**Society Name:**

**Event/ Activity/ Trip & Locations:** Society Ball

**Date of Event:**

**Date of Risk Assessment:**

**Completed By:**

**Committee Role:** President

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Risk Rating**  **(Low/medium/high)** | **Do you need to do anything else to control this risk?** | **Action by whom?** | **Action by when?** | |
| Food allergies | Society Members  Potential allergic reactions if a specific allergen is consumed. | Attendees must make the society aware of any allergies. Presence of these allergens can then be checked for in the menu options.  Committee members to collect allergy information from all attendees prior to the event. | Low. |  | The Committee  Society Members | During the planning and preparation before the event. | |
| Medical emergencies | Society Members  Individuals becoming injured or unwell. | Completing a risk assessment of locations where events are held.  Attendees must make us aware of any medical conditions if needed. | Low. | Completion of Trip Registration form when going on Society Trips outside of Sheffield. Contains emergency contact information of attendees. | The Committee  Society Members | During the planning and prep before the event, as well as during when needed. | |
| Fire hazards | Society Members  Smoke inhalation and or extreme burning. | Making all individuals aware of the fire exits and procedures. Will also ensure that fire safety information is on display. | Low. | Make sure that committee members are aware of the fire exits at the venue to be able to guide students if needed.  Support venue staff in a safe exit of all members. | The Committee | During planning and prep before the event and at the beginning of the event. | |
| Slips, trips and falls | Committee Members  Society Members  Physical injury. | Ensure clear signage for steps, wet floors or obstacles as well as having walkways clear.  Adequate lighting, particularly in the evening. | Low. | No. | The Committee | | At the beginning of and during events. |
| Overcrowding | Society members may get injured, or the space may become inaccessible if there isn’t enough room. | Making sure that there’s a maximum number of tickets for members to purchase for events and that only people with tickets can attend. | Low. | Get guidance on room sizes and to sensibly judge how many people can comfortably fit in the space. | The Committee. | | During the planning and prep and at the start of events. |
| Alcohol-related incidents | Committee members  Society Members  Excess alcohol consumption, illness and confusion. | Limit society expenses on alcohol purchase for society members.  Designate committee members as sober during the event to be a point of contact, especially in case of emergency  Have non-alcohol options.  Encourage members to use public transport or taxis to and from the event.  Raise any concerns to venue staff. | Low | Request support and guidance from SU if needed.  Raise concerns to the SU if needed before or after the event. | The Committee  Society Members | | During planning and prep before the event and during the event. |

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| Name of Committee Member: |  | Committee Member Position: | President | Date: |  |

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| Societies Team Sign Off (Name and Position): | Student Groups Coordinator | Date: |  |