| **CLUB AND SOCIETY INDIVIDUAL RISK ASSESSMENT** | **Degree of Risk** | **Risk Rating Matrix** |
| --- | --- | --- |
| | **Society Name:** | **LUU DiceSoc** | | --- | --- | | **Category:** | **General Interest** | | **Author(s):** | **Matthew Hull (Secretary)** | | **Author(s) signature and date:** | 27/06/2025 | | **Persons Responsible:** | Joseph Thacker, Harvey Mehaffy, Matthew Hull, Liam Chilton, Ibar Massadiah, Samuel Boiten, Alexander Latham | | **Staff Sign Off:** | [Signature] [Date] | | **Staff Additional Check:** | [Signature] [Date] | | **Locations:** | Common Ground, Crossroads | | **Details of Activity:** | Wednesday one-shots: set of preplanned tables of single session adventures in D&D and other Roleplaying games. Open to all society members.  Sunday Westmarches: larger scale campaign sessions. Open to selected members of the society. | | **People who may be affected:** | * Society members and participants * Staff * Members of the Public | | | **Likelihood** | | | --- | --- | | 5 | Inevitable | | 4 | Highly Likely | | 3 | Probable | | 2 | Unlikely | | 1 | Remote possibility |  | **Severity** | | | --- | --- | | 5 | Very high - multiple deaths | | 4 | Highly - death, serious injury, permanent disability | | 3 | Moderate - Off Uni/work for at least 5 days | | 2 | Slight - First aid treatment | | 1 | Nil - Very minor | | | **Severity** | | | | | | | | --- | --- | --- | --- | --- | --- | --- | | **Likelihood** |  | **1** | **2** | **3** | **4** | **5** | | **1** | **1** | **2** | **3** | **4** | **5** | | **2** | **2** | **4** | **6** | **8** | **10** | | **3** | **3** | **6** | **9** | **12** | **15** | | **4** | **4** | **8** | **12** | **16** | **20** | | **5** | **5** | **10** | **15** | **20** | **25** |  | **Risk rating score** | **Action** | | --- | --- | | 1 - 4 | Broadly acceptable – no action required | | 5 - 9 | Moderate - Reduce risks if reasonably practicable | | 10 - 15 | High risk - Priority action to be undertaken | | 16 - 25 | Unacceptable - Action must be taken 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 |
| Dice and similar small plastic objects | Accidentally swallowing the objects | 2 | 2 | 4 | Don’t allow long-distance throwing of dice or the placing of them in mouth | 1 | 2 | 2 |  |
| Transporting of society materials | Dropping box(es) containing supplies on self or others, trips and falls, muscle strain | 3 | 3 | 9 | Only Committee members carry the box(es). Take regular breaks when transporting and where possible delegate the task to the most physically able. No member to carry any item or load beyond their capabilities or comfort level | 2 | 3 | 6 |  |
| Any Food and Drink present at socials | Possible allergic reactions from members | 3 | 4 | 12 | Never provide food officially at an event and instead encourage members to bring their own food. If sharing between members occurs ensure that ingredients and any allergies are properly communicated between all members and committee. | 2 | 4 | 8 |  |
| Misrepresentation of sensitive topics within game | Possible mental distress and traumatic flashbacks | 3 | 1 | 3 | Encourage GMs to include trigger warnings before games begin and to implement systems such as “lines and veils” to ensure boundaries and triggers are properly communicated to table and GM. Discourage inappropriate content in private games and ban it from society lead games. | 2 | 1 | 2 |  |
| Fire | Burning, smoke inhalation | 3 | 5 | 15 | Ensure established emergency procedures for location are known or easily locatable (nearest fire exits, extinguishers, and other room-specific procedures).  Advise all members on the location of an agreed assembly point and who will authorise a return to site.  Ensure personal belongings of members don’t block the emergency exits/walkways.  Ensure crowds are kept away from exits.  Ensure members of the society are first aid trained or have awareness of the nearest first aider and other procedures on campus.  Contact 999 if any major incidents occur.  Report incidents to LUU as required | 2 | 3 | 6 |  |
| Slips trips and falls | Physical Injury such as broken bones or sprained ankles | 3 | 3 | 9 | Have all society meetings alcohol/drug free (to prevent drunk or intoxicated slips and falls). Any illegal substances to be reported to security at the Union.  Store equipment and personal belongings out of the way of common walkways  Routinely checking floors and alerting people of possible trip hazards so they can be removed.  Have an easily accessible “wet floor” sign when needed.  Notify venue staff of spillages and other hazards if they cannot be easily removed. | 2 | 3 | 6 |  |
| Electricity | Overloading of electrical sockets through damaged/poorly maintained plugs and appliances could electrocute people or possibly cause a fire. | 3 | 4 | 12 | All electrical equipment must have a valid PAT test certificate or proof of purchase within the year.  (If notified in good time a PAT test could be performed by the LUU technical team)  Only use available power sockets, do not overload the sockets with multi-plug extension cables.  Ensure correct training is given when using unfamiliar electrical equipment | 2 | 4 | 8 |  |
| Violence or unruly behaviour | Physical injury | 3 | 3 | 9 | Avoid physical and verbal confrontations and de-escalate where possible.  Ensure members are aware of standards of behaviour and the potential consequences if they do not adhere to them (removal from activity/playing ban/exclusion from the club).  If necessary, remove the member from the situation.  Report issues to event venue staff (e.g. security)  Know when to report to emergency services in the case of an injury  Report any incidents to the LUU | 2 | 3 | 6 |  |
| Overcrowding | A substantial press of people could lead to physical injury and possibly even hyperthermia due to excess body heart | 3 | 3 | 9 | Carry out a poll/sign-up sheet where possible to acquire an estimate of attendees and plan accordingly to ensure there are adequate facilities to accommodate everyone.  Do not exceed advised room capacity for locations.  Ensure there is room for overflow if more people than expected arrive. | 2 | 3 | 6 |  |
| Environmental hazards - noise, light, weather, etc. | Excessive noise could lead to deafness.  Strobe lighting could induce seizures in members with epilepsy.  High heat could exacerbate some already present issues  Adverse weather could result in adverse conditions and injuries indoors or outdoors (e.g. sunburn, heatstroke, hypo/hyperthermia, dehydration, further slips and falls) | 2 | 3 | 6 | Make sure that it is known beforehand whether strobe lighting and/or loud noise will be present at any events.  Make sure before an event whether anyone has epilepsy or similar sensitivities.  Check in with members throughout the event/social/activity.  In warmer weather ensure there is proper ventilation and pause/cancel activity if it gets too hot.  In colder weather, ensure the room is warm enough, or with working central heating and pause/cancel activity if it gets too cold | 1 | 3 | 3 |  |