

CLUB AND SOCIETY RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix								
Society Name:		Students Against Sexual Harassment & Assault		Likelihood		Severity						
Category:		Wellbeing		5	Inevitable	Likelihood		1	2	3	4	5
Author(s):		Kelsey Wittner		4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:		<i>K.M.Wittner</i> <i>15/06/2026</i>		3	Probable		2	2	4	6	8	10
Persons Responsible:		Society committee		2	Unlikely		3	3	6	9	12	15
Staff Sign Off:				1	Remote possibility		4	4	8	12	16	20
Staff Additional Check:							5	5	10	15	20	25
Locations:		Mostly on campus at Leeds University Union.Occasionally, host events off-campus in licensed venues.		Severity								
Details of Activities:		We host weekly ‘Sip & Social’ (non-alcohol) and ‘Pub & Chat’ (alcohol optional) weekly on campus. These are a chill hangout space for members where we host well-being sessions. We also host talks, workshops, and fundraisers across the year.		5	Very high - multiple deaths	Risk rating score		Action				
				4	Highly - death, serious injury, permanent disability	1 - 4		Broadly acceptable – no action required				
				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				
						16 - 25		Unacceptable - Action must be taken immediately				

People who may be affected:	• Society members and participants • Members of the public • Staff (Uni of Leeds and LUU) • Charity/organisation partners	1 Nil - Very minor	
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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? <i>Only fill out if additional control measures are needed to be implemented or reviewed</i> Include timescales and who is responsible for implementation
Triggering Content	All members/public	5	3	8	Including content warnings with all of our content and encouraging open discussions with members if issues arise.	5	2	7	We always provide direct support, internally and externally, which would fall onto the core committee (president, secretary, treasurer) or our welfare officers.
Disclosures	Committee and society members	4	3	7	We have formal setups internally for disclosure processes, as well as welfare protocols for the person sharing and the person listening. This process includes: 1. Remember, you are not obligated to support a disclosure; you can kindly redirect anyone to support services or	4	3	7	Direct the individual to reliable and trusted support links, as well as ensure it is appropriately managed within the committee by the right members. We will now aim to also liaise with newly instated 'Consent Ambassadors' within LUU to further strengthen this process.

					to SASHA's Core team. 2. Make it clear you are not a professional and cannot offer any mental health service, but can support as a peer and <i>signpost</i> to appropriate resources. 3. For online disclosures, we have a template in our Google Drive to help, but only the Core committee have access to our Instagram/email to mitigate this. 4. Communication is encouraged, committee is informed that they only need to contact a Core committee member if they need to step back or reassign work. 5. Wellbeing plans are encouraged, setting one up early can make it easier to communicate with others if you want support. 6. All committee members attend a welfare training session at the start of the academic year to become familiar with this process.				
Members worried about confidentiality	Anyone sharing their experience	5	3	8	Ensuring consent at the beginning of conversations is vital; anonymity is provided in-person and online. Especially with our testimonies page, as all testimonies are able to be retracted and are anonymised.	5	2	7	
Food allergens	All attendees of 'Sip & Social' or 'Pub & Chat' attendees	3	3	6	All participants are informed of food ingredients and are asked about allergens. We ensure the food approval process is followed, and at 'Sip and Social', only provide food in	2	3	5	

					packaging to prevent contamination issues. We do not serve home-prepared food. Major allergens are made clear, but attendee discretion is advised. SASHA does not accept liability of for food allergen issues within 'Pub and Chat' as any food purchased is done by attendee discretion at Old Bar.				
Hot water	All attendees of 'Sip and Social'				Make it clear that hot water is present, and keep the station in a safe space and away from walkways. We use a commercial water boiler within Sip and Social', and ensure the boiler is in a stable location. The water boiler is only carried when it is empty and is always carried by two committee members to mitigate the risk of dropping it. Committee who support 'Sip and Social' are informed of the LUU health and safety policed in the event of an accident.	2	3	5	
Slipping/falling	All members	2	3	5	Ensure all venues are safe, and remove any hazards (such as wiring, spilled water, improper flooring, etc,) should they be present. We have a designated member of the committee at each event to conduct these checks, typically our events officer(s).	2	3	5	
Room size	All members	1	2	3	We did not experience room size as an issue at our events last year; however,				

					if it does become an issue, we will explore getting a bigger space. Our larger-scale events are typically ticketed to avoid overcrowding, or they are in an open space (i.e. outdoors).				
Crafting equipment (i.e. scissors)	All members	2	2	4	Inform members about the dangers of using any sharp equipment. The committee will monitor the event and ensure people are acting responsibly.	2	2	4	The committee that support our craft events are informed of where to access first aid within LUU.
Social behaviours - drinking	All members	2	2	4	The majority of our social events are non-alcoholic; therefore, drinking is a rare occurrence. If drinking is involved we encourage all members act responsibly and are safe, a handful of our committee always remain sober at large events.	2	2	4	We also often have a 'wellbeing space' at our large scale events which is monitored by a committee member at all times.
Walking home alone	All members	3	4	7	Ensuring members have a safe way to get to events or to get home. Encouraging people to walk in groups and ask for people to use appropriate services (WalkSafe, SafeZone, and the Night Bus) to mitigate risk.	3	4	7	We also sometimes will provide 'walk with us' to larger events from public points.
Emergencies (General etc.)	All members	1	5	6	In the event of a genuine emergency, it is important to have a clear response plan. If the emergency takes place on campus committee is prepared with the University Security numbers and can contact emergency services.	1	3	4	The chances of a genuine emergency are low; however, if one occurs committee know to direct to emergency services first, and then inform LUU and core committee once safe and able to do so.
Emergency (fire)	Committee / Members				If a fire occurs, the committee will ask members to evacuate to the nearest safe point and contact 999	1	4	4	Committee will ensure that any exits or walkways are not impeded before the beginning of events, and will go over

					immediately. The committee are also advised to contact Security once safe to do so to ensure the building can be safely evacuated. No committee is health and safety trained and will not administer first aid unless directed to do so by a health care professional or emergency services.				housekeeping with attendees where appropriate. SASHA does not currently own any electrical equipment that requires PAT testing.
Emergency (medical)	Committee / Members				In the event of a medical emergency committee is to contact 999 immediately and follow the advice of the emergency services. When safe to do so or a second committee member will contact Security to help ensure first responders or first aid staff can come to the scene. All committees are informed of where to try and find support on campus. SASHA has no events or practices that have a high risk of medical emergency.	1	4	4	Committee members informed of procedure.
Weather	All members	5	1	6	Having a backup location for outdoor events or being able to reschedule. If it is hot weather, ensure there is shade and water available.	5	1	6	
Socio-political hazards	All members	5	3	8	Unexpected protests or disruptions during an event may occur, ensuring that no one is caused harm and having a plan to either disperse or move if necessary.	5	2	7	