**Societies General Risk Assessment**

**Society:** Toast Society

**Description of Event/Activity (please be as detailed as possible):** Annual Ball to celebrate all the loaves of bread that were sacrificed throughout the year so that the Toast Gods could share their buttery wisdom with our members.

**Date(s) of the Event/Activity:** Friday 19/04/19 – 7pm drinks reception/ceilidh, 8pm 3 course meal, 10pm raffle prize announcement and then DJ/dancing until 12am.

**VENUE(S):** Hotel

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| What are the hazards? | Who might be harmed and how? | What are you doing already to reduce risk? | What further action is necessary? | How likely is this risk to occur? How severe are the consequences? | How will you put this risk assessment into action? |
| Food Allergies | People with food allergies | - Collecting a list of any dietary requirements with all tickets sold  - Informing the venue of all the allergies. | Venue to take all necessary precautions | Low risk, serious hazard | Correctly informing the venue of all requirements. |
| Falls/Injuries | Accidents during ceilidh | - Create an open space and insure all trip hazards are kept clear. | Maintain a clear open space throughout the evening. | Likely risk, low hazard | Ensure someone is communicating with the ceilidh band to maintain a clear and safe space. |
| Alcohol related injuries | People consuming too much alcohol | - Communicating with hotel staff and security  - 2 Security per 100 people hired by the hotel | Ensure people are responsible. Hotel to provide security | Low risk and hazard | Hotel and security mostly responsible for this. |
| Sound equipment falling | Anyone at the event | - Ensuring all equipment is correctly set up and secured | None. Band/DJ will ensure this is safe. | Very low risk, high hazard | Ensure band/DJ have sufficient time to safely set up. |
| Fire/Evacuation | Everyone involved | - Hotel have procedures in place  - Make sure people are aware of what to do in such an eventuality | Lease with hotel to ensure procedures are in place | Low risk, high hazard | Outline evacuation procedures and ensure they are adequate. |