

# Footloose 303

## Risk assessment / Advice sheet / Check list for: Social events

### Who might be harmed by the hazard / risk?

Events at village halls, pubs, etc. In almost all cases it is those participating in the event who may be harmed.

Risk or hazard	What to do to reduce risk	Leader's check
<b>Planning the event</b>		
Venue is not safe to use	Restaurants, village halls, etc. are required to carry out their own H&S checks, etc. and most in the county are very good. However, It is always best to visit a venue when planning the event and thus you can also check if it is well managed from a safety perspective.	
<b>During the event</b>		
<b><i>These mainly apply to un-staffed venues.</i></b>		
Fire	Be aware of the location of the fire exits. If you do have to evacuate the building the key thing is to make sure the building is clear of people. Know where you are if you need to call the fire brigade. Have a working mobile phone with you / know where the nearest landline is.	
Illness	Know where you are if you need to call an ambulance. Have a working mobile phone with you / know where the nearest landline is.	
Food hygiene	Take with you cleaning cloths, etc. and make sure surfaces and boards are clean before use. If food is brought along in advance, keep it cool and cover it up as necessary. Encourage people to wash hands before handling food. Take soap and towels if necessary. Wash and clean up properly at the end of the event!	
Hot water - scalding	Take particular care with water boilers and kettles; are they in a safe location? Make sure the kitchen is not too busy with people. If someone does get burnt run cold / cool water over burn asap and for at least 10 minutes. For more advice go to <a href="#">NHS website</a>	
Slips and trips	If using extension leads make sure they are not a trip hazard. Clean up spillages	
<b>After the event</b>		
Any near incidents or near misses	Report these back to the group's H&S committee rep (see GroupSpaces). By doing this the group learns and can improve the way it works.	
	<i>Well done! You have made a fantastic and valued contribution to the group. Thank you for all your efforts.</i>	