**Events, socials and health and safety responsibilities**

Ensure a risk assessment has been submitted before your event - this is a requirement of our public liability insurance

Ensure the information from your risk assessment is delivered at the event or activity

Complete an external speaker form if this applies

Complete 'accident and incident' forms if necessary

Help make all events inclusive and accessible

Initiations are not allowed - never put any pressure on anyone to do something they might not want to do, even if you say it's optional they could feel left out if they then didn't do something.

Do not force, or put pressure on others to drink, or drink to excess - don't use imagery that may promote excessive drinking to advertise events.

Avoid events that could be deemed as cultural appropriation or could cause offence, be careful when dressing up e.g. dressing up as a particular demographic e.g. social class, race, religion etc.

Food hygiene - think about ingredients list and publishing this. You should have a level 2 food hygiene certificate, just get one on google usually between £10-£20 and you can claim this back via an expense form either from your societies budget or apply to activities fund to cover it.

**Risk Assessments + Accident forms**

Risk assessments must be done for every face to face event and activity

A risk assessment is created by identifying various hazards that may occur at your event and detailing how you will reduce their risk

A hazard is a potentially dangerous occurrence; it's risk is how likely this hazard may happen

You must have someone sober on every drinking social

Relevant hazard identified - detailed assessment of the risk and how risk can be reduced - specific to your event