



CLUB AND SOCIETY INDIVIDUAL RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix						
Society Name:	Arab Society	Likelihood		Severity						
Category:	Cultural	5	Inevitable	Likelihood		1	2	3	4	5
Author(s):	Zeina Al Daoudi	4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:	Zeina, 28/07/2025	3	Probable		2	2	4	6	8	10
Persons Responsible:	Club and society committees and leaders names	2	Unlikely		3	3	6	9	12	15
Staff Sign Off:	[Signature] [Date]	1	Remote possibility		4	4	8	12	16	20
Staff Additional Check:	[Signature] [Date]				5	5	10	15	20	25
Locations:	University Campus	Severity								
Details of Activity:	Attending social events	5	Very high - multiple deaths							
People who may be affected:	<ul style="list-style-type: none">Society members and participantsStaff	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							
				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?	L i k e l i h o o d	S e v e r i t y	R a t i n g	Risk control measures	L i k e l i h o o d	S e v e r i t y	R a t i n g	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
Food Poisoning	<ul style="list-style-type: none">Members and Committee who eat unsanitary or unhealthy foodBake Sales	1	2	2	Allergen information will be displayed if food is be served				
Cooking	<ul style="list-style-type: none">burnscutsSpills	2	5	10	<ul style="list-style-type: none">make everyone aware of risksif anyone has special circumstances we should be awaremake sure none is distracted whilst doing tasksMake sure any events with food abide by the LUU policy following the food safety				

Fire Hazard	<p>When there is no emergency procedure in place, or it is not communicated to members</p> <ul style="list-style-type: none"> When the emergency exits are blocked When prompt first aid is not given when member becomes ill or injured 	1	3	3	<ul style="list-style-type: none"> Ensure that the emergency procedure is known for every site you are at - Ensure there are suitable fire escapes / extinguishers / room-specific procedures in case of emergency At the beginning of every event or activity, hold a meeting with all members regarding the emergency exits and the procedures Advise all members of the location of the agreed emergency assembly point and who will authorise a return to the site. Ensure crowds are kept away from exits Ensure personal belongings and equipment doesn't block the emergency exits/walkways Have awareness of nearest first aider/procedure on campus Have people in the society who are first aid trained Have procedures in place if there is an incident requiring first aid off campus Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur. 				
Falling objects	<ul style="list-style-type: none"> Object falls on someone's head 	2	1	2	<ul style="list-style-type: none"> Ensure equipment is not stacked in a hazardous way 				

Inappropriate behaviour	<ul style="list-style-type: none"> • Fundraising techniques used which are seen as harassing the public/students or causing distress • Could be met with aggressive behaviour • Causing a public disturbance which results in reputational damage and negative behaviour from the people as a reaction. 	2	2	4	<ul style="list-style-type: none"> • Not shaking buckets in line with national fundraising guidance and UK Charity Law: https://www.fundraisingregulator.org.uk/code/all-fundraising/behaviour-when-fundraising under 1.2.1 • Do not approach members of the public directly • Obtain a local authority permit to collect in public streets or venues. • Correct training given to members - courteous and friendly to those donating and when encouraging people to donate. 				
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Misuse of fundraising buckets, collection points or tins	<ul style="list-style-type: none"> Charitable money is misplaced or stolen. Reputational damage to society or charity if funds not securely processed 	1	2	2	<ul style="list-style-type: none"> When collecting money, use sealed buckets which are labelled with the charity and charity number. Ideally buckets are tamper proof. Use the LUU cash office nightsafe to store funds overnight. Then return the next day to count and bank the funds. Wear a badge or tshirt to identify your society/charity. Have a secure location nearby to store full buckets. Two people involved in handling, counting and recording money 				
External charities or contractors on university campus	Inadequate health and safety procedures leading to hazardous situations and potential injuries	1	3	3	Notify LUU if you are inviting external companies, charities or visitors onto campus in advance as we need to contact the university. External companies or charities may need to submit a suitable Public Liability Insurance certificate and risk assessment to LUU.				