**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. |