

ANNUAL RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix																																																														
Society Name:	Electronic Music and Djing Society (BPM)	<table border="1"> <thead> <tr> <th colspan="2">Likelihood</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Inevitable</td> </tr> <tr> <td>4</td> <td>Highly Likely</td> </tr> <tr> <td>3</td> <td>Probable</td> </tr> <tr> <td>2</td> <td>Unlikely</td> </tr> <tr> <td>1</td> <td>Remote possibility</td> </tr> </tbody> </table>		Likelihood		5	Inevitable	4	Highly Likely	3	Probable	2	Unlikely	1	Remote possibility	<table border="1"> <thead> <tr> <th colspan="7">Severity</th> </tr> </thead> <tbody> <tr> <td rowspan="6">Likelihood</td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table>							Severity							Likelihood		1	2	3	4	5	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25
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Locations:	Open decks at Terrace or Hyde park book club. Socials and residencies taking place in venues across Leeds including Belgrave Music Hall, Eiger Studios, The Fenton, Headrow			<table border="1"> <thead> <tr> <th>Risk rating score</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1 - 4</td> <td>Broadly acceptable - no action required</td> </tr> <tr> <td>5 - 9</td> <td>Moderate - Reduce risks if reasonably practicable</td> </tr> <tr> <td>10 - 15</td> <td>High risk - Priority action to be undertaken</td> </tr> </tbody> </table>							Risk rating score	Action	1 - 4	Broadly acceptable - no action required	5 - 9	Moderate - Reduce risks if reasonably practicable	10 - 15	High risk - Priority action to be undertaken																																																
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	House.		treatment	16 - 25	Unacceptable - Action must be taken immediately
Details of Activity:	This society caters for people interested in electronic music and Djing. This includes Djing workshops, weekly open decks, music production workshops, socials at Leeds local music venues AND society members residences, and talks to encourage the celebration and education of underground and electronic music history (more specifically in Leeds).	1	Nil - Very minor		
People	• Society				



									Only fill out if additional control measures are needed to be implemented or reviewed Include timescale and who is responsible for implementation
Tripping/ getting caught on wire	Members of the society (either performing or in attendance of socials) can get caught on wires on the floor or near equipment	3	2	6	Hosts will warn participants and members of the society of areas of hazard and provide assistance with cables, in addition to any other queries a	2	2	4	

	creating the risk of any staff or members of the society falling/tripping.				member may have. Larger cords are typically stuck down together and on the floor in a discrete location to prevent them being a nuisance or getting damaged.				
Slips, trips, and falls	Members of the society/staff of venues within the space of the events with alcoholic/non-alcoholic beverages may spill beverages resulting in the risk of	3	3	9	Committee should Ensure that during spillages, committee members are made aware or directly inform a member of staff is made aware or to clean the spillage as soon as possible Complete an	3	1	3	

	slipping/f alling. Students, members and guests may be injured if they trip over objects or slip on spillages			individual risk assessment if necessary Hosts to check the event space ahead of guest arrival, reporting any issues to the appropriat e personnel to be rectified immediatel y. Contacts can readily access help when required. Briefed with appropriat e contact details. CHECK FOR BROKEN GLASS/HAZ ARDS Ensure meeting space is appropriat				
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					e for the activity, checking capacity limits pre-event and managing crowd traffic. Ensure no objects left out for potential of theft or tripping. Notify the venue of spillages. Duct tape cables out of areas with high foot traffic				
Spillages on equipment	When hosting socials or events, there is a risk that beverages (alcoholic and non-alcoholic) may be spilled on equipment	3	3	0	Ensure liquid consumption occurs at a distance from equipment Only the member using equipment place their drink at a	2	2	4	

	nt if in close proximity. This can result in equipment damaged or electric-related consequences such as fire (highly unlikely but should be considered)				safe distance During workshops, allow only water to be consumed to ensure everyone is fully aware Allow water in the room, but only in a certain corner. Ensure hosts are vigilant throughout events				
Noise level of music	Participants DJing at socials or workshops/ members attending socials risk possible ear damage from sound equipment due to	4	2	8	Frequently monitor trim level on equipment to ensure all levels are appropriate and do not exceed to the point of extreme bass or bad sound	2	2	4	

	poor equipment standards Vulnerable people (such as those with neurodivergence) may have noise sensitivity and are at risk of overstimulation			quality that can damage hearing and speakers alike. Place speakers throughout the room to allow equal sound dispersal throughout the space, so the front of the room isn't too loud and the back too quiet. Damaged or broken equipment is not used and is replaced. As always- equipment audits up to date. - Provide access to ear protection OR recommend				
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					d it in pre-event guidance. - Provide ear plugs at events to prevent ear damage.				
Access ibility in venue s	Members of the society who have disabilities may be at risk if the building of the venue/social is inaccessible	2	2	4	-Check venues if there are steps, are there alternative entrances for wheelchair access -If a wheelchair user opens the door will it stay open to allow them to enter. - Check venue has disabled toilets. Ensure they are wheelchair accessible	2	1	2	

Use of Electrical equipment i.e speakers	Students, staff, and members of public may be at risk of fire, burns, or shock	3	4	12	-Valid PAT test by LUU staff is undertaken prior to use. - Electrical risk assessment if at an external venue. - Ensure hazards are relatively out of the way - Ensure all members are aware of fire exits and assembly points. - Ensure all exits are not blocked by any obstacles.	1	4	4	
Using vehicles	Student members at risk of road injury	2	4	8	Use cabs or encourage alternative methods of travel,	1	3	3	

for society purposes					i.e walking, where possible. Only drivers who have completed the authorised driver process with the LUU activities team ahead of trip can drive. - Committee to ensure drivers driving large vehicles have completed MIDAS training through the LUU Activities team ahead of trip. - Driver to complete pre driving check ensuring				
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					vehicle is safe to drive. - Emergency first aid kit, food water and blanket are in the car pre travel. - Driver to adhere to UK government road safety legislation. - Driver to check weather conditions ahead of driving at starting location, route and end destination . - Committee to plan route service rest breaks ahead of journey. - List of passengers - Driver to				
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					adhere to UK government road safety legislation.				
Social night out Illness due to intoxication, drug misuse, dehydration	Students and members of the society attending socials arranged by the committee at on or off campus sites are at risk of the consequences of alcohol consumption. This can include students at risk of losing group and being separated from the group,	4	3	12	-Pre-visit the venue to ensure there is existing safety protocol and there is no venue history of an unsafe environment or over-capacity. - Host members attend a meeting divulging safety protocol, measuring techniques and vigilance training. - Members in the evening dedicated to ensuring	2	2	4	

	inappropriate behaviour . towards other group members may occur, excessive amounts of alcohol consumed resulting in illness or the risk of being spiked.			welfare of the group. These members will wear identifiable objects and can provide safe, non-judgemental support to members throughout the night. - Welfare officer/other members asked to support and identify intoxicated people at risk. - Chat containing all prior information, available throughout the night. - Members aware of the LUU constitution and code of conduct				
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					relating to appropriate behaviours - Ensure all members are aware that alcohol consumption is a personal choice at a social event. - ensure venue staff at venues we work with are trained to deal with any negative consequences of social nights out				
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