

ANNUAL RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix								
Society Name:		Indian Student Association (ISA)		Likelihood		Severity						
Category:		Cultural Society		5	Inevitable	Likelihood		1	2	3	4	5
Author(s):		Aryan Roy Pal		4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:		Aryan Roy Pal 5-07-2026		3	Probable		2	2	4	6	8	10
Staff Sign Off		Completed on Engage via approval function		2	Unlikely		3	3	6	9	12	15
Locations:		Riley Smith Theatre, Stylus, Pyramid, Lecture Hall, Marquee, Crossroads, LUU function		1	Remote possibility		4	4	8	12	16	20
Details of Activity:		Bollywood Nights, Game nights, Movie nights, Meet and greet, Diwali festival, Sports Screening, Indian Festivities		Severity			5	5	10	15	20	25
People who may be affected:		Members of the society Members of the public Staff members Activity leaders, Contractors		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				

Summarise changes:	This year we plan to introduce new events such as our festivities and keeping regular meet and greet events per month for our members, which would include fun activities and food.	1	Nil - Very minor		immediately
					

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
Theft/loss of personal items	Members and guests lose belongings leading to mistrust and upset.	2	3	6	Advise attendees to look after belongings; reminders in induction; venue security present; lost and found set up.	1	3	3	

Slips, trips, and falls	Injuries from tripping over objects or spillages.	3	2	6	Regular venue checks, immediate clean-up, spill signage, cables taped down, clear walkways.	2	2	4	
Exits blocked	Attendees impeded during evacuation, risk of injury.	1	3	3	Keep exits clear, bags not left at exits, event stewards monitor, announce fire safety at start.	1	3	3	
Influence of alcohol	Accidents or aggression due to overconsumption.	2	3	6	ID checks, trained bar staff, water stations, stewards monitor intoxication, cut-off policy for alcohol.	1	3	3	
Unsuitable room capacity	Overcrowding leads to collisions or injury.	2	3	6	Check venue capacity, monitor ticket sales, keep within legal limits, committee ensure safety brief.	1	3	3	
Inappropriate behaviour	Verbal/physical conflict causing harm.	2	2	4	Code of conduct, committee de-escalation, removal from venue if needed, report incidents to LUU.	1	2	2	

Rubbish, waste and litter	Trip hazard, reputational damage.	3	1	3	Bins provided, members told to clear up, recycling sorted, Head of Events oversees venue checks.	2	1	2	
Burns from hot drinks	Scalds from spilt hot drinks or food.	2	2	4	Caution signage, advise members to take care, trained staff handle catering equipment.	1	2	2	
Fire	Fire outbreak could harm all attendees.	2	3	6	No open flames, fire exits signposted, committee brief on evacuation, venue fire safety compliance.	1	3	3	
Electrical equipment (DJ, lighting, sound)	Shock, burns, or fire due to faulty equipment.	3	4	12	PAT-tested equipment, only qualified DJ/technicians operate, emergency shut-off switches, no drinks near equipment, regular checks.	2	4	8	
Food and allergens	Food poisoning or allergic reaction.	3	4	12	Caterers provide allergen info, clear food labelling, no home-prepared food,	2	4	8	

					vegetarian/vegan/glu ten-free options, first-aid support on site.				
Noise levels (DJ/music)	Hearing damage or discomfort from prolonged loud noise.	2	2	4	Monitor sound levels, provide quiet area, short breaks between sets, signage advising of loud noise.	1	2	2	
Games and activities	Minor injuries from games (falls, collisions).	2	2	4	Supervised games, no dangerous props, ensure clear safe play area, first aid kit available.	1	2	2	