

RISK ASSESSMENT

TOPIC : KY Clubs

REFERENCE : Substances Support Scotland

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	- 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	- 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	• 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	• 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	• 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	- 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	- 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	- 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

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Date July 2025

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