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| **Club / Society** |  | **Assessment Date (or review date if updated)** |  |
| **Assessed By** |  | **Venue**  |  |
| **Activity / Event** | Ball | **Date and Time of Activity** |  |
| **Number of participants** |  | **Frequency of Activity i.e. one off, weekly, monthly?** |  |
| **Lead Students & Sober** **Reps (if applicable)** |  | **Additional Information Required?** | If you are collaborating with other groups for this event list them here. |

Please confirm below that all relevant committee members have read and understood the risk assessment and that the session is able to be run using the control measures indicated. Risk assessments need to be reviewed at least annually or when hazards, risk rating or guidance changes.

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| **Name** | **Committee Position**  | **Date** |
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| **Hazard** | **Who is at risk?** | **Control Measures** | **Risk with controls in place****(see guidance below)** | **Risk Rating** | **Who is responsible for control?** |
| **Severity****(S)** | **Likelihood****(L)** | **S x L** | **L / M / H** |
| Trips, slips and falls | * All attendees
 | * Pathways will be kept clear of any obstructions.
* All emergency exits will be made known to committee members and will be kept clear of obstruction.
* Electrical cables will not cross pedestrian pathways unless unavoidable and will be covered by mats or taped down.
* Any spillages will be cleared promptly.
* The venue will be adequately lit.
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| Manual HandlingCarrying of equipment. | * All attendees
 | * Park close to the venue to limit time and energy expended on transporting equipment
* Follow manual handling guidance.
* Notify people in the room that people are transporting equipment and that a clear, obstruction free path is made.
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| Excessive Alcohol consumption | * All Attendees
* Members of the public
* Venue Staff
 | * All attendees will be urged and reminded to drink in moderate.
* All attendees will be provided information on how to drink responsibly and the negative effects and consequences of excessive drinking prior to the event.
* Staff members will be told not to serve alcohol to those who appear heavily intoxicated.
* Attendees who appear heavily intoxicated will be escorted safety to an area to rest and hydrate.
* Food and water will be provided to all attendees.
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| Theft or loss of personal Items |  * All attendees
 | * Attendees will be advised to keep their belongings close to hand.
* Belongings will be stored in a secure clock room.
* Attendees will be warned of the possibility of theft and urged not to leave personal items unattended.
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| Overcrowding  | * All attendees
 | * Ensure adequate security personnel are in attendance.
* Ticket sales will not exceed the venue’s capacity.
* Entry and exist points to be monitored to and a guest list will be in use to ensure no unwanted or extra guests are permitted entry.
* All committee members present will ensure that the crowd is safely controlled to avoid injuries
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| Travel | * All attendees
 | * Committee members will arrange a local place to meet prior to the event or have a designated member present at the venue entrance to greet and direct guests.
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| Food handling by organisers (Food Poisoning) | * All attendees
 | Ensure food is:* stored at correct temperatures (refrigerated/room temperature)
* stored/kept out of direct sunlight.
* to remain in wrappers or covered until necessary.
* Presented on clean plates.
* Use different storage containers and cutlery to avoid contamination between products.
* A clean kitchen will be used to prepare any food.
* Food will have been cooked thoroughly to kill harmful bacteria that can cause food poisoning.

 Anyone handling food must have:* Clean, washed hands.
* Hair tied away during preparation.
* Handling any cuts covered with plasters/gloves worn.
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| Equipment | * All attendees
 | * All equipment in use will be PAT tested.
* Sockets will not be overloaded with plugs.
* Liquid will be kept away from all electrical equipment.
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| Food allergens | * All attendees with allergies
 | * Food will not be specified as free from any ingredient unless this is stated by a commercial manufacturer.
* Food ingredients and allergen information will be clearly displayed next to each item.
* Anyone with allergens should make the committee at the ball aware prior to eating.
* Anyone with allergies should bring their appropriate and relevant medication to have on hand.
* Tongs will be provided for use for specific foods to adhere to dietary requirements (V, Vg and GF)
* Medical help will be sought immediately if someone is found to be having an allergic reaction.
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| Choking | * All attendees
 | * At least one committee member will be first aid trained and will be present at the ball.
* The venue will provide someone who is first aid trained.
* In an emergency 999 will be called.
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**Guidance on working out Risk Rating.**

**Severity categories**

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| 5 | Severe | Fatality - Causing death to one or more people. |
| 4 | Significant | Sever Injury - Causing permanent disability (loss of limb, sight or hearing). |
| 3 | Moderate | Major Injury - Causing temporary disability (fractures or burns) |
| 2 | Minor | Minor Injury - Causing sprains, bruises, cuts and lacerations.  |
| 1 | Negligible | Very Minor Injury - Causing scratches / abrasion. |

**Likelihood categories**

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| 5 | Almost Certain  | Absence of any controls. If it goes ahead it is extremely likely that an accident will happen. |
| 4 | Likely | An accident could occur but is unlikely without an additional factor. |
| 3 | Possible | Accident/incident is unlikely during normal activity, however it may occur in non-routine conditions. |
| 2 | Unlikely | Generally well managed, however occasional lapse could occur. |
| 1 | Rare | Loss, accident, illness could only occur under freak conditions. The situation is well managed and all reasonable precautions have been taken. |

Using the formula (Severity x Likelihood = Risk Rating) the risk rating can be calculated and will identify a Low, Medium or High risk. Only activities with Low or well controlled Medium risks should take place.

The risk rating is detailed on the form by adding 1-5 in the Severity Column and 1-5 in the Likelihood Column then multiplying them together.