

CLUB AND SOCIETY RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix																																																					
Society Name:	LUU Black Women's Project			<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="6">Severity</th> </tr> <tr> <th colspan="2"></th> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th rowspan="5">Likelihood</th> <th>1</th> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <th>2</th> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <th>3</th> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <th>4</th> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <th>5</th> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table>									Severity									1	2	3	4	5	Likelihood	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
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Category:	Community & Discussion																																																								
Author(s):	Zaina Abdelmaagied																																																								
Author(s) signature and date:	Z.A. 30/07/2025																																																								
Persons Responsible:	Club and society committees and leaders																																																								
Staff Sign Off:	[Signature] [Date]																																																								
Staff Additional Check:	[Signature] [Date]																																																								
Locations:	Union and University buildings.																																																								
Details of Activities:	Social events such as bracelet making, movie nights, and debate nights on current issues related to black women.																																																								
People who may be affected:	<ul style="list-style-type: none"> 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?	Li ke lih ood	S e v er ity	Ra ti ng	Risk control measures	Li ke lih ood	Se ve rit y	Ra tin g	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
Food Allergies	People who are allergic to specific food items such as nuts, soy, milk etc If they consume the product it may result in an allergic reaction	2	5	10	Use food packaging labels to indicate any possible allergens. Provide vegan and vegetarian alternatives. Ensuring compliance with LUU Food Allergy Policy	1	1	1	
Slips and trips	If wires/ items are misplaced it can become a hazard and trip people up.	2	2	4	Move wires out of the way from guests and committee members (move them to the side). Put any boxes/ equipment to the side and on tables so they do not become a hazard. Ensure that the floor is clean and so people don't slip on anything.	1	2	2	
Fires	A fire might occur in the building an event is taking place at	1	5	5	Responding to all fire alarms by stopping the event and evacuating immediately. Making all fire exits known and utilising them in the event of an alarm	1	2	2	

Electric incidents (shocks and trips)	People can be shocked by electrical equipment if it is not maintained properly	1	3	3	Do not allow guests to use electrical equipment. Move wires out of the way to ensure they are not stepped on and become an electrical hazard. Use equipment provided by the union.	1	2	2	
Manual handling	Carrying heavy boxes when setting up events can become a danger to committee members health	1	2	2	Use a trolley to avoid any strain on the back. Work together to carry equipment to reduce the burden. Think ahead to minimise any unexpected load. Avoid repetitive loads by getting things delivered to the union/ event venue.	1	1	1	
Height	Falls when hanging decorations or setting up for an event	1	2	2	Ask a qualified member of staff to help set up. Avoid dangerous tasks by thinking ahead.	1	1	1	
Housekeeping	Failure to clean a space properly can lead to injuries and could be a hazard in an emergency	1	2	2	Clean up before, during and after an event. Anticipate potential hazards that guests may cause such as spilling a drink and rectify them before they cause an incident.	1	1	1	
Bracelet making	Choking hazard or injury from tools	1	3	3	Use bigger beads to avoid choking and less hazardous tools where possible such as super glue, very sharp scissors, sewing needles. Ensuring all sharp tools	1	1	1	

					e.g scissors are put to one clear, contained space.				
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