INDIVIDUAL ACTIV	ITY RISK ASSESSMENT		Risk Rating Matrix								
Society Name:	Leeds Law Society		Severity								
Category:		5	Inevitable			1	2	3	4	5	
Author(s):	Francesca Cuevas	4	Highly Likely	]       Lik	1	1	2	3	4	5	
Author(s) signature and	Francesca Cuevas 18th November	3	Probable	elih     ood	2	2	4	6	8	10 15	
date:	November		Unlikely		3	3	6	9	12		
Persons Responsible:	Club and society committees and leaders	1	Remote		4	4	8	12	16	20	
Staff Sign Off:			possibility	]	5	5	10	15	20	25	
Staff Additional Check:	[Signature] [Date]			1	-			-			
Locations:	Leeds Magistrates Court		Severity	Risk rating score Act					Action	ion	
Details of Activity:	A visit to Leeds Magistrates Court in the afternoon,	5	Very high - multiple deaths	1 - 4				Broadly acceptable – no action required			
	watching court cases as a group. We are meeting outside the Court and going	4	Highly - death, serious injury, permanent	5 - 9				Moderate - Reduce risks if reasonably practicable			
People who may be affected:	<ul><li>in together.</li><li>Society members and participants</li></ul>	3	disability  Moderate - Off Uni/work for at	10 - 15				High risk - Priority action to be undertaken			
	• Staff		least 5 days					Unacceptable - Action must be taken			
		2	Slight - First aid treatment					must be immedia			
			Nil - Very minor	1							



Identify Hazards Estimate the risk			Evaluate the risk				Evaluate residual risk		
Hazard	How may harm result?	L i k e l i h o o d	S e v er it y	Ra ti ng	Risk control measures	Li ke lih oo d	Se ve rit y	Ra tin g	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
Navigation Issues	Unclear instructions, no navigation device	3	1	3	We will provide clear instructions of how to get to the building and have a meeting point. We will have everyones phone numbers so they can contact us if they are lost / unsure how to get to the building	2	1	2	N/A
Slips, trips and falls	Adverse weather may make the steps slips, or floor might be polished	2	1	2	Remind students to wear appropriate footwear. Leave plenty of time so we are not rushing.	2	1	2	N/A
Adverse weather	Could cause discomfort or travel delay	3	1	3	Remind students to dress appropriately for the weather. Leave plenty of time in case	2	1	2	N/A

					people are late due to the weather.				
Crowded public areas may lead to separation	Students might get disorientated in the building as it can be busy	2	1	2	Provide pre agreed meeting points in case students get lost. Have a groupchat so students can remain in regular contact. Encourage staying in pairs / small groups whilst in court.	2	1	2	N/A
Emotional impact of court cases	Cases can contain sensitive information or topics that are distressing such as violence, trauma etc.	3	2	6	Provide a briefing beforehand that some cases may have distressing content. Allow students to leave at any time from a court room if they need a break. Provide support if anyone needs it afterwards.	2	2	4	N/A
Interaction with other people present e.g. defendants, witnesses, families	May feel intimidated by others in the building or witness people in distress / upset	3	2	6	Stay in groups. Security guards are informed of our visit and will be alert. Avoid loitering. Advise students not to engage with anyone outside of our group. Remain in public spaces	2	2	4	N/A