Photographer Liaison: Nishi Amin and Olivia Witzcak, ESN ESN has confirmed that it will deal with DJ and photographer liaison during the ball. Confirmed main responsible society representatives: Italian Society: Sade Sheikh French Society: Stella Marie George ESN: Nishi Amin Albanian Society: Glenda Krasniqi Hungarian Society: Peter Horvath SLAPS main responsible representative: Javier Ingles Guirao Turkish Society main responsible representative: Canev Denner Complimentary organising committee representatives (separate from operational roles): Italian Society complimentary representative 1: Sade Sheikh Italian Society complimentary representative 2: Andre Cicalese French Society: Stella Marie George; Madison Louise Thomson ESN: Nishi Amin; Olivia Witzcak Albanian Society: Glenda Krasniqi; Nicholas Qato SLAPS: Javier Ingles Guirao; Carmen Sanchez Nicolas Hungarian Society: Peter Horvath; Mark Hadhazi Turkish Society representative 1: Canev Denner Turkish Society representative 2: Feyza Cakir All 14 complimentary organising committee representatives are now named. Committee contacts / event personnel reported as first aid trained: Charlie Collins, French Society Welfare Secretary; Nishi Amin, ESN; Francesca Hartland. Charlie is recorded as a committee contact, not assigned to the event Welfare Team. Francesca is not designated as the event's official first aider. No qualification level or formal documentary verification is recorded. No additional operational roles have been confirmed for Glenda Krasniqi, Nicholas Qato, Peter Horvath, Canev Denner or Feyza Cakir.

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	Complimentary membership, main society representation, operational event roles and reported first aid training are distinct categories. All volunteers will receive a pre event briefing under Part 2B Action Plan item 8.
Food provision For full guidance on this click here.	Food prepared and supplied by Leonardo Royal Grand Harbour Hotel Southampton: 8 choice finger buffet, £30 per attendee as part of the negotiated event package. The venue is responsible for food preparation, storage and service. Food will only be provided by the approved external venue caterer. Collect allergies and dietary requirements in advance, including vegetarian and vegan requirements. Guests must communicate allergies in advance; guests with serious allergies should make themselves known to venue staff. The venue must provide allergen information. Committee members will direct allergy questions to venue staff rather than give assurances about ingredients. Final dietary and allergen information will be submitted by Leonardo's catering deadline once provided. Sade Sheikh and Stella Marie George are responsible for ensuring completion. See Part 2B Action Plan item 7. Final information has not been recorded as submitted. Food and Allergen Liaison: Stella Marie George, French Society. Stella has confirmed that she works for SUSU and has food safety training through her work with SUSU. Her role is coordination; Leonardo remains responsible for food preparation, storage, service and allergen information. Committee members must refer ingredient and allergen questions to Leonardo staff.
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?	Leonardo Royal Grand Harbour Hotel venue staff will be responsible for normal operation of the licensed premises, bar and venue. Leonardo operates the licensed venue. Sade Sheikh, as Venue Liaison, will obtain the final venue security, first aid and Duty Manager arrangements and brief the organising team before the event. See Part 2B Action Plan item 4. The committee Welfare Team (Sade Sheikh, Italian Society; Nishi Amin, ESN; Stella Marie George, French Society) will contact venue staff immediately in the event of an incident. Emergency services will be contacted through 999 where required. 111 may be used for non emergency medical advice where appropriate. Committee members / event personnel reported as first aid trained include Charlie Collins, French Society Welfare Secretary; Nishi Amin, ESN; and Francesca Hartland. They provide additional reported trained persons within the event team, but are not a substitute for Leonardo Royal Grand Harbour Hotel's venue first aid provision or professional medical provision. No qualification level or formal documentary verification is recorded. Charlie is not assigned to the event Welfare Team; Francesca is not designated as the event's official first aider. References to the Welfare Team throughout this assessment mean Sade Sheikh, Nishi Amin and Stella Marie George, including for alcohol concerns, suspected drink spiking, medical incidents, vulnerable or intoxicated attendees, anti-social behaviour escalation, travel home concerns, accessibility support and liaison with Leonardo staff. Welfare membership does not imply first aid training. No first aid training is recorded for Sade or Stella; Stella has food safety training. Venue Liaison Sade Sheikh is responsible for committee follow up with Leonardo on capacity, accessibility, evacuation, emergency arrangements, venue layout, setup, security, first aid and venue documentation. These matters will be recorded and briefed before the event under Part 2B Action Plan item 4; this role allocation does not confirm their completion.
Provisional Budget If you would like a more extensive budget tracker, click here.	PROVISIONAL working financial model: PROVISIONAL paid ticket target: 150; complimentary committee places: 14; planned attendance: 164. PROVISIONAL Leonardo cost: £30 × 164 attendees = £4,920. PROVISIONAL total projected event cost including contingency: approximately £5,863. PROVISIONAL projected ticket revenue: approximately £6,000. PROVISIONAL projected surplus: approximately £100 to £200 depending on final ticket mix (£137 using the current

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	projected revenue and cost). PROVISIONAL payment structure negotiated with Leonardo: 50 percent of venue liability due 18 November 2026; remaining 50 percent due 25 November 2026. Ticket sales and cash flow are being monitored against both payment deadlines. This assessment does not record the venue as paid or the ticket target as achieved.

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:	**Business Contact Name:**	**Email Address:**	**Contact Number:**
Leonardo Royal Grand Harbour Hotel Southampton West Quay Road Southampton SO15 1AG	Sophia Briggs M&E Executive - South Leonardo Hotels UK and Ireland	sophia_briggs@leonardohotels.com	+44 (0) 2380 633033
DJ: Final DJ supplier details and any required PAT, Public Liability Insurance and Risk Assessment / RAMS documentation will be obtained before equipment is used. Responsibility: Sade Sheikh, with Nishi Amin and Olivia Witzcak as operational liaisons. See Part 2B Action Plan item 6. Photographer: Francesca Hartland Business Name field:	DJ Contact: To be provided under Action Plan item 6 Photographer Contact: Francesca Hartland	DJ email: To be provided under Action Plan item 6 Photographer email: fh4g23@soton.ac.uk	DJ telephone: To be provided under Action Plan item 6 Photographer telephone: 07956 704204

Francesca Hartland, Photographer Role: Event Photographer for EU Winter Ball 2026 DJ / Technical Liaison: Nishi Amin and Olivia Witzcak, ESN. Photographer Liaison: Nishi Amin and Olivia Witzcak, ESN. ESN will deal with DJ and photographer liaison during the ball. These are committee liaison roles, not external supplier confirmations. Francesca Hartland is the photographer; Nishi Amin and Olivia Witzcak will confirm final photography hours, payment arrangement and venue-required documentation before the event under Part 2B Action Plan item 4. Photographer planning and quote: Francesca has confirmed that she is flexible and can arrive and depart whenever required. Exact event timings will be obtained from Leonardo under			

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Part 2B Action Plan item 4. PROVISIONAL planning assumption: approximately 5 hours of photography, provisionally around 19:00 to 00:00; these are not confirmed arrival or departure times. Original quote: £30 per hour. Subsequently agreed rate: £25 per hour. Approximately £125 provisional photography cost, based on £25 per hour for approximately 5 hours; final total subject to confirmed event timings. Existing event budget totals remain unchanged. Proposed payment arrangement: 1 complimentary Winter Ball ticket + £90 payment after the event. Nishi Amin and Olivia Witzcak will obtain photographer confirmation before the event under Part 2B Action Plan item 4. This proposal has NOT been agreed.			

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The proposed complimentary photographer ticket is separate from the 14 complimentary organising committee places. Francesca attends as the event photographer / supplier, not as a society committee representative.			
Arrival On Site: Sade Sheikh will record Leonardo / venue staff arrival times under Part 2B Action Plan item 4 and DJ arrival times under item 6. Nishi Amin and Olivia Witzcak will coordinate photographer arrival with Francesca Hartland following receipt of Leonardo event timings under item 4, before the event. **Departure time:**	**Company's Risk Assessment Link:** Risk Assessment: Sade Sheikh will obtain Leonardo's relevant Risk Assessment before the event under Part 2B Action Plan item 4. Sade Sheikh, with Nishi Amin and Olivia Witzcak as operational liaisons, will confirm DJ documentation and equipment requirements with Leonardo and obtain any required Risk Assessment / RAMS before equipment is used under item 6. Nishi Amin and Olivia Witzcak will confirm Leonardo's photographer Risk Assessment requirements and obtain required documentation from Francesca Hartland before	**Company's Insurance Link:** Insurance documentation: Sade Sheikh will obtain relevant Leonardo insurance documentation before the event under Part 2B Action Plan item 4 and required DJ insurance documentation before equipment is used under item 6. Nishi Amin and Olivia Witzcak will confirm Leonardo's photographer insurance requirements and obtain required documentation from Francesca Hartland before the event under item 4. PAT testing where electrical equipment is used: Sade Sheikh will confirm Leonardo applicability and obtain required evidence before the event under item 4. DJ documentation and equipment requirements will be confirmed with Leonardo and required evidence obtained before equipment is used under item 6; overall responsibility: Sade Sheikh, with Nishi Amin and Olivia Witzcak as	**Company's Public Liability Information Link:** Public Liability Insurance: Sade Sheikh will obtain Leonardo's relevant Public Liability Insurance information before the event under Part 2B Action Plan item 4 and confirm requirements and obtain any required DJ evidence before equipment is used under item 6. Nishi Amin and Olivia Witzcak will confirm Leonardo's photographer

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Sade Sheikh will record Leonardo / venue staff departure times under Part 2B Action Plan item 4 and DJ departure times under item 6. Nishi Amin and Olivia Witzcak will coordinate photographer departure with Francesca Hartland following receipt of Leonardo event timings under item 4, before the event.	the event under item 4. No documents recorded as supplied.	operational liaisons. Photographer PAT testing is not automatically requested; it applies only if Leonardo specifically requires it for equipment Francesca intends to bring. Nishi Amin and Olivia Witzcak will confirm applicability and obtain required evidence before the event under item 4; no documents recorded as supplied.	requirements and obtain any required evidence from Francesca Hartland before the event under item 4. No supplier documentation recorded as supplied.

Part 2A

Risk Assessment

(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	**Potential**	**Who**	**Inherent**		**Residual**	**Further controls (use the risk hierarchy)**

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	Consequences	might 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	Venue and committee visual checks before entry and throughout the event will cover the dance floor, spilled drinks and food, tables and chairs, decorations, cables and DJ equipment. Keep boxes and equipment safely stored away from access routes. Floors to be kept clear and dry, with visual checks maintained throughout the event by venue staff and organisers. Extra vigilance will be paid	1	3	3	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. Dancing sub-hazard score (likelihood × impact): inherent 3 × 3 = 9; residual 2 × 3 = 6 with defined dance floor, crowd monitoring, clear routes and prompt spill response. Review before event after layout and staffing are confirmed.

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						to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Keep walkways clear; route or cover cables safely. Notify Leonardo Royal Grand Harbour Hotel venue staff immediately of hazards and spills for prompt cleaning. Restrict access to an unsafe area until the hazard is removed. **(Venue Staff / Welfare Team)**				
						Dancing and crowd movement: falls, collisions, crowding, intoxicated guests and dance floor congestion. Use the defined venue dance floor; venue staff and committee monitor congestion and capacity, keep access routes clear and respond immediately to spills. Stop unsafe activity and notify venue staff.				

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Manual handling and event setup: decorations, DJ equipment, signage and event materials.	Strains, sprains, bruising or crush injuries from lifting or moving equipment and materials.	Event organisers, venue staff and suppliers	2	3	6	Follow manual handling guidelines. Ensure that at least 2 people carry tables or other bulky items. Venue Liaison Sade Sheikh will agree setup responsibilities with Leonardo. Use team lifting and venue assistance for heavy decorations, DJ equipment, signage and event materials; do not lift loads beyond individual capability. 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. Notify Leonardo venue staff and Welfare Team if medical assistance is needed. Sade Sheikh will obtain and brief the committee on Leonardo's venue first aid provision before the event under Part 2B Action Plan item 4. Call 999 in an emergency. 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.

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						All Volunteers)				
Overcrowding / venue capacity and accessibility	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	Do not push/shove. Monitor queues and crowd movement with Leonardo venue staff. Keep entrances, exits and routes clear; pause admission if safe capacity or access cannot be maintained. Committee checks on space, lighting, access, tech available, etc. Expected attendance: 164 (150 paid guests + 14 complimentary committee places). Venue capacity: 360. Planned attendance of 164 is comfortably within the venue capacity of 360. Ticketed entry only, no uncontrolled walk ins. Entrance and Ticket Team: Javier Ingles Guirao and Carmen Sanchez Nicolas, SLAPS, checks tickets and monitors attendance. Capacity must not be exceeded. Planned guest and organising committee	1	3	3	Seek medical attention if problem arises. Do not admit further guests if capacity or safe access cannot be maintained. Resolve concerns with Leonardo before proceeding. Welfare Officer to complete WIDE 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. **(Entrance and Ticket Team: Javier Ingles Guirao and Carmen Sanchez Nicolas, SLAPS / Venue Liaison: Sade Sheikh, Italian Society)**

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						attendance is 164 against a venue capacity of 360. Final supplier and staff headcount and counting rules will be confirmed by Venue Liaison Sade Sheikh with Leonardo as part of the venue follow up in Part 2B. This follow up is not a current submission blocker; safe access and crowd monitoring controls remain in place. Ensure space meets needs of members e.g. considering location & accessibility of space (use AcessAble database to check accessibility information of venues). Accessibility: consider venue accessibility requirements and encourage guests to notify organisers of accessibility needs in advance. Maintain clear routes through the venue. Venue Liaison Sade Sheikh will discuss reasonable				

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						adjustments, including evacuation assistance where needed, with Leonardo before the event; Welfare Team (Sade Sheikh, Nishi Amin and Stella Marie George) will support accessibility needs and liaise with venue staff. Committee to consult members on needs and make reasonable adjustments where possible Venue Liaison Sade Sheikh will confirm with Leonardo that the event layout supports required reasonable adjustments and unobstructed access before guests arrive. Sade Sheikh will confirm any required reasonable adjustments and evacuation assistance with Leonardo before the event. See Part 2B Action Plan item 4.				

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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 to adhere to SUSU's Code of Conduct and Expect Respect guidance during the event and related communications.	**1**	**1**	**1**	Ensure that any incidents involving public or others are recorded and addressed. Report any incidents to the Activities Team.

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Masquerade masks, costumes, accessories and decorations	Reduced visibility, trips, large accessories, offensive or inappropriate costume elements, obstructed exits or identification; falling decorations and increased fire loading.	Participants Members of the public	**2**	**3**	**6**	Masquerade masks must allow adequate vision. No large props that create trip or crowd hazards, and no offensive costume elements. Venue staff or organisers may ask guests to remove unsafe items or face coverings for identification where required. Emergency exits must remain unobstructed. Members of the society are responsible for their own possessions and the use of them. Decorations: obtain venue approval where required for Masquerade and table decorations and signage. Secure items against falling; prevent trip hazards and excess fire loading. Do not obstruct exits or damage venue fixtures. No naked flames unless specifically approved by Leonardo. Any participant wearing	**1**	**3**	**3**	SUSU Expect Respect policy to be followed. Committee WIDE training. Ensure that any incidents involving public or others are recorded and addressed. Report any incidents to the Activities Team.

						items deemed offensive asked to remove these. Society to follow and share with members Code of Conduct/SUSU Expect Respect policy.				

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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. No drinking games will be organised by the societies. Initiation behaviour, coercion and pressure to drink are not tolerated. Encourage responsible drinking and provide committee welfare support. Leonardo Royal Grand Harbour Hotel is the licensed venue; venue bar staff are responsible for alcohol service and refusal of service to intoxicated persons. Venue Liaison Sade Sheikh will obtain Leonardo's final security arrangements before the event in accordance with Part 2B Action Plan item 4. Bar Security staff will need to be alerted and emergency services called as required.	**1**	**4**	**4**	Follow SUSU incident report policy. Call 999 for emergencies; 111 may be used for non emergency medical advice where appropriate. Welfare Officer to complete WIDE training.

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						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 Welfare Team (Sade Sheikh, Nishi Amin and Stella Marie George) will liaise with Leonardo venue staff about alcohol concerns and incidents throughout the event. **(Welfare Team)** 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.				

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Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control	Event organisers, event attendees,	**2**	**5**	**10**	Committee supervises the event; volunteers must remain able to fulfil welfare responsibilities and not drink to excess. Friends are encouraged to look after each other. Contact Leonardo venue staff and Welfare Team (Sade Sheikh, Nishi Amin and Stella Marie George) immediately about suspected spiking or alcohol poisoning. Sade Sheikh will obtain Leonardo's final security and venue first aid arrangements and brief the organising team before the event under Part 2B Action Plan item 4. Report any suspicious/unusual behaviour to staff. Participants encouraged to stay with a nominated 'buddy' where possible. The organisers have	**2**	**5**	**10**	Members are responsible for their individual safety and are expected to act sensibly when walking around. Seek medical help immediately for suspected spiking or alcohol poisoning; call 999 where necessary. Do not treat someone who is unwell or potentially poisoned as merely needing transport home. Follow emergency services' instructions and do not leave the affected guest alone. 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

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						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. Do not leave drinks unattended. Report suspicious behaviour immediately to venue staff and Welfare Team; retain the suspected drink where appropriate. **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 to and from the venue by foot at night	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. This is a local evening event in Southampton at Leonardo Royal Grand Harbour Hotel. Encourage guests to plan routes, use lit pavements and safe road crossings, and travel with friends where possible. 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. Encourage guests to avoid walking alone if vulnerable or heavily intoxicated and	**2**	**3**	**6**	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

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						use licensed taxis or recognised transport with friends. Welfare Team (Sade Sheikh, Nishi Amin and Stella Marie George) will seek venue assistance and medical help where someone appears unwell; call 999 in an emergency rather than simply send them home. Be considerate of other pedestrians and road users, keep disturbance and noise down.				

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Travel to and from the local Southampton venue by public transport, taxi or car	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**	Guests should check public transport times and disruptions and plan their return journey. Encourage licensed taxis / recognised transport and travel with friends where possible. Drivers must hold appropriate licences and insurance and must not drive after drinking. 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). Intoxicated attendees should not travel home alone if vulnerable. Welfare Team will liaise with venue staff where assistance is needed and seek medical help for anyone who appears unwell. Do not assume any society transport or safety bus booking is confirmed.	**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

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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 trained, confident and acting within their competence. Call 999 for emergencies. 111 may be used for non emergency medical advice where appropriate. Follow emergency services' instructions. Welfare Team (Sade Sheikh, Nishi Amin and Stella Marie George) will contact Leonardo Royal Grand Harbour Hotel venue staff immediately. Venue Liaison Sade Sheikh will obtain and brief the committee on Leonardo's venue first aid provision before the event. See Part 2B Action Plan item 4. Charlie Collins, French Society Welfare	**1**	**5**	**5**	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.

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						Secretary; Nishi Amin, ESN; and Francesca Hartland have been reported as first aid trained. No qualification level or formal documentary verification is recorded. These reported trained persons do not replace venue or professional medical provision. Charlie is not assigned to the event Welfare Team and Francesca is not designated as the event's official first aider. Members can be referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk) in case of distress.				

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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers, any staff and spectators	**1**	**5**	**5**	Sade Sheikh will obtain Leonardo's emergency and evacuation procedures and assembly point before the event and brief volunteers before doors open. See Part 2B Action Plan item 4. Venue staff instructions must be followed. Emergency exits must remain clear and identifiable. Report blocked exits or fire hazards to Leonardo immediately; include decorations, signage and electrical equipment in checks. 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.	**1**	**5**	**5**	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.

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						Consider accessibility requirements. DJ, PA and electrical equipment: electric shock, fire, cables and trip hazards, sound system and excessive volume. DJ / Technical Liaison: Nishi Amin and Olivia Witzcak, ESN, will agree safe setup with Leonardo, route or cover cables, keep equipment away from liquids, prevent guest access to connections and agree suitable volume levels. Final DJ supplier details and any required PAT, Public Liability Insurance and Risk Assessment / RAMS documentation will be obtained before equipment is used. Responsibility: Sade Sheikh, with Nishi Amin and Olivia Witzcak as				

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						operational liaisons. See Part 2B Action Plan item 6. The liaison team is separate from the external DJ supplier; this does not confirm the DJ booking or arrival or departure times.				

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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	Welfare Team (Sade Sheikh, Nishi Amin and Stella Marie George) will escalate incidents to Leonardo Royal Grand Harbour Hotel venue staff / security. Venue Liaison Sade Sheikh will obtain Leonardo's final security arrangements before the event in accordance with Part 2B Action Plan item 4. Committee members must not physically intervene in violence. 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	1	5	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.

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						to customers who have drunk to excess. Brief committee representatives on escalation to venue staff and SUSU incident reporting. Call police or emergency services where necessary, including 999 for emergencies. Society to follow and share with members Code of conduct/SUSU Expect Respect policy.				

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Adverse weather	December rain, cold weather and ice may cause illness, slipping on external surfaces, injury and travel disruption.	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. Check rain, cold, ice, slippery external surfaces and transport disruption on 2 December 2026. Liaise with Leonardo about unsafe entrance surfaces and warn guests to allow extra travel time and wear suitable outer clothing and footwear.	**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.

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Financial risk	Group debt	Group members, SUSU	4	3	12	PROVISIONAL model: 150 paid ticket target, 14 complimentary committee places, 164 attendees; £4,920 venue liability; approximately £5,863 total event budget including contingency. Ticket sales released in stages; sales and cash flow monitored throughout the sales period against venue payment deadlines of 18 November 2026 and 25 November 2026. Ticket target is not recorded as sold and venue is not recorded as paid. Maintain a detailed budget with contingency; monitor ticket sales. Do not commit to additional expenditure without checking available funds. Record supplier contracts and payment deadlines; inform all participating societies of	2	3	6	Review available funds before both payment deadlines and any additional commitments; escalate shortfalls promptly to participating societies and SUSU Activities Team. Reconcile final income and expenditure after the event. PROVISIONAL projected revenue approximately £6,000 and surplus approximately £100 to £200 depending on final ticket mix.

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						financial commitments. Responsible: Sade Sheikh, Event Lead / President, Italian Society.				
Events Involving Food	Allergies Food poisoning Choking	All	**3**	**5**	**15**	Food, allergens and choking: Leonardo Royal Grand Harbour Hotel Southampton is responsible for preparation, storage and service of the 8 choice finger buffet. Only the approved external venue caterer will provide food. Food to only be provided/eaten when other activities are stopped. Collect dietary requirements and allergies in advance, including vegetarian and vegan requirements. Guests with serious allergies should make themselves known to venue staff. Committee must direct ingredient and allergy questions to venue staff.	**1**	**5**	**5**	For choking, allergic reactions or other medical concerns, contact venue staff and Welfare Team immediately; call 999 where necessary. Venue Liaison Sade Sheikh will obtain and brief the committee on Leonardo's venue first aid provision before the event. See Part 2B Action Plan item 4. Call for first aid/emergency services a required . Report incidents via SUSU incident report procedure.

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						Venue allergen information must be available before guests choose food. Committee will confirm how Leonardo communicates allergens and dietary options; do not assume any item is safe for a particular allergy without venue advice. Sade Sheikh, with Stella Marie George as Food and Allergen Liaison, will obtain and brief the committee on Leonardo's allergen communication arrangements before the event under Part 2B Action Plan item 4. Final dietary and allergen information will be submitted by Leonardo's catering deadline once provided. Sade Sheikh and Stella Marie George are responsible for ensuring completion. See Part 2B Action Plan item 7. Submission is not completed.				

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						Food and Allergen Liaison: Stella Marie George, French Society. Stella has confirmed food safety training through her work with SUSU. She coordinates dietary and allergen information with Leonardo; Leonardo retains responsibility for food preparation, storage, service and allergen information. Committee members must still refer ingredient and allergen questions to Leonardo staff.				

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 circulated: 9 November 2026. All organisers to	Sade Sheikh — risk	Risk assessment circulated: 9	Before final event	Circulation recorded for 9 November 2026. All 14 complimentary organising

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	review the assessment and allocated responsibilities before the final event briefing. Sade Sheikh to ensure final completion before the event and obtain volunteer acknowledgements and the separate official SUSU Part B and participating society signatures. Review / acknowledgement and signatures will be obtained before the final event briefing; circulation does not imply they are completed. Follow SUSU Food Provision Guidance for events involving home-cooked/prepared food or external catering.	assessment circulation and final completion	November 2026. Volunteer review / acknowledgement: before final event briefing.	briefing.	committee representatives are now named. Sade Sheikh will obtain volunteer review / acknowledgement, arrange selection of the second formal signatory and obtain manual signatures before the final event briefing. These reviews and signatures are not recorded as completed.
2	Committee to read and share SUSU Expect Respect Policy	All volunteers	Before final event briefing.	Before final event briefing.	All volunteers will review and share the policy before the final event briefing; completion will be checked at that briefing.
3	Complete a financial assessment of the event	Sade Sheikh — Overall Event Lead and financial monitoring	Monitor finances against venue payment deadlines: 18 November 2026 and 25 November 2026.	Financial monitoring: 18 November 2026 and 25 November 2026. Final	Final financial report / reconciliation pending until after the event; record final income and expenditure then. No payments or sales targets are marked completed.

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				financial reconciliation: after the event.	
4	FINAL LEONARDO CONFIRMATION: Obtain and record final Leonardo event and safety information including final event timings; committee setup access; supplier access; doors opening; food service; DJ / dancing timings; bar closing; event end; pack down; venue / staff arrival and departure times; final supplier and staff headcount and counting rules; security arrangements; venue first aid provision; Duty Manager arrangements; emergency and evacuation procedure; assembly point; supplier requirements; dietary and allergen submission deadline; allergen communication arrangements; relevant venue documentation, Risk Assessment, insurance and Public Liability Insurance information; venue PAT applicability / evidence where required; accessibility information and any required reasonable adjustments and evacuation	Venue Liaison / all Leonardo follow up: Sade Sheikh DJ supplier documentation — overall follow up and completion: Sade Sheikh DJ / Technical operational liaison: Nishi Amin and Olivia Witzcak Photographer Liaison: Nishi Amin and Olivia Witzcak Food and Allergen Liaison: Stella Marie George	As soon as final Leonardo contract / confirmation is received and before the event. Photographer coordination: before the event once final timings are available.	On receipt of final venue confirmation and before the event.	Open action: Sade Sheikh will record Leonardo's final venue information and required documentation on receipt and before the event. Nishi Amin and Olivia Witzcak will confirm photographer hours, payment arrangement and venue-required documentation before the event. Receipt and completion are not recorded.

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	assistance; venue layout / setup; and any required DJ or photographer documentation. Responsible: Sade Sheikh. Target date: As soon as final Leonardo contract / confirmation is received and before the event. Status: Open assigned action. Record information and required evidence when received and brief the organising team and volunteers before doors open under item 8. Completion is not recorded. Photographer action: Confirm final photography hours, arrival / departure times, proposed payment arrangement and any venue-required supplier documentation with Francesca Hartland. Responsible: Nishi Amin and Olivia Witzcak. Target date: Before the event, once final Leonardo event timings and requirements are received. Status: Open assigned action; completion is not recorded. Nishi Amin and Olivia Witzcak will obtain Francesca's response to the proposed 1 complimentary Winter Ball ticket + £90 payment after the				

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	event before the event; this proposal is not agreed. Photographer PAT testing is only applicable if Leonardo specifically requires it for the equipment she intends to bring.				
5	Check the weather	Sade Sheikh	2 December 2026	2 December 2026.	Weather check scheduled for 2 December 2026; not yet completed.
6	DJ CONFIRMATION AND DOCUMENTATION: Confirm final DJ booking and obtain all supplier information required by Leonardo including DJ full name; contact details (email and telephone); agreed hours; agreed fee / final quote; equipment list; arrival / departure times; PAT testing where required; Public Liability Insurance where required; Risk Assessment / RAMS where required; and any additional Leonardo requirements. Responsible for overall follow up: Sade Sheikh. Operational liaison: Nishi Amin and Olivia Witzcak. Target date: Before the event and before DJ equipment is used. Status: Open assigned action. Sade Sheikh will obtain final	Responsible for overall follow up and completion: Sade Sheikh Operational liaison on the event: Nishi Amin and Olivia Witzcak	Before the event and before DJ equipment is used.	On receipt of supplier / Leonardo confirmation and before equipment is used.	Open action: Sade Sheikh, with Nishi Amin and Olivia Witzcak as operational liaisons, will confirm the DJ booking and obtain required supplier information and documentation before equipment is used. Completion is not recorded.

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	supplier details and required documentation before equipment is used. Booking and documentation are not recorded as confirmed or received.				
7	Final Dietary List Submission	Stella Marie George — Food and Allergen Liaison / coordination and submission Sade Sheikh — Leonardo deadline and allergen communicatio n follow up	By Leonardo's confirmed catering deadline.	On receipt of Leonardo's catering deadline and at final submission.	Open action: Sade Sheikh will obtain Leonardo's catering deadline; Stella Marie George will coordinate and submit final dietary / allergen information by that deadline once provided. Final information is not recorded as submitted for 2026.
8	Brief volunteers for the 2026 event on their allocated responsibilities, entrance / ticket management and capacity controls, welfare support, accessibility, incident escalation to the Event Lead and Leonardo staff, venue emergency procedures and appropriate SUSU incident reporting. Sade Sheikh will obtain and record final venue information under item 4 before the final briefing. Briefing completion is not	Volunteer briefing: Sade Sheikh / Event Leads Overall Event Lead and Venue Liaison: Sade Sheikh Entrance / ticket management:	Before doors open on 2 December 2026.	At the final briefing, before doors open on 2 December 2026.	Sade Sheikh / Event Leads will deliver and record the final volunteer briefing before doors open on 2 December 2026. Completion is not recorded.

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	recorded.	Javier Ingles Guirao and Carmen Sanchez Nicolas Welfare Team: Sade Sheikh, Nishi Amin and Stella Marie George			

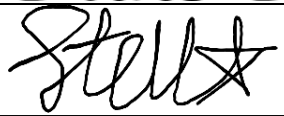
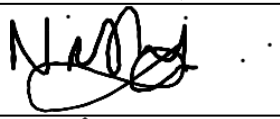
Responsible committee member signature 1:		**Responsible committee member signature 2:**	
At least 2 committee members need to sign Part B		At least 2 committee members need to sign Part B	
Print name: Sade Sheikh Italian Society Event Lead Sade Sheikh	**Date:** 11/09/2026	**Print name:** Andre Cicalese (Treasurer Italian Society) Andre Cicalese	**Date:** 11/09/2026

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EU WINTER BALL 2026 PARTICIPATING SOCIETY SIGN OFF

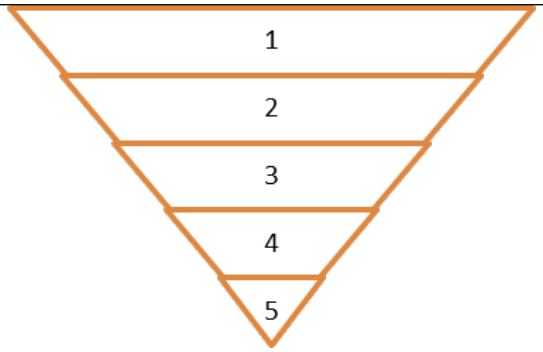
By signing below, each participating society confirms that it has reviewed the EU Winter Ball 2026 risk assessment, understands the responsibilities and control measures relevant to the event, agrees to follow the agreed event procedures, and confirms its participation in the organisation of the event.

Society	Representative Print Name	Signature	Date
Italian Society	Sade Sheikh		11/09/2026
French Society	Stella Marie George		11/09/2026
Turkish Society	Canev Denner		11/09/2026
Hungarian Society	Peter Horvath		11/09/2026
ESN	Nishi Amin		11/09/2026
SLAPS	Javier Ingles Guirao		11/09/2026
Albanian Society	Glenda Krasniqi		11/09/2026

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 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

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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

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Audit Trail

TITLE	Club & Society Gala & Ball RA EU Winter Ball 2026
DOCUMENT ID	263125127813048
DOCUMENT PAGES	47
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

Process Started	Nov 09, 2026 06:36 PM	The document has been sent for signature.
Invitations Sent	Nov 09, 2026 06:36 PM	Sent for signature to (ss26g21@soton.ac.uk) IP: 145.40.153.218
Invitations Sent	Nov 09, 2026 06:36 PM	Sent for signature to (ac20g24@soton.ac.uk) IP: 145.40.153.218
Invitations Sent	Nov 09, 2026 06:36 PM	Sent for signature to (sg10g23@soton.ac.uk) IP: 145.40.153.218
Invitations Sent	Nov 09, 2026 06:36 PM	Sent for signature to (na6g23@soton.ac.uk) IP: 145.40.153.218
Invitations Sent	Nov 09, 2026 06:36 PM	Sent for signature to (ph6g23@soton.ac.uk) IP: 145.40.153.218
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Signed	Nov 09, 2026 06:38 PM	Signed by (jig1g23@soton.ac.uk) IP: 152.78.0.166
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DOCUMENT HISTORY

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