

Annual Risk Assessment Form

To calculate **Risk Rating (R)**: assess the **Likelihood (L)** of an accident occurring against the most likely **Severity (S)** the accident might have, taking into account the control measures already in place. **L x S = R**

Club & Society Name:	HaemSoc	Likelihood (L)	X	Severity (S)
Category:	Academic	Unlikely	1	Minor harm caused
Group Description:	<p>Society of students interested in the medical field of haematology and haematological disorders, to raise awareness of the speciality and improve student access to relevant resources and opportunities. The society organises and promotes a wide range of events pertaining to the field of Haematology, including teaching and research. Specific events include committee meetings, academic talks and committee socials.</p> <p>HINT we should know exactly what your group is and does by the information added to this box.</p>	Possible	2	Moderate harm caused
		Certain	3	Major harm caused
Completed by (name and committee position):	Eden Page, President of HaemSoc	<div> <div>Low (Acceptable) = 1 - 2</div> <div>Moderate (Tolerable) = 3 - 6</div> <div>High (Intolerable) = 7 - 9</div> </div>		
Club & Society Signature:	<i>Epage</i>			
(Staff Only) Checked by:	<i>Megan Wainwright</i>			
(Staff Only) Final Sign Off:				

Society Activity Hazards

Any hazards that apply specifically to your club or society. E.g. sports, performances, cooking, animal care, staying away, etc.

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at risk and how?	Control measures (Already in place)	Risk Rating			Additional control measures needed (Staff ONLY)
			L	S	R	

Damaged equipment (electrical)	All those in attendance at location of damaged equipment	Do not use damaged equipment Report damaged equipment to site staff/appropriate department so that it can be fixed. Unplug or turn off equipment if possible to reduce the risk of fire/electrocution All electrical equipment must have a PAT certificate. This can be requested from LUU. The suitability of facilities will be assessed before events by one or members of the core committee to identify and mitigate potential issues in advance.	1	3	3	
Damaged equipment (non-electrical)	All those in attendance at location of damaged equipment	Do not use damaged equipment. Report damaged equipment to site staff/appropriate department so that it can be fixed. The suitability of facilities will be assessed before events by one or members of the core committee to identify and mitigate potential issues in advance.	2	1	2	

Socials, Meetings and Transport Hazards

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at risk and how?	Control measures (Already in place)	Risk Rating			Additional control measures needed (Staff ONLY)
			L	S	R	
Minor injuries sustained during teaching events Eg. Slips, trips and falls	Students or visitors may be injured if they trip over obstacles, such as equipment, or slip on spillages.	General good housekeeping at sessions, asking people to keep belongings near to their chairs. Minimal physical activity during sessions. Spillages cleaned up immediately. Wet floor signs used after mopping. All areas should be kept well lit when possible. Report any spillages or trip hazards. Do not use damaged electrical or non-electrical equipment as detailed previously to minimise risk. Obey all room capacity requirements and other	2	2	4	

		area-specific restrictions. Senior committee members should understand where to seek medical help in case of minor injury to minimise harm at each event location.				
Issues and injuries sustained on transport to HaemSoc events (Road traffic accident)	All those affiliated with HaemSoc during travel to events.	Transport to events outside of the Leeds area, such as UK research conferences will be made as group bookings wherever possible through a reputable company or LUU. The committee will follow and complete all LUU trip approval processes for events outside of the Leeds area. Organiser contact information given out to all those affected so that they can communicate and resolve any difficulty with ease. Clear communication prior to events about meeting place, event location and timings. Emergency contact information will be requested from all attendees prior to trips outside of Leeds within the UK E.g. conferences.	2	2	4	Committee to ensure any students driving for society purposes complete the LUU authorised driver process and that any private vehicles used have been MOT'd and serviced
Restaurant social - risk of food allergy	All HaemSoc members who choose to attend social events involving food or allergens.	Communicate any allergen information to the restaurant staff upon ordering. Check key allergens of food if someone has known food allergy. Food will not be ordered on behalf of HaemSoc members. All individuals make their own dietary decisions. Make sure the whereabouts of any member's Epipen/other medication are known in advance and someone present is familiar with the device. The committee will complete the LUU food approval form before any society event involving food.	1	3	3	
Consumption of alcohol at an event/social	All HaemSoc members who choose to drink alcoholic beverages whilst at an event organised by HaemSoc	HaemSoc will not organise events at establishments without free tap water available. All licensed establishments visited should promote sensible drinking. The trip leader and at least two committee members should not drink alcohol during the trip, in case of emergency. If any participant is seriously unwell, the trip	2	2	4	

		<p>leader should be notified and the emergency services (999) should be called.</p> <p>All members and affiliates of HaemSoc will be reminded of the society code of conduct, which outlines expected standards of behaviour and professionalism while representing the society and university.</p>				
Fire - risk of burns or smoke inhalation	All people attending HaemSoc events and others at the same location who may be affected by burns or smoke inhalation resulting from fire.	<p>In the case of fire, all attendees should be made aware of the emergency exits.</p> <p>Nearest fire alarm point should be triggered.</p> <p>Attendees should not attempt to put out the fire themselves if not properly trained.</p> <p>All attendees should know to call 999 to call the fire brigade, then contact local site security if applicable.</p> <p>Follow room capacity guidelines to avoid overcrowding.</p> <p>Ensure that equipment is correctly maintained and stored.</p>	1	3	3	
Abuse or altercation at HaemSoc event	All people attending HaemSoc events who may experience abuse or violence.	<p>To avoid any verbal or physical confrontation it is important to remain in a group and create a safe environment. Ensure members are aware of standards of behaviour and potential consequences if they do not adhere to them E.g. removal from activity and a ban from the society.</p> <p>Racist, homophobic or other discriminatory behaviour will result in exclusion from the activity/society on the first offence. Students and other affiliates of the society who make discriminatory comments will be reported to the University of Leeds and any other relevant bodies.</p> <p>Make sure that contact details for staff are known so issues can be reported. E.g. security.</p> <p>Know when to report to emergency services (999).</p>	1	3	3	

		HaemSoc will actively promote a supportive and inclusive environment at all events to encourage members to speak up and feel supported if affected.				
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