

Leeds University Union

Risk Assessment

Name of Group		Food Soc		Date of Assessment	19/02/2010	
Hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?			
			Action required	By whom	When	Done
Food Poisoning	Anyone who eats contaminated food at a venue	Checking scores on doors website before booking. Policy of not booking anywhere with below 3 stars on inspection.	Folder to store venue docs.			
Cultural, Religious, or any special dietary requirements or food allergies.	Anyone who due to medical or personal reasons can't eat specific foods. Risk of upset, illness or allergic reaction.	Asking everyone who buys a ticket for an event if they have any special requirements or allergies. Communicating that information to the restaurant and ensuring it can be catered for.	Form to record information from diners.			
Venue specific hazards: E.g. Steps, furniture, cutlery at venue.	Anyone who trips or is injured. Those with any disability or impairment.	Visiting venue before event to check if any obvious hazards. Getting a copy of venue's public liability insurance.	Folder to store venue docs.			

Carried out by

Ed Cartwright

Review Date

Hot food, Restaurant environment.	Any diner could be burnt or cut themselves.	Check restaurant has first aid kit/procedure.				
Getting lost/ Not finding the venue.	Anyone that can't find the venue.	Directions and address and phone no. on tickets. Mobile number of attendees taken when booking.	Form to record information from diners.			
Leaving venue late at night	Anyone that doesn't know way home / have a method of transport home.	Having phone no. of local taxi company available and nearest public transport.				