



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 Al Daoudi, 7/09/2025	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:	Icebreakers games, sports socials, conversations and food, day trips	5	Very high - multiple deaths							
People who may be affected:	<ul style="list-style-type: none"><li>Society members and participants</li><li>Staff</li></ul>	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				

<i>Identify Hazards</i>		<i>Estimate the risk</i>			<i>Evaluate the risk</i>				<i>Evaluate residual risk</i>
<b>Hazard</b>	<b>How may harm result?</b>	<b>L i k e l i h o o d</b>	<b>S e v e r i t y</b>	<b>Ra t i n g</b>	<b>Risk control measures</b>	<b>Li k e l i h o o d</b>	<b>Se v e r i t y</b>	<b>Ra t i n g</b>	<b>Further action required?</b>  Only fill out if additional control measures are needed to be implemented or reviewed  Include timescales and who is responsible for implementation
<b>Food Poisoning</b>	<ul style="list-style-type: none"> <li>Members and Committee who eat unsanitary or unhealthy food</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	<ul style="list-style-type: none"> <li>Ensure food is Pre-packaged</li> <li>Make sure the Pre-packaged food is ambient temperature</li> <li>Make sure any events with food abide by the LUU policy following the food safety procedure</li> </ul>	<b>1</b>	<b>3</b>	<b>3</b>	
<b>Burns and Spills</b>	Spills/burns when dealing with hot drinks	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Make sure none is distracted whilst dealing with hot drinks and served carefully</li> <li>Ensure hot beverages are placed in a location that minimises risk of spillage</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	

<b>Fire Hazard</b>	<p>When there is no emergency procedure in place, or it is not communicated to members</p> <ul style="list-style-type: none"> <li>• When the emergency exits are blocked</li> <li>• When prompt first aid is not given when member becomes ill or injured</li> <li>• Unaware of people who are need of aid when evacuating</li> </ul>	<b>3</b>	<b>5</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• At the beginning of every event or activity, hold a meeting with all members regarding the emergency exits and the procedures</li> <li>• Advise all members of the location of the agreed emergency assembly point and who will authorise a return to the site.</li> <li>• Ensure crowds are kept away from exits</li> <li>• Ensure personal belongings and equipment doesn't block the emergency exits/walkways</li> <li>• Have awareness of nearest first aider/procedure on campus</li> <li>• Identify people in the society who are first aid trained</li> <li>• Ensure committee members are aware of attendees/ members who require help when evacuating</li> </ul>	<b>2</b>	<b>4</b>	<b>8</b>	
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					<ul style="list-style-type: none"> <li>• Have procedures in place if there is an incident requiring first aid off campus</li> <li>• Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur.</li> <li>• Knowing if anyone has special circumstances that we (the committee) should be aware of.</li> <li>• Reporting incidents to LUU as required</li> </ul>				
<b>Inappropriate Behaviour</b>	<ul style="list-style-type: none"> <li>- Could be met with aggressive behaviour</li> <li>- Causing a public disturbance which results in reputational damage and negative behaviour from the people as a reaction</li> </ul>	<b>3</b>	<b>2</b>	<b>6</b>	<ul style="list-style-type: none"> <li>• Ensuring that members refrain from public disputes/ disturbance and displaying negative behaviour</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>	

<b>Food allergies</b>	<ul style="list-style-type: none"> <li>• Allergic reaction</li> </ul>	<b>4</b>	<b>4</b>	<b>16</b>	<ul style="list-style-type: none"> <li>- Ensure allergen information is displayed when food is to be served</li> </ul>	<b>2</b>	<b>4</b>	<b>8</b>	
<b>Slips, Trips and Falls</b>	<ul style="list-style-type: none"> <li>• Major slips result in broken bones</li> <li>• Leading to a head injury</li> </ul>	<b>3</b>	<b>4</b>	<b>12</b>	<ul style="list-style-type: none"> <li>- Floors should be cleaned (ensure good housekeeping practices are maintained), however, if the floors are wet, there will be a need of utilising warning signs.</li> <li>- Warn members of any dangerous weather conditions and avoid planning events when weather conditions may lead to serious injuries from falling.</li> <li>- Ensure event spaces are free from clutter, spills and other potential hazards.</li> <li>- Ensure that members are not carrying loads</li> <li>• When playing musical chairs: <ul style="list-style-type: none"> <li>- Place chairs evenly spaced apart to prevent players from bumping into each other.</li> <li>- Avoid placing chairs too close to walls, windows, or other potential hazards.</li> <li>- Inform participants of any dangers and to avoid inappropriate behaviours.</li> </ul> </li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	

<b>Electrical Equipment</b>	<ul style="list-style-type: none"> <li>• Damage to electrical equipment</li> <li>• Epilepsy episode due to misuse of lighting equipment</li> <li>• Loud sounds</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>• Installed electrical equipment is inspected by University of Leeds Building Services operatives at regular intervals.</li> <li>• Portable appliances are PAT tested.</li> <li>• Crew trained to visually inspect equipment before using it, and where needed to isolate and report equipment they believe to be damaged or defective.</li> <li>• Crew members know how to isolate power in an emergency.</li> <li>• All equipment brought into the venue must have been PAT tested within the last twelve months.</li> <li>• Crew trained to safely use lighting and sound equipment</li> </ul>	<b>1</b>	<b>3</b>	<b>3</b>	
<b>Medical</b>	In case of a medical emergency to one of our committee members, society members, or anyone participating	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>• Due to the event taking place on campus, we will have access to first aid and medical assistance via the Assistant Security Manager on duty.</li> <li>• However, as the event does not require further medical support since the event won't have any activities that could injure the participants.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	