



# Annual Risk Assessment Form

To calculate **Risk Rating (R)**: assess the **Likelihood (L)** of an accident occurring against the most likely **Severity (S)** the accident might have, taking into account the control measures already in place. **L x S = R**

<b>Club &amp; Society Name:</b>	British Chinese Society	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>			
<b>Category:</b>	Culture	Unlikely	1	Minor harm caused			
<b>Group Description:</b>	We are a multicultural society that is dedicated to promoting Chinese and British Culture. Bringing these two cultures together, we host a number of events such as dinners, day trips, club nights and sport events.	Possible	2	Moderate harm caused			
		Certain	3	Major harm caused			
<b>Completed by (name and committee position) and date:</b>	Christine Ly - President	<table border="1"> <tr> <td style="background-color: #00FF00;"><b>Low (Acceptable)</b> = 1 - 2</td> <td style="background-color: #FFFF00;"><b>Moderate (Tolerable)</b> = 3 - 6</td> <td style="background-color: #FFA500;"><b>High (Intolerable)</b> = 7 - 9</td> </tr> </table>	<b>Low (Acceptable)</b> = 1 - 2	<b>Moderate (Tolerable)</b> = 3 - 6	<b>High (Intolerable)</b> = 7 - 9		
<b>Low (Acceptable)</b> = 1 - 2	<b>Moderate (Tolerable)</b> = 3 - 6		<b>High (Intolerable)</b> = 7 - 9				
<b>Club &amp; Society Signature:</b>	British Chinese Society						
<b>(Staff Only) Checked by:</b>							
<b>(Staff Only) Final Sign Off:</b>							

Date Issued: July 2023

## Society Activity Hazards

*Any hazards that apply specifically to your club or society. E.g. sports, performances, cooking, animal care, staying away, etc.*

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at risk and how?	Control measures (Already in place)	Risk Rating			Additional control measures needed (Staff ONLY)
			L	S	R	
Food Allergens	<b>Who:</b> Committee and its members <b>How:</b> For those who are allergic to specific ingredients and foods are at risk	<ul style="list-style-type: none"> <li>Make a note of all potential allergies members may have and cater around this</li> <li>Make it clear if any food has any allergens in it</li> </ul>	1	2	2	

		<ul style="list-style-type: none"> <li>• Notify members if hot food is present</li> <li>• Provide as many allergen free options as we can (gluten free, dairy free, vegan etc)</li> <li>• Suggest those with severe allergies carry on epi-pen with them at all times</li> </ul>			
Fall Hazards	<p><b>Who:</b> Committee and its members  <b>How:</b> Member could slip over something (e.g wet floor) leading to injuries</p>	<ul style="list-style-type: none"> <li>• Prior to the event (s) make sure the surrounding areas are safe</li> <li>• Be aware of any potential hazards and are evaluated in detail</li> </ul>	1	3	3
Fire	<p><b>Who:</b> Committee and its members  <b>How:</b> Fire hazards that leads to physical harm</p>	<ul style="list-style-type: none"> <li>• Members should leave the building/area before the committee</li> <li>• Be aware of where the fire exits are</li> </ul>	1	3	3
Alcohol Consumption	<p><b>Who:</b> Committee and its members  <b>How:</b> Drinking too much affecting/ impending judgement leading to physical injury or abusive behaviour to self or others</p>	<ul style="list-style-type: none"> <li>• Members are encouraged to drink responsibly and are not pressured to consume alcohol</li> <li>• Members are encouraged not to walk home from socials alone under the influence</li> </ul>	1	2	2
Alcohol Intoxication	<p><b>Who:</b> Committee and its members  <b>How:</b> Members suffering from alcohol poisoning</p>	<ul style="list-style-type: none"> <li>• Try and prevent further intoxication</li> <li>• Prevent accidents from occurring and take care of those who are intoxicated</li> </ul>	1	3	3
Being in lost in another city	<p><b>Who:</b> Committee and its members  <b>How:</b> Could get lost in an unknown place from getting lost or being left behind on a trip</p>	<ul style="list-style-type: none"> <li>• Ensure that on trips (particularly to other cities) that a registers are done frequently</li> <li>• Make sure that all members have the phone number of a committee member</li> </ul>	2	1	2

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