

Risk Assessment

Activity:	Christmas Party	Reference:	RA-XMAS
Task Description:	The annual office Christmas party		
Assessor:	HASpod	Date:	14/12/18

Assessment of Risk

Hazard	Likelihood			Severity			Risk		
	L	M	H	L	M	H	L	M	H
Alcohol			X		X				X
The dance floor			X		X			X	
Drunk comments		X		X			X		
Loss of inhibition		X		X			X		
Dancing on the table	X					X		X	
Slips		X			X			X	
Mischief		X		X			X		
The photocopier		X				X		X	
Silly emails, texts and calls	X				X			X	
Hangover			X			X			X

People at Risk

 Workers

 The Boss

 Visitors

Other:

The internet if that video goes viral!

 Adjacent Workers




 Occupants

 Members of Public

Controls

Risk	Control Measures
Making a fool of yourself in front of the boss and not being able to show your face again	Avoid drinking excessive alcohol - know your limits Do not lose control of inhibitions Do not dance on the table Do have a good time Do keep in good spirits (that's an emotional state not out the bottle)
Drinking too much and spending Christmas wondering what you might have done	Know your limits!
Abuse of work equipment and giving the photocopier too much information	Keep the photocopier off limits Do not use work place communication systems when under the influence of alcohol Avoid climbing on furniture at the office Christmas party
Dance floor embarrassment	Don't sit on the floor and pretend to row a boat Avoid doing the Macarena unless everyone else is Do have a boogie
The hangover	Rest and recover Drink plenty (of water!)

Risk Level

				
Very Low	Low	Medium	High	Very High
<i>safe to proceed work under standard control measures</i>	<i>safe to proceed work under additional control measures</i>	<i>proceed with caution under additional controls measures</i>	<i>proceed with caution under further controls supervised</i>	<i>unsafe DO NOT proceed - essential further action needed</i>

We wish you a very Merry Christmas and a Happy New Year