

Identify Hazards	Estimate the risk				Evaluate the risk				Evaluate residual risk
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
Not effectively communicating or failing to emphasize the importance of risk assessment to all members	Leads to injury where the member doesn't know the correct procedure for the day to day running of the club and activities	1	1	1	Different methods of communication, a FB group, Instagram and mailing list with the ability to message to ask for further clarity. Any new volunteers via the Volunteering Hub will be spoke through the protocols to any potential risks with any further fundraising events. They will also be paired with an experienced committee member during events to ensure they have a point of call for any queries.	1	1	1	
Theft/loss of equipment / money from fundraising	The society will be hurt financially	1	2	2	Keeping a sealed bucket for donations, having a member of the society designated to organise that. Ensuring we check an inventory of belongings post each event. Taking donations to cash office as soon as possible, same day/ next morning.	1	2	2	
Unsuitable room for events planned for a large number of people.	Leading to injury from tripping, or distress from confined space	2	2	4	Consider number of attendees in comparison to room size and ensure there is a limit on numbers for a given room. Ask venue provider about this limit.	2	2	4	

Uneven, raised and unsecure surfaces Insufficient or unsuitable space (proximity of walls and ceilings, confined spaces)									
Emotional distress from a young person or vulnerable adult Physical distress from a young person or vulnerable adult	Audience – whilst fundraising/raising awareness and describing our charity and message.	2	2	4	Ensure the organisation/charity is reputable. Follow the guidelines and training set out by the external organisation/charity – Coppafeel! Ensure we deliver all subject matters sensitively. Any new volunteers that are involved with the UBTs social media accounts (e.g. Instagram, TikTok, Facebook) will be informed around the guidelines set by Coppafeel! to ensure the content is suitable.	2	2	4	
Approaching students on campus. Could be seen as harassing students and causing distress. Could be met	People on campus and volunteers that are approaching students.	1	3	3	Activities with members of the public must always be conducted with 2 or more people - no working alone under any circumstances. Act as a representative of your society, the charity and LUU. Follow the guidelines and training	1	3	3	

<p>with aggressive behaviour.</p> <p>Could end up in a dangerous or uncomfortable situation.</p> <p>Fundraising techniques seen as distressing.</p>					<p>set out by your charity/organisation.</p> <p>Remain respectful to people and the surroundings at all times.</p> <p>Not shaking buckets in line with national fundraising guidelines and UK Charity Law: https://www.fundraisingregulator.org.uk/code/all-fundraising/behaviour-when-fundraising under 1.2.1</p>				
A place that serves alcohol, excessive alcohol consumption, alcohol poisoning and associated illnesses.	Injury to self, others, disorderly behaviour, disorientation.	1	2	2	Where alcohol is present in socials, adhere to the guidelines where the committee do not engage drink - to act responsibly to help others. Ensure members and attendees are safe.	1	2	2	
Vulnerable groups, e.g. disabilities/ medical conditions at risk or in uncomfortable environment with their specific needs.	Unsafe access/ participation. Unable to enter/exit venues or participate in a social/event.	2	2	4	Ensure that vulnerable groups are catered for ensuring there are safe access/ conditions for all to participate, by asking attendees if they have any disabilities/ medical conditions. Ensure that venues are also accommodating.	2	2	4	
Hazard with a specific activity, e.g. sports, arts activities etc.	The attendees of the events.	2	2	4	Completing a separate risk assessment for each event and liaising with other societies (during collaborations) to understand the risks further.	2	2	4	
Slips, Trips and Falls	Students and visitors may be injured if they trip over	2	2	4	Committee members to check meeting space ahead of student/visitor arrival. Report any issues with the LUU room or	2	2	4	

	objects or slip on spillages				<p>space to the duty manager ahead of activity i.e large boxes in the room ahead of meeting.</p> <p>Committee members aware of contacting LUU help and support team if needed.</p> <p>Committee members to ensure meeting space is appropriate for the activity, pre-event i.e room capacity numbers and booking of room spaces with Activities team. Committee to ensure students, visitors entering the room store personal belongings in a safe manner i.e bags placed under the tables.</p> <p>Committee members to ensure any spills are cleared up immediately by reporting to the duty managers.</p>				
Fire	<p>The attendees of the events when in an unsafe venue or during usage of flames.</p> <p>The general public if the fire were to spread.</p> <p>Panic may be</p>	1	3	3	<p>Committee members to check meeting space ahead of student/visitor arrival. Report any issues with the LUU room or space to the duty manager ahead of activity i.e. exposed wires</p> <p>Committee members to ensure there are adequate fire safety signs and notices in the premises. All exit routes and fire safety equipment are adequately signposted.</p>	1	3	3	

	<p>caused.</p> <p>Serious injuries from fire may be caused.</p>				<p>Committee members to inform and communicate to members to leave the premise when fires are looking likely calmly, safely and effectively.</p> <p>Avoid using candles or hold events like barbecues where fire is involved but if necessary, frequently overlook usage and remind members to be safe. Any irresponsible use would result in members being forced to leave.</p> <p>Structural features that could promote the spread of fire, such as events held in old buildings - Committee members to contact venue ensuring all services and compartments are adequately fire stopped and there are no voids or false ceilings.</p>				
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