




CLUB AND SOCIETY INDIVIDUAL RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix						
Society Name:	LUU Stage Musicals Society	Likelihood		Severity						
Category:	Music and Performance	5	Inevitable	Likelihood		1	2	3	4	5
Author(s):	Rhys Rogers	4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:	29 July 2025 	3	Probable		2	2	4	6	8	10
Persons Responsible:	Club and society committees and leaders names	2	Unlikely		3	3	6	9	12	15
		1	Remote possibility		4	4	8	12	16	20
Staff Sign Off:	[Signature] [Date]	Severity		5	5	10	15	20	25	
Staff Additional Check:	[Signature] [Date]	5	Very high - multiple deaths	Risk rating score						Action
Locations:	Rooms allocated in the University of Leeds campus, which includes rehearsals and then performances in the Riley Smith theatre. Socials may take place in the Union club as well as external club nights or parties.	4	Highly - death, serious injury, permanent disability	1 - 4		Broadly acceptable - no action required				
Details of Activity:	Stage Musicals Society (SMS) directs, choreographs and performs one musical at the end of each semester. As a society, we are welcoming	3	Moderate - Off Uni/work for at least 5 days	5 - 9		Moderate - Reduce risks if reasonably practicable				
		2	Slight - First aid treatment	10 - 15		High risk - Priority action to be undertaken				
		1	Nil - Very minor	16 - 25		Unacceptable - Action must be taken immediately				

and like-minded people who share a strong passion for musical theatre, with the priority of having fun whilst performing. We hold three rehearsals a week - one for singing, one for acting and one for dancing. SMS also attend around 2-3 socials per week which are organised by our social secretaries, and these include both drinking and sober socials.

**People who may be affected:**

- Society members and participants
- Members of the public
- Staff

<i>Identify Hazards</i>		<i>Estimate the risk</i>			<i>Evaluate the risk</i>				<i>Evaluate residual risk</i>
Hazard	How may harm result?	L i k e l i h o o d	S e v e r i t y	R a t i n g	Risk control measures	L i k e l i h o o d	S e v e r i t y	R a t i n g	<b>Further action required?</b>  Only fill out if additional control measures are needed to be implemented or reviewed  Include timescales and who is responsible for implementation

Emergency procedure for any health and first aid instances	Members may be at risk if they are not assisted quickly and correctly with the right knowledge of first aid	4	2	8	Report any incidents to LUU if this is required, and have proper knowledge of the nearest first aider on sight as well as the members present who are first aid trained	2	2	4	
Limited knowledge of pre-existing medical conditions	Society member becomes unwell and committee or production team are not aware of any medical conditions, so don't know how to proceed	4	2	8	Ensure that the member of the society who has the condition has filled out an emergency contact/medical condition form meaning that we are fully informed and we know what action is appropriate to take if this is necessary. The LUU Duty Manager will be contacted in case of any injury	2	2	4	
Movement and dancing including lifts and complex routines	Performers may fall, which could cause sprains, fractures, concussion. Excessive movement could cause muscular strain, or exhaustion and dehydration	4	2	8	Ensure that all performers are physically warmed up before any movement is carried out. Make sure any lifts are spotted by others and carried out step-by-step to ensure all involved feel comfortable with what they have been asked to perform. Practice and drill lifts, jumps or movements in an appropriate space with members of the production team who have the knowledge of how to do this safely. Alter any movements that are not comfortable for any of the performers. The LUU Duty	1	1	2	

					Manager will be contacted in case of any injury				
Slips, trips, or falls during rehearsals or performances	Those working within the space may become injured if the appropriate measures are not taken - falls could result in sprains, fractures or concussions	4	2	8	Ensure that all cables are taped down if needed and are made clearly visible to everyone. Make sure all routes and walkways are completely clear of trip hazards. Any spills should be cleaned up immediately or marked off so people are aware of them so they can be properly cleaned. No drinks should be allowed on stage unless used specifically for a scene. Performers should be given a tour around the space to be made familiar with it before any movement or rehearsals take place. Cast should have adequate rehearsal time in costumes to get used to them properly and feel comfortable. The LUU Duty Manager will be contacted in case of any injury	1	2	2	
Moving furniture, chairs and other larger set or props	Cast, crew and production team may get injured if they carry objects incorrectly. This could result in muscular strains, exhaustion, sprains or other issues	2	2	4	Ensure that nobody moving larger pieces are extending themselves over their capabilities. Make sure that everyone has been trained by both the directors/choreographers and the crew members (such as the production manager or the stage manager) on how to move heavy equipment if they are beginners. Committee should arrive earlier to set up larger items and stay afterwards to ensure that everything is tidied away correctly. The LUU Duty Manager will be	1	2	2	

					contacted in case of any injury				
Singing for long periods with insufficient warmup leading to injury	Cast members could become vocally injured if overdoing themselves when singing	3	2	6	As above, ensure that each performer is vocally warmed up, and covers all vocal ranges. Include water breaks and encourage cast members to dial back their singing if they start to feel weaker - encourage vocal rest if required. Educate cast members on the importance of healthy support and correct breathing techniques, especially during difficult and challenging passages of songs, and spread awareness of possible symptoms of vocal strain such as coughing, throat pain, loss of vocal control or hoarseness. The LUU Duty Manager will be contacted in case of any injury	1	1	2	
Fire or potential other emergency	Cast and crew working in the space could get injured severely if fire procedures are not followed accurately	4	4	16	Ensure that everyone is aware of the evacuation procedure in every rehearsal or performance space. This includes knowledge of exits and meeting spots for registration if evacuation is required. Make sure that crowds and personal belongings are kept away from exits	1	3	3	
Falls from the stage or high rigging	Cast or crew performing on the stage could fall off the stage and badly injure themselves	3	3	9	Ensure that the edge of the stage is marked clearly with tape and all performers have been given a tour so they feel comfortable with the stage. All rigging over four feet should have waist-height bars. Cast members should practice walking along the raised platforms and	1	3	3	

					rigging to ensure that they feel fully comfortable, and this should be under the guidance of backstage crew. The LUU Duty Manager will be contacted in case of any injury				
Dangers with electricity and electric shocks from using equipment incorrectly	Cast or crew may get injured by electrical equipment	3	2	6	Only use the plug sockets available and do not overload them. Make sure all items are PAT tested in line with university policy. Only people inducted into LUU Backstage can handle electrical equipment. The LUU Duty Manager will be contacted in case of any injury	1	3	3	
Strobe and low-lighting	Cast, crew, and audience members may have an adverse reaction to these effects	4	3	12	Make sure the events are properly advertised as having strobe lighting and an announcement is made at the beginning of each show to warn people. Check before that no members of the cast and crew have epilepsy if this is being used. Check in with the cast and crew members during the event to ensure everyone is okay. The LUU Duty Manager will be contacted in case of any injury	1	2	2	
Loud noise for prolonged periods	Cast, crew, and audience members may end up with hearing loss or damage	2	2	4	Ensure that the events are advertised as including loud noises. Make sure that ear plugs are provided and the noise levels don't go outside of those recommended by LUU. Check in with cast and crew members during this event to ensure everyone is okay. The LUU Duty Manager will be contacted in case of any injury	1	2	2	

Intoxicated audience members during performances	Cast, crew, and audience members may get physically or verbally assaulted by intoxicated audience members	3	2	6	Society will not intervene directly but will contact the LUU Duty Manager and/or Campus Security for support. As per the committee guidelines, the committee/organisers will ensure that all audience members are drinking responsibly. Welfare officers and social secretaries can act appropriately if needed	1	2	2	
Intoxication at socials or other events	Society members and members of the public may be at risk of physical or verbal abuse due to intoxication, or health issues such as sickness or falls could occur	3	2	6	As per committee guidelines, the committee/organisers will ensure that all members are drinking responsibly at any socials which include alcohol. Additionally, the social secretaries and welfare officers will elect to either stay sober or drink more responsibly so they can act on situations if they need to. The LUU Duty Manager will be contacted in case of any injury or illness if the social is on campus, or staff/emergency services will be contacted if required at external socials	1	2	2	
Approaching members of the public whilst advertising or fundraising for the show and any public annoyance	Members of the public could be annoyed by advertisement, resulting aggressive behaviour and potential injury to society members	1	3	3	The President, Secretary and Treasurer should have a conversation with society members to advise them on how to properly approach the public, and gain a permit if this is necessary. There should be no working alone under any circumstances. Act as a representative of your society, the charity being fundraised for, and LUU. Follow the guidelines and training set out by your charity and	1	2	2	

					organisation, and always remain respectful to your surroundings and members of the public. Emergency services will be contacted in case of any injury.				
Members feeling left out, uncomfortable or marginalised by their society experience	Members of the society have a negative experience in the society and their mental health or wellbeing is affected negatively	3	3	9	It is the responsibility of the committee and any returning members to ensure that the society is approachable, welcoming and a safe space for others, especially newcomers. This atmosphere should be upheld from the GIAG, auditions, rehearsals, socials, and shows. Our appointed Welfare Officers on the committee are always present for someone to speak to if they feel uncomfortable. At the beginning of each semester and regularly throughout, we aim to discuss the kind, inclusive nature of SMS, which proves that we do not tolerate any sort of bullying, marginalisation or rude behaviour. If this were to occur, there will be serious conversations held with all parties involved to resolve the issue and reach a good conclusion, maintaining the warm and friendly atmosphere of the society	1	3	3	
Working alone on a stall, or working on an unstable stall	If working alone someone may have potential problems and not be able to report as	1	2	2	The stall rota should be timetabled so at least 2 people are present at all times except for short periods (e.g. toilet break). Be aware of anyone around who could help if necessary. Keep any money out of sight and secure in a cash box. The	1	1	1	



	they're unable to leave their post, and if stall is unstable it could fall which would lead to injury such as concussion, sprains or fractures				stallholders should familiarise themselves with the security procedures of the organisers. Secure all display signs and gazebos with secure weights or pegs, and make sure that tables are stable before loading them with items. Have a clear plan of action for high winds or bad weather. The LUU Duty Manager will be contacted in case of any injury.				
Blocked walkways/exits	Badly placed queues or stalls could lead to injury, or difficulty leaving or entering a building in an emergency	1	2	2	Agree the location of a stall/queue with the LUU staff in advance. Ask the duty managers if you are unsure on the day of the event. Ensure that 1.2 metre walkways are maintained at all times. Ensure no fire safety equipment, exits, or signs are blocked. Remind society members on the evacuation procedures of the building prior to the event. Ensure precautions are taken for queue management to ensure walkways and exits are clear and crowds can be kept under control	1	1	1	
Night time navigation	Members of the society and the public could get lost from the group or injured at night	2	3	6	Travel on well-lit routes and never travel alone to an event. Ensure that all members are aware of the way to the event prior to its beginning. Make sure everyone in the society can contact a committee member if they become separated, and arrange a meet-up point in case of separation. We also encourage the use of the LUU	1	3	3	

					Nightbus and the safe zone app. Campus Security will be contacted in case of any emergency				
Adverse weather	Society members could be affected and this could lead to illness or injury	3	3	9	If the weather is hot, precautions should be taken (such as staying hydrated, using sun cream, and access to shaded areas are clear). If the weather is hot and you are indoors, ensure the room is well-ventilated and activity should stop if it gets too hot. If cold/wet, have ready access to shelter and warm, dry clothing. If outdoors, be careful of wet and slippery terrain. Make sure that you are aware of any member's additional needs or sensitivity. The LUU Duty Manager will be contacted in case of any injury	1	2	2	