



CLUB AND SOCIETY INDIVIDUAL RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix						
Society Name:	Architecture Society	Likelihood		Severity						
Category:	Academic	5	Inevitable	Likelihood		1	2	3	4	5
Author(s):	Andrea Perera, Treasurer	4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:	 23/07/2025	3	Probable		2	2	4	6	8	10
Persons Responsible:	Alexander Copley Malak Abdelfattah Gargi Patil Andrea Perera Patricija Zaleckaite Shay Wisdom	2	Unlikely		3	3	6	9	12	15
		1	Remote possibility		4	4	8	12	16	20
					5	5	10	15	20	25
Staff Sign Off:	[Signature] [Date]	Severity		Risk rating score		Action				
Staff Additional Check:	[Signature] [Date]	5	Very high - multiple deaths	1 - 4		Broadly acceptable - no action required				
Locations:	Architecture Design Studio (SCAPE Floor 5), occasional external venues for socials	4	Highly - death, serious injury, permanent disability	5 - 9		Moderate - Reduce risks if reasonably practicable				
Details of Activity:	Architecture Society is an academic society primarily for students of Architecture or other students interested in Architecture. We host regular meetings to help students with Architecture	3	Moderate - Off Uni/work for at least 5 days	10 - 15		High risk - Priority action to be undertaken				
		2	Slight - First aid treatment	16 - 25		Unacceptable - Action must be taken				

	related skills, such as sketching and software skills. We also host external speakers for guest lectures on Architecture, and arrange casual socials for members.	1	Nil - Very minor		immediately
<b>People who may be affected:</b>	<ul style="list-style-type: none"> <li>Society members and participants</li> <li>Staff</li> </ul>				

Identify Hazards		Estimate the risk			Evaluate the risk				Evaluate residual risk
Hazard	How may harm result?	Likelihood	Severity	Rating	Risk control measures	Likelihood	Severity	Rating	Further action required?  Only fill out if additional control measures are needed to be implemented or reviewed  Include timescales and who is responsible for implementation
Use of model making equipment eg. craft knives/super glue	Students at risk of minor injuries in the form of cuts or other skin injuries and such like. This is a risk students bear in the	4	2	8	<ul style="list-style-type: none"> <li>Ensure all equipment is in safe working condition e.g. blades undamaged and glue tubes without splits.</li> <li>When not in use, the committee should ensure all the equipment is safely stored away.</li> </ul>	2	2	4	

	<p>course so this is regarded as a personal risk which we can provide guidance on but don't take responsibility for any improper use of university equipment or members personal equipment.</p>				<ul style="list-style-type: none"> <li>- The committee should ensure sufficient first aid equipment is readily available at any venue where equipment is used.</li> <li>- Members should be provided with resources for safe handling.</li> <li>- Committee members should all be well versed in how to safely handle all equipment used in society events.</li> </ul>				
Slips, trips and falls	<p>Students and visitors may be injured if they trip over objects or slip-on spillages</p>	3	2	6	<ul style="list-style-type: none"> <li>- Committee members should ensure there are no spillages in the venues used to minimise chance of members/visitors slipping.</li> <li>- Committee members should report any issues of university venues with duty manager prior to event.</li> <li>- Ensure venue is adequate for the event i.e. sufficient capacity.</li> <li>- Personal belongings and other objects should be stored away safely to</li> </ul>	2	2	4	

					<p>minimise trip hazards i.e. bags placed under tables out of the way.</p> <ul style="list-style-type: none"> <li>- Ensure that all entry and exit points are clear of obstruction.</li> </ul>				
Fire/Emergency	<p>Risk of smoke inhalation or burns in the event of a fire.</p> <p>Risk of unforeseen emergencies.</p>	2	3	6	<ul style="list-style-type: none"> <li>- When on university premises, the society will follow all fire guidance provided to ensure the safety of its members.</li> <li>- When occupying external venues, follow fire safety guidance provided by venue as set by the property manager.</li> <li>- In event of evacuation ensure all members and visitors are present and accounted safely outside the building.</li> <li>- Measures taken to reduce risk of fire arising i.e. ensure signage present to deter smoking or other activities that could trigger alarms and cause hazard.</li> <li>- Where fire provisions aren't</li> </ul>	1	3	3	<p>Committee should be familiar with any emergency procedures prior to event including identifying all the entrances and exits which is useful in the event of an evacuation.</p>

					provided by venue, the committee should contact the property manager to find the information and ensure there are society specific measures input as well.				
<p><b>Intoxication, Drug misuse, Dehydration, and such like including and associated illness.</b></p> <p><b>+ other associated risk of a social night out</b></p>	<p><b>Members attending socials with the committee.</b></p> <p><b>Risk of off-campus venue.</b></p> <p><b>Alcohol consumption</b></p> <p><b>Drug consumption</b></p> <p><b>Risk of being separated from the group.</b></p> <p><b>Overcrowding could lead to injury including fainting.</b></p> <p><b>Strobe lights and excessive noise could lead</b></p>	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>- Any members below the age of 18 should not be allowed to attend any event with exposure to alcohol, drugs or any other substances. Instead, alternative socials which are included for inclusivity should be promoted to them.</li> <li>- Committee should ensure the venue is appropriate prior to event.</li> <li>- Committee should be well versed/trained to ensure social is safe and inclusive.</li> <li>- Committee should be aware of first raiders at a venue and be able to identify members in need of first aid.</li> <li>- Designated welfare officer for social nights out.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	Still significant risk but should ensure that all mitigating measures are followed and any issues reported immediately.

	<p>to sight or hearing problems.</p> <p>Members above the age of 18 bear the risk of alcohol or drug consumption as a personal risk but measures to prevent harm should be considered by the committee.</p>				<ul style="list-style-type: none"> <li>- Venues and plan for a social should be shared with members prior and shouldn't be altered without prior warning. On going updates on socials should be given via socials if necessary.</li> <li>- Designate committee member as emergency contact.</li> <li>- Convey LUU constitution and code of conduct regarding appropriate behaviour.</li> <li>- Ensure members are aware that alcohol or substances are personal choice and risk.</li> </ul>				
Road traffic accident	<p>Members at risk of missing their transportation (coach, train etc)</p> <p>Risk of road traffic accident when at society event or trip</p>	3	3	9	<ul style="list-style-type: none"> <li>- Ensure all information related to departure and return journey off campus is communicated clearly to students/visitors.</li> <li>- Organise specific meeting locations prior to any splitting.</li> <li>- Attendance list should be taken for trips at various</li> </ul>	2	2	4	

					<p>moments.</p> <ul style="list-style-type: none"> <li>- Committee should check weather prior to any travel. Adhere to local weather warnings.</li> <li>- Ensure road safety rules are complied by all students i.e. wearing seatbelts.</li> <li>- Ensure no distractions to driver.</li> <li>- Ensure all students have means of travelling to their destination safely.</li> <li>- Ensure safety measures are taken when walking roadside i.e. promoting crossing at pedestrian crossings only.</li> </ul>				
Violence / Unruly behaviour	<p>Risk on society members from general public.</p> <p>Risk on general public or society members by society members.</p>	2	3	6	<ul style="list-style-type: none"> <li>- Measures to resolve conflict but members should not put themselves in harm's way.</li> <li>- If on campus, security team's number should be known by committee members in case of an emergency.</li> </ul>	2	2	4	

					<ul style="list-style-type: none"> <li>- If necessary, security or bouncers etc should be notified if conflict need resolving safely.</li> <li>- Committee members to ensure members seek medical attention if necessary.</li> <li>- Zero-tolerance, any committee members involved in unruly behaviour or violence will be suspended from society and all its events and may need to liaise with LUU/university to discuss disciplinary actions if necessary.</li> </ul>				
Cybersecurity Risk	Risk of students/members being subject to cyber bullying from committee pages.	2	3	6	<ul style="list-style-type: none"> <li>- Any interactive pages or group chats should be monitored by members to ensure everyone's welfare is guarded and to ensure there a no issues.</li> <li>- Any member who is causing an issue on a committee run group chat will be warned and if ignored banned from the chat till further notice/review.</li> </ul>	1	3	3	



					<ul style="list-style-type: none"> <li>- Any members who are causing a continuous disturbance on social media may lead to the LUU or university being alerted.</li> <li>- Members facilitating other members to cause negative cyber disturbances should also be noted and actions taken accordingly by committee.</li> </ul>				
Site Related Hazards	<p>Organised site visits could result in members being exposed to risks like:</p> <p>Further vehicular accidents</p> <p>Incidents involving heavy machinery</p> <p>Other risks typically associated with sites.</p>	3	5	15	<ul style="list-style-type: none"> <li>- Committee should liase with site manager well in advance to understand all the risks associated with the particular site.</li> <li>- The committee should write a specific site risk assessment and share amongst members.</li> <li>- Committee should guide and guarantee that all members attending possible site visits are equipped with the correct PPE which they should already have access to through their course. If student doesn't have correct PPE, the committee should aim to locate some they can</li> </ul>	2	3	6	Whilst this is still exceeding the risk product of 4, there will always be a risk on site so committee should just be extra vigilant.

					<p>borrow for the visit.</p> <ul style="list-style-type: none"> <li>- All members should be safe and sensible when on site to promote the university and society in a good image and any unruly students may be sent home or noted for disciplinary action upon return.</li> </ul>				
Food allergies	Members could attend socials that provide food which could contain allergens.	3	4	12	<ul style="list-style-type: none"> <li>- Committee should ensure any food provided at socials are clearly labelled and where possible provide a list of ingredients (particularly highlighting known allergens) to ensure members are aware of what is in the food.</li> <li>- Members are responsible for themselves past that as they bear the risk if they decide to consume food products after knowing the ingredients.</li> <li>- In the event of a member or visitor having an allergic reaction, committee should first check if they have any medical aid of their own, or</li> </ul>	2	3	6	

					<p>else should immediately contact 999 and the LUU liaison.</p> <ul style="list-style-type: none"> <li>- The number of the LUU liaison should be made widely available.</li> <li>- Where possible, committee should get students to declare if they have any allergies when hosting any socials with food present.</li> </ul>				
<b>Sport related injuries</b>	<p>In the event the society is to host any sports these risks could apply:</p> <p>Slips, trips and falls.</p> <p>Concussion</p> <p>Faulty equipment</p> <p>Jewellery incidents</p> <p>Exhaustion</p>	2	3	6	<ul style="list-style-type: none"> <li>- Committee should ensure there are sufficient first aid provisions for the number of people present at a sports related event.</li> <li>- Any member attending a sports event should alert members of the committee if they have any pre-existing conditions that could be affected.</li> <li>- Ice packs should be readily available.</li> <li>- Remove any obstructions prior to the event date.</li> </ul>	2	2	4	

	<p><b>Dehydration</b></p> <p><b>Collisions</b></p> <p>However, sports events may be limited if member engagement is low, so likelihood is diminished.</p>				<ul style="list-style-type: none"><li>- Ensure members correctly warm-up and cool down to minimise risk of injury.</li><li>- Committee should ensure there are sources of drinking water in the vicinity in the event a member becomes dehydrated.</li><li>- Ensure spectators are at a safe distance from the active sport.</li><li>- Regular breaks should be taken with a designated area to ensure members don't become obstructions when resting.</li><li>- Trained first aider on site.</li><li>- All jewellery should be removed or appropriately covered before attending event.</li><li>- Committee should check all equipment prior to use to ensure they're safe to use.</li></ul>				
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