



RISK ASSESSMENT

SOCIAL EVENT in LOCAL HALL –OWN TRANSPORT

(eg Club Presentation night, AGM)

Potential Hazard	Who is at risk?	Existing Precautions	Risk with precautions		Personnel Responsible
			Severity of injury	Likelihood	
Injury going to or from venue. Eg due to unsafe or limited parking at venue	Attendees (children & adults)	Venue known to Club committee or local Club member. A new venue is specifically visited beforehand. Any parking problems are clearly highlighted to members with the event publicity.	L	L	Parents/guardians are responsible for U18's journey to event. Club event organisers are responsible for arranging event publicity.
Injury caused by venue building or equipment.	Attendees	Before booking ensure that venue organisation is licensed & insured to hire out its facilities. Ensure the venue has sufficient capacity & accessibility with safe exits & entrances for intended number of attendees. At start of function make a safety announcement ensuring attendees are aware of the number and location of exits & fire exits and aware of any facility or Club evacuation instructions. Check that any facilities required eg furniture, kitchen, PA system will be available, operational & safe for the event & are included in the hire documentation.	L/M	L	Club event organisers are responsible for arranging venue hire, ensuring it meets legal & our requirements and for giving a safety announcement.
Injury due to unforeseen accident or medical emergency	Attendees	Know whether or not there is on-site first aid equipment & a trained first aider, & phone & use if available. If not, then use any medical or 1 st aid expertise amongst those present and ring 999 if needed. Low risk if venue has been researched as above.	L	L	Club event organisers as above. Facility staff (if available) & attendees for dealing with an emergency & to phone emergency services on 999 if needed.
Medical Emergency- Due to pre-existing (known about) medical condition, eg asthma, allergies etc.	Attendee	Attendees are informed in event publicity whether or not food & drink is to be served. For pre-existing conditions requiring medication in U18's the parent or guardian must ensure their child's medication is with them. Where food and drink are present they must inform staff of any allergies and take the necessary precautions to avoid child contacting an allergen. Over 18's take their own precautions and medication.	L/M	L	Facility staff (if available) & attendees for dealing with emergency & using mob phone to ring 999 if needed.

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			Severity of injury	Likelihood	
Injury due to fire or other incident requiring evacuation of the venue	Attendees	Organisers to be aware of facility EAP if available. Choice of venue with sufficient emergency exits for number of attendees. Attendees to be told location of emergency exits at start of function. Ensure awareness of importance of organised departure eg via 'lead' adult. Children to leave with their accompanying adult (eg parent) where possible.	L/M	L	Event organiser to ensure sufficient responsible lead adults present eg committee, coaching staff. To liaise with facility staff (if available) who should carry out facility EAP.
Injury due to slips caused by food or drink spillage	Attendees	Vigilance by adults present who warn those in immediate area & remain by spillage until it's cleared up or cordon it off if delay likely. Clear up by adult attendees or venue staff if available.	L/M	L	Club adult attendees or venue staff.
Alcohol misuse or intoxication and general mis-behaviour	Attendees	Event publicity highlights whether or not a bar is present serving alcoholic drinks, or guests bring their own. Ensure facility is licensed to serve alcohol or that Club has obtained a licence to sell/serve it where no on-site bar is provided. Ensure Club adheres to conditions of hire regarding location of U18's and the bar. Ensure attendees are all aware that safe & responsible behaviour is expected and that adults are especially responsible for the young people they accompany.	L	L	Event organiser for accurate publicity & ensuring appropriate alcohol licence or permission to serve it is obtained if necessary. Parent/Guardians for ensuring their childrens' (& own) good behaviour.
Injury or harm arising from unsuitable or inadequately supervised entertainment eg Disco, professional entertainer, party games.	Attendees especially children	Disco repertoire or nature of entertainment discussed beforehand so its content or activity is suitable for age range/ability present. Children to be supervised during the entertainment or activity by adults in the same room.	L	L	Event organisers responsible for ensuring the entertainment or activity is suitable & adult attendees for adequate supervision of children.
Club Liability & shared space Increased risk of injury to club members or of Club members injuring non-club members. Damage to venue property.	Hertford SC	Club organiser checks conditions of booking noting if any venue areas are being shared with public or another organisation. Club members advised accordingly & to adjust behaviour in shared space. Witness statements taken regarding damage to identify responsible persons & to 'clear' Club members if applicable. Club activity is covered by Swim England Insurance cover.	L	L	Club event organiser for warning if venue hire includes shared space. Membership secretary for ensuring club membership returns are filed in good time and treasurer for paying the required fee before the deadline to provide Club insurance cover..