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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject Of Assessment**  XX Society Event In 92 | | **RA Conducted By:** | **Date Of RA:** | **RA Ref No:** |
| **List The Risk/s Involved Or Describe The Hazard**   1. Overcrowding 2. Slips/Trips/Falls 3. Burns 4. Outbreak of COVID-19 5. Intoxication – Alcohol & Drugs 6. Fire 7. Injuries 8. Broken Glass | | | | |
| **Who Could Be Harmed & How?**   1. Students, staff and visitors could be harmed. 2. They could be harmed due to chairs / tables / equipment not being fit for purpose or put away appropriately, intoxication could lead to slips, trips or falls. | | | | |
| **List The Current Control Measures In Place**   1. Max table capacity of 73 not to be exceeded. Once tables are full, customers will have to socially distance queue or will be turned away. 2. Wet floor signs put out immediately. 3. Spillages cleaned up. 4. Mops and blue roll available to clear any spillages. PPE and training provided to all staff 5. Appropriate food and drink packaging used. 6. Inform customers of hot food and drink and to use caution. 7. Legal requirement not to sell alcohol to intoxicated customers 8. Trained Bar staff to sell alcohol, drunk refusals and Age ID at all times 9. campus security available if required 10. Police available via 999. 11. Fire exits to be kept clear at all times. 12. Smoking area outside and away from the building. 13. Trained First Aider on site at all times with appropriate treatment kit 14. Additional first aid available via campus security 15. Further assistance available via the Ambulance Service on 999. 16. SafeZone App links directly to Campus Security for further First Aid Support. 17. Staff will quickly remove and dispose of broken glass in designated bin. | | | | |
| **Current Risk Level MEDIUM** | | | | |
| **List The Actions Required To Reduce The Risk**   1. Regular head counts to ensure capacity isn’t breached. 2. Staff being vigilant and checking the area for spills. 3. Signage on takeaway boxes and cups to advise caution. 4. Trained bar staff to sell alcohol, drunk refusals and Age ID at all times. Training will be signed off. 5. ARU Student Union Operate a Challenge 25 Policy. 6. SafeZone App links directly to Campus Security for further First Aid Support. 7. Venue Management Plan allows for search of Staff, Customers and Venue as a right of entry at the discretion of the SIA Door Supervisor 8. Drug Searches Logged and reported using the Drug Safe Drop Box 9. Regular checks of perimeter to check fire exits, egress routes ad muster points, checks to be logged. 10. ARU Security Team available to liaise with Fire Service 11. Fire alarms tested weekly 12. First aid training for supervisors and managers. 13. Designated bin cleared before start plus PPE for staff. | | | **Date Actioned**  On - Going  On - Going  On - Going  On - Going  On – Going  ASAP  On - Going | **Actioned By**  92 Staff  92 Staff  92 Supervisors  92 Supervisors  All Staff  Supervisors  Supervisors |
| **Revised Risk Level MEDIUM** | | | | |
| **RA Verified By** | | | | **Date Verified:** |
| **Risk Assessment Issued To The Following;** | | | | **Date. Issued:** |
| **Risk Assessment Review Date:** |  | | | |
| **Risk Assessment Reviewed By:** |  | | | |