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

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject Of Assessment**Society Event With Refreshments | **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. Faulty Electrical Equipment
7. Cold food Provided
8. Hot drinks provided
9. Allergies/food poisoning
 |
| **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.
3. Also harmed by tripping over equipment not put away or faulty equipment.
 |
| **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. Notify university immediately of any fault and students told not to use – SU staff responsible for using any electrical equipment and trained to do so
7. 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. Urns to be used and SU staff to supervise, urns will not be overfilled and first aiders on site. / Hot drinks purchased from appropriate outlet.
2. Food ingredients and allergies to be made clear on the serving of food.
 |
| **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 – GoingOn – GoingOn – GoingOn – GoingOn – Going | **Actioned By**CommitteeCommitteeCommitteeCommitteeCommittee |
| **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:** |  |