**Anglia Ruskin Students’ Union Risk Assessment Form**

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| **Subject Of Assessment**  Bake Sale Fundraiser | | **RA Conducted By:** | **Date Of RA:** | **RA Ref No:** |
| **List The Risk/s Involved Or Describe The Hazard**   1. Slips, trips and falls – uneven, slippery floor, wires, chairs 2. Fire 3. Overcrowding 4. Blocked exits 5. Objects falling over – tables, chairs or other equipment 6. Anaphylaxis – Severe allergic reaction to ingredients. 7. Risk of cross contamination 8. Theft of money. | | | | |
| **Who Could Be Harmed & How?**   1. Students, staff and visitors could be harmed. 2. They could be harmed due to food poisoning, severe allergic reaction (anaphylaxis) from inappropriately marked / prepared food. | | | | |
| **List The Current Control Measures In Place**   1. Ensure belongings tidied away and that wires are taped down with hazard tape 2. Ensure fire escape routes are kept clear and follow university’s fire safety protocols if needed 3. Ensure large space is booked so that there is plenty of space for all attendees 4. Avoid talking in main pathways and exits – ensure responsible meeting organisers are in attendance and monitoring the number of attendees 5. Equipment set up properly and checked before use 6. Notice to be displayed at point of service advising customers to ask if they have any allergies. 7. Pre-packed food must display clear labelling of ingredients   Food to be provided by accredited suppliers: the university or external provider.  All students are to be made aware of the ingredients and risks associated with this.  Food not be handled by anyone apart from trained supervisors or solely by students at their own risk.   1. Societies advised to keep money secure and out of site and all money to be taken to the SU office after the event. | | | | |
| **Current Risk Level MEDIUM** | | | | |
| **List The Actions Required To Reduce The Risk**   * To ensure students are aware of health and safety policies of the university and fire protocol * Check exits throughout event for blockages * Ensure equipment is used only by those trained to use it * Food to be kept separate and separate serving items provided to reduce risk of cross contamination * Society committee members encouraged to undertake a food hygiene course before event. | | | **Date Actioned**  On - Going  On - Going  On - Going  On - Going  On - Going | **Actioned By**  Committee  Committee  Committee  Committee  Committee |
| **Revised Risk Level LOW** | | | | |
| **RA Verified By** | | | | **Date Verified:** |
| **Risk Assessment Issued To The Following;** | | | | **Date. Issued:** |
| **Risk Assessment Review Date:** |  | | | |
| **Risk Assessment Reviewed By:** |  | | | |