**Society Annual Risk Assessment 2025-26**

***The writing in blue is what the Society needs to change/add at minimum on this document.***

**Society Name:** *Write here*

**Event/ Activity/ Trip & Locations:** *Write here what kinds of activity you will be doing regularly eg. workshops, pub visits*

**Date of Risk Assessment:** *Write here*

**Completed By:** *Write here*

**Committee Role:** *Write here*

**Is the activity subject to safeguarding?** Yes  No  - *Tick one of these boxes*

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Risk Rating**  **(Low/medium/high)** | **Do you need to do anything else to control this risk?** | **Action by whom?** | **Revised Risk Rating (Low/medium/high)** | **Action by when?** |
| Food allergies | Society Members  Potential allergic reactions if a specific allergen is consumed. | Attendees must make us aware of any allergies. Presence of these allergens can then be checked for. | *Write here* | We must be informed of any medications needed in the event of an allergic reactions. | The Committee  Society Members | *Write here* | During the planning and preparation before the event. |
| Other Allergies | Society Members  Potential allergic reactions if contact with a specific allergen is made. | Gloves for practical sessions provided by Committee/venue  Attendees must make us aware of any other allergies.  Presence of these allergens can then be checked for. | *Write here* | We must be informed of any medications needed in the event of an allergic reactions. This can be collected in Native ticket questions. | The Committee  Society Members | *Write here* | During the planning and preparation before the event. |
| Medical incidents/ emergencies | Society Members  Individuals becoming injured or unwell. | Completing a risk assessment of locations where events are held.  Attendees must make us aware of any medical conditions if needed. | *Write here* | Completion of Trip Registration form when going on Society Trips outside of Sheffield. Contains emergency contact information of attendees. | The Committee  Society Members | *Write here* | During the planning and prep before the event, as well as during when needed. |
| Fire. | Society Members  Smoke inhalation and or extreme burning. | Making all individuals aware of the fire exits and procedures. Will also ensure that fire safety information is on display. | *Write here* | Make sure that committee members are aware of the fire exits at the venue to be able to guide students if needed.  Support venue staff in a safe exit of all members. | The Committee | *Write here* | During planning and prep before the event and at the beginning of the event. |
| Injury when lifting or moving objects | Committee Members  Society Members  Physical injury. | Always two or more people when lifting. Must be made aware of proper techniques.  Ensure that tasks are delegated appropriately and that large items at venues are allocated to venue staff who have manual handling training. | *Write here* | No. | The Committee. | *Write here* | At the beginning of and during events. |
| Overcrowding | Society members may get injured, or the space may become inaccessible if there isn’t enough room. | Making sure that there’s a maximum number of tickets for members to purchase for events and that only people with tickets can attend. | *Write here* | Get guidance on room sizes and to sensibly judge how many people can comfortably fit in the space. | The Committee. | *Write here* | During the planning and prep and at the start of events. |
| Alcohol | Society Members  Excess alcohol consumption, illness and confusion. | Limit society expenses on alcohol purchase for society members.  Designate committee members as sober during events to be a point of contact, especially in case of emergency  Have non-alcohol based events.  No alcohol during strenuous outdoor activity. | *Write here* | Request support and guidance from SU if needed. | The Committee  Society Members | *Write here* | During planning and prep before the event and at the beginning of the event. |
| Inclement weather | Society Members  Physical injury due to poor weather conditions.  Losing members due to lack of visibility. | Cancel/reschedule society activity due to poor weather.  Communicate to all society members what attire and equipment they need to be safe at all times.  Check the weather prior to society activity.  Hold activity indoors. | *Write here* | Request support and guidance from SU if needed. | The Committee | *Write here* | During planning and prep before the event and at the beginning of the event. |

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| **I confirm that I have read the** [**Society Risk Assessment Guidance document**](https://www.hallamstudentsunion.com/opportunities/societies/portal/committees/)**.**  Yes  - *Tick this box* | **Name of Committee Member:** | *Write here* | **Committee Member Position:** | *Write here* | **Date:** | *Write here* |

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| Societies Team Sign Off (Name and Position): | Societies Coordinator | Date: |  |