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| Title of Risk Assessment | Balls risk assessment | | | Date of assessment | |  |
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| Society Name |  | | |  | |  |
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| Description of Activity | This includes all risks associated with the Ball that are considered by the Society. The venue will have a risk assessment that will cover risks within the venue. You must obtain a copy of this and send it to the SU. (We keep a list of venues we already have risk assessments for, so you can check this with your coordinator first in case we already this information).  *If hiring a space, the venue is responsible, but you need to ensure that your event organisers are working with the venue on the event.*  Both Venue Owners and the Event Organisers will have responsibilities to people attending the event - it will be dependent on the scope of hire to some extent e.g. if a town hall has been hired and the organiser required to provide everything compared to hiring a hotel that has a bar, food provision, DJ equipment etc.  The Venue's responsibility relates to the structure of the building along with the plant and systems within it, access and egress, maintaining the environment in a safe condition, and any services/activity they are facilitating e.g. running a bar.  **Anyone attending a Ball should be 18 or over.**  Anything in yellow is to be amended or actioned.  **PLEASE SIGN (AT THE BOTTOM) TO SAY YOU HAVE READ AND UNDERSTAND THE CONTENT OF THE RISK ASSESSMENT.** | | | | | |
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| Additional information | **Any legislative requirements that are applicable to the activity being assessed should be included here:** |

Guidance and useful information regarding risk assessment can be found at [HSE](http://www.hse.gov.uk/guidance/index.htm) Advice and [Uni RA advice](https://warwick.ac.uk/services/healthsafetywellbeing/managingrisks/) , with a short online course available here for staff and students [Uni Moodle course](https://moodle.warwick.ac.uk/enrol/index.php?id=37594).

| [**Hazards**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/hazidentification/) | [**Who may be at Risk and how they may be harmed**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/peopleatrisk/) | **What** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) **will be put in place to mitigate the risk?** | **Responsibility of these** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) | **Follow Up Actions (if required)** |
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| You should list the hazards here | You should list who will be at risk here, and how they might be harmed. | You should list current control measures here that are used to bring down the risk level. | Who is responsible for implementing controls (eg. “Events officer”), and when will these actions be completed by. |  |
| **Slips and trip hazards** | Attendees may be injured if they trip over objects or slip on any spillages. | Event organisers will ensure that walkways are clear and any cables are taped down (if applicable). Report any trip hazards that cannot be moved to the venue staff asap and mark clearly with a hazard sign.  Clear up any spillages and display wet floor signage straight away. Use of wet weather mats if applicable (venue provided).  Adequate lighting levels, have lights on in order to see any trip/slip hazards.  Any hired equipment will be organised by the hiring company and the equipment will be tested out beforehand. *Any equipment will be in a safe condition and marked with UKCA marking, or the CE marking if purchased prior to 2023.* | Event organiser/Exec members | Event organisers will seek medical attention if necessary, will contact Community safety (if on campus) - 02476522083, or 999 for emergencies.  Report any accidents/near misses to the SU within 24 hours. |
| **Manual handling (equipment use, transporting goods etc.)** | Attendees risk injuries or back pain from handling heavy/bulky objects. | Event organisers ensuring people are lifting and carrying in the correct ways (bent elbows, knees) before the event starts and during.  Ensure that two people carry tables/heavy equipment.  If hiring equipment, ensuring setting up is done by the organisers who will have their own risk assessments. | Event organiser/Exec members | Seek medical attention if necessary, contact Community safety on campus (02476522083), or 999 for emergencies.  Report any accidents/near misses to the SU within 24 hours. |
| **Food poisoning/allergies/dietary requirements** | Risk of allergic reaction or food poisoning of anyone in attendance. | Dietary information and allergens will be requested beforehand from attendees, which **must** be given to the venue prior to the event.  Only order/buy food at shops/restaurants with a minimum of a 3/4 on the food hygiene rating.  Public liability will be obtained from the venue/caterer upon request from the SU. | Event organiser/Exec members | Seek medical attention if necessary, contact Community safety on campus (02476522083), or 999 for emergencies.  Report any accidents/near misses to the SU within 24 hours. |
| **First aid requirements/medical conditions within the Society/at events** | Anyone in attendance risks needing medical assistance | Event organisers will advise attendees to bring their own personal medications if applicable.  Exec to carry out first aid only if first aid trained.  Venue’s first aid processes will be followed (noted in venues risk assessment) | Individuals to provide correct medical attention if possible if they have their own medication. | Seek medical attention if necessary, contact Community safety on campus (02476522083), of 999 for emergencies.  Report any accidents/near misses to the SU within 24 hours. |
| **Use of electrical equipment** | Risk of electrocution from a power supply, or burns from electrical equipment if not looked after/ maintained properly. | All electrical appliances will be PAT tested unless new. If using any external appliances, they will be advised they also need to be PAT tested.  *Any equipment will be in a safe condition and marked with UKCA marking, or the CE marking if purchased prior to 2023.*  Event organisers should carry out pre-use visual checks for damage or faults, and isolate appliance from use if it is not fit for use.  Ensure no liquids are placed near any electrical equipment. | Event organiser/Exec members | Immediately stop using any equipment if necessary.  Seek medical attention as required.  Seek advice from the owner of the equipment if any issues. |
| **Fire** | Anyone in attendance of the event.  Injuries due to fire/ risk of smoke inhalation/ burns | Full fire risk assessments will have been carried out by the venue.  Ensure that all exits are clear and not blocked. Fire exits should be clearly marked as such, with signage pointing to them where they are not directly visible.  If a fire occurs, evacuate the building safely and follow the venues fire evacuation process. | Event set up team | Call emergency services and Community Safety (02476522083) for on campus events if necessary. |
| **Events in enclosed spaces/accessibility** | Overcrowding/People may not feel included and may not be able to access certain events etc | Ensure event organisers are aware of the fire exits and room capacities before the event to ensure this is met.  Ticket sales will be capped to meet the room requirements for the ball.  Event organisers will ensure adequate accessibility requirements for all attendees as required.  Event organisers must ensure appropriate transport etc. is available and companies are aware of individuals needs if applicable. | Exec members /venue team on standby to help with any accessibility needs. Event organiser will communicate with the venue to ensure they can accommodate any known accessibility needs before the event. | Seek medical attention if any issues arise. |
| **Alcohol at events/consumption of alcohol** | Anyone consuming alcohol at the event - alcohol poisoning, vomiting, inappropriate behaviour | Attendees are expected to act sensibly.  Bar/venue staff to be informed if there is any suspected spiking.  Event organisers/Execs will monitor attendees during the event. Anyone who consumes too much alcohol will be escorted home safely or arranged to be taken home and asked to inform when they arrive back safely.  Have designated Execs/members to stay sober during events, approach anyone intoxicated as a pair rather than an individual.  Anyone who is deemed to be too drunk will not be allowed to enter the event. | Venue staff/Door Supervisors will be present who will deal with any unforeseen circumstances. | Call community safety if support is needed (02476522083), or 999 if off campus for emergencies.  Report any accidents/near misses to the SU within 24 hours. |
| **Disruptive behaviour** | Anyone in attendance who is affected by any inappropriate behaviour/may get harmed or offended. | If anyone acts inappropriately, they will be calmly asked to stop the behaviour by the event organisers/Exec.  Have designated Execs/members to stay sober during events, approach anyone intoxicated as a pair rather than an individual.  Anyone who causes any damage will be individually liable to cover this. | Community safety would be contacted (02476522083) if necessary (on campus).  Alert security/ venue staff (off campus). |  |
| **Transport to/from events** | Attendees of events may be at risk of traffic accidents/cars | Comply with the law. Speed limits to be followed at all times and drivers to have a full license and not under any influence (alcohol/drugs).  If travelling between venues during the event, monitor road crossing/safety.  Seat belts to be in working order and to be used at all times. Responsibility to ensure that attendees get on transport in a safe/sensible manner. | Contact emergency services, 999 if an accident was to occur. |  |
| **Security at the event** | Venue Door Supervisors at Balls with over 100 attendees, to ensure supervision and deal with unforeseen circumstances. | Security staff (Door Supervisors) will be provided by venue/SU (delete as appropriate) and there will be (insert number of security staff) Door Supervisors at the event. | Event organisers will inform Security staff if they need support during the event. |  |
| **Photography signage** | Attendees may not wish to have their photo taken at an event. | Signage will be put up that states photography will be being taken and may be shared.  Anyone who does not wish to have their photo taken will inform the event organisers. | Event organisers will ensure comms are passed on regarding anyone who wishes to not have their photo shared, with all relevant people. |  |
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**Newly assessed activity should not take place until this assessment is completed, and all required control measures are in place**

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| **Additional Comments from Risk Assessor** | |  | | |
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| Approved By |  |  | Position |  |
| Date |  |  |  |  |

Risk Assessments should be reviewed at least annually, anytime significant changes occur with the activity, or when changes occur with the key people involved in the activity.

Risk Assessments are a living document and should be updated whenever any additional control measures are completed, and these are added into the current control measures. Particular note should be taken if activity involves young or elderly people; different control measures may be required as outlined in the guidance links from HSE and from the University ([HSE Advice](http://www.hse.gov.uk/guidance/index.htm), [Uni RA advice](https://warwick.ac.uk/services/healthsafetywellbeing/managingrisks/), [Uni Moodle course](https://moodle.warwick.ac.uk/enrol/index.php?id=37594)).