

Risk Assessment Policy for Social Club Functions

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Risk Assessment Policy for Upcoming Social Club Function

Dear [Recipient Name],

As part of our commitment to ensuring the safety and well-being of our members during social club functions, we have developed a risk assessment policy that outlines the procedures and measures we will implement. Please find the key elements of this policy below:

1. Purpose

The purpose of this risk assessment is to identify potential hazards related to our club functions and to implement measures to mitigate these risks.

2. Scope

This policy applies to all social club events organized by [Club Name].

3. Risk Identification

We will assess the following risks:

- Venue Safety
- Food and Beverage Handling
- Transportation Arrangements
- First Aid Provision

4. Risk Control Measures

We will implement the following control measures:

1. Conduct a thorough venue inspection before the event.
2. Ensure food safety training for all volunteer cooks.
3. Arrange safe transport options for members as needed.

4. Have trained first aid volunteers on-site during the function.

5. Review and Monitoring

We will review this risk assessment post-event to identify any issues and improve future risk management strategies.

Thank you for your attention to this important matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Club Name]

[Contact Information]