

RISK ASSESSMENT

TOPIC : KY Clubs

REFERENCE : Fife Alcohol Support Services

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1	Event planning	Misinformation, not considering all eventualities and not preparing contingency plans.	M	<ul style="list-style-type: none"> Set clear and achievable objectives. Instruction and information about event on invitation. Housekeeping information to be given at the start of the event. Staff briefings Check insurance for event. 	√		Sarah White Head Of services
2	Fire safety	Fire, panic and confusion.	M	<ul style="list-style-type: none"> System in place and serviced. Procedure in event of fire alarm activation given in opening address. Trained staff on hand to assist with evacuation if required, Exits and escape routes checked prior to event. Numbers restricted to 30 to meet requirements of the Fire Risk Assessment. Register of staff for roll call if required. 	√		Sarah White Head Of services

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3	Disorder	Physical and verbal abuse to invitees.	L	<ul style="list-style-type: none"> • Clients vetted in case of personality clashes. • Staff to monitor mood of members in case of too much excitement or boisterous behaviour. • Expulsion from event or group if being verbally or physically abusive. 	√		Sarah White Head Of services
4	Housekeeping	Slips, trips and falls.	M	<ul style="list-style-type: none"> • Pre inspection prior to event, trailing cables or any other items. • Collecting and disposal of rubbish, ie plates for food • Mop and bucket and signage in case of drinks spilled. 	√		Sarah White Head Of services
5	Welfare	Poor condition of toilets	M	<ul style="list-style-type: none"> • Pre inspection of toilets prior to event • Adequate supplies, hand towels and toilet rolls • Checks every 20 mins on the evening. • Be aware of potential for substance abuse in cubicles. • Mop and bucket ready. 	√		Sarah White Head Of services

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6	Activities	Over stimulation or violence	M	<ul style="list-style-type: none"> Events chosen for enjoyment and entertainment. Staff to be aware of over competitiveness. Staff to be aware of capabilities with focus on enjoyment. 	√		Sarah White Head Of services
7	Security	Access to Event	M	<ul style="list-style-type: none"> Inform venue of event Check all rooms are secure prior to event. Staff to remain vigilant in case attempts are made to enter event by uninvited guests. 	√		Sarah White Head Of services
8	Food safety	Food poisoning	M	<ul style="list-style-type: none"> Local supermarket sourced for event. Kitchen/food preparation areas cleaned prior to event. PAT testing of toaster. Equipment cleaned and tested prior to use. 	√		Sarah White Head Of services

Assessor Stan Brown BSc.,C.Eng.,MICE.,CFIOSH,

Date July 2025

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