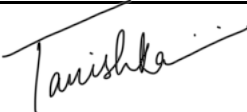



CLUB AND SOCIETY INDIVIDUAL RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix																																																														
Society Name:	Middle Eastern Student Association (MESA)	<table border="1"> <thead> <tr> <th colspan="2">Likelihood</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Inevitable</td> </tr> <tr> <td>4</td> <td>Highly Likely</td> </tr> <tr> <td>3</td> <td>Probable</td> </tr> <tr> <td>2</td> <td>Unlikely</td> </tr> <tr> <td>1</td> <td>Remote possibility</td> </tr> </tbody> </table>		Likelihood		5	Inevitable	4	Highly Likely	3	Probable	2	Unlikely	1	Remote possibility	<table border="1"> <thead> <tr> <th colspan="7">Severity</th> </tr> <tr> <th rowspan="6">Likelihood</th> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table>							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
Likelihood																																																																		
5	Inevitable																																																																	
4	Highly Likely																																																																	
3	Probable																																																																	
2	Unlikely																																																																	
1	Remote possibility																																																																	
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																																																												
Category:	Culture																																																																	
Author(s):	Tanishka Vishal Bhatia																																																																	
Author(s) signature and date:																																																																		
Persons Responsible:	Tanishka Vishal Bhatia Armaan Safeer Maha Imtiaz Sahya Jhutti Bianca Joseph Vadukoot Walsh Siqueira Agustin Mascarenhas Drishti Kamlani Hiya Amit Jain Mariyam Meeran																																																																	
Staff Sign Off:	[Signature] [Date]																																																																	
Staff Additional Check:	[Signature] [Date]																																																																	
Locations:	<ul style="list-style-type: none"> - University of Leeds campus rooms - Tribeka - Indoor courts - Halls 	<table border="1"> <thead> <tr> <th colspan="2">Severity</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Very high - multiple deaths</td> </tr> <tr> <td>4</td> <td>Highly - death, serious injury, permanent disability</td> </tr> <tr> <td>3</td> <td>Moderate - Off Uni/work for at least 5 days</td> </tr> <tr> <td>2</td> <td>Slight - First aid treatment</td> </tr> </tbody> </table>		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	<table border="1"> <thead> <tr> <th colspan="2">Risk rating score</th> <th colspan="2">Action</th> </tr> </thead> <tbody> <tr> <td colspan="2">1 - 4</td> <td colspan="2">Broadly acceptable - no action required</td> </tr> <tr> <td colspan="2">5 - 9</td> <td colspan="2">Moderate - Reduce risks if reasonably practicable</td> </tr> <tr> <td colspan="2">10 - 15</td> <td colspan="2">High risk - Priority action to be undertaken</td> </tr> <tr> <td colspan="2">16 - 25</td> <td colspan="2">Unacceptable - Action must be taken</td> </tr> </tbody> </table>							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																											
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																																																																	
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																																																																

	- Park	1	Nil - Very minor		immediately
Details of Activity:	<p>Our mission is to promote cultural diversity and inclusivity through events like:</p> <p>Sport tournaments, movie nights, dinner events, festival events, games nights, debate nights, and day trips.</p>				
People who may be affected:	<ul style="list-style-type: none"> • Society members and participants • 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?	L i k e l i h o o d	Se ve r i t y	Rat ing	Risk control measures	Lik eli h ood	Sev erit y	Rati ng	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 Allergies (Catering/Potluck)	Severe allergic reaction or anaphylaxis from unlabeled ingredients.	3	3	9	Ensure all food has clear ingredient labels. Ask members about allergies in advance.	1	2	2	N/A

Trip Hazards (Cables/Decor)	Members tripping over loose wires or cultural decor, causing injury.	3	3	9	Tape down all cables. Ensure walkways and fire exits remain completely clear.	1	2	2	N/A
Hot Liquids (Tea/Coffee service)	Scalding or burns from spills or unstable table surfaces.	3	2	6	Use stable tables. Use thermal air pots instead of open kettles. Provide sturdy cups.	2	1	2	N/A
Overcrowding	Difficulty exiting in an emergency; heat exhaustion.	4	2	8	Stick to the room's maximum capacity. Use a sign-in sheet/ticket system.	2	2	4	N/A
Unauthorized Access	Non-members entering can cause security issues or theft.	2	2	4	Implement a guest list and check IDs/Society memberships at the door.	2	1	2	N/A
Manual Handling	Injury (back strain) from moving heavy tables/chairs for the setup.	2	3	6	Use trolleys where available. Ensure at least two people lift any heavy items.	1	2	2	N/A
Cultural Insensitivity	Guests or external attendees making insensitive or derogatory comments to members / providing non-Halal foods.	2	2	4	Implement a "Code of Conduct." Brief committee members on how to de-escalate and remove offenders if necessary.	2	1	2	N/A
Electrical Hazards	Electric shock, burns, fire caused by faulty equipment or misuse of electrical systems (e.g., damaged cables, overloaded sockets, liquids near electrics)	2	4	8	Use PAT-tested items only; no "daisy-chaining" extensions; secure all cables with gaffer tape; keep liquids 2m away from electronics.	2	2	4	N/A

Bullying	Members may experience emotional distress, anxiety, exclusion, or feel unsafe within the society environment. This can negatively impact wellbeing and participation.	3	3	9	immediate action taken against offenders (warnings, removal from events, escalation to LUU if needed) Promote an inclusive and respectful environment aligned with MESA values	2	1	2	N/A
Transportation	Road accidents, members getting lost/separated, or missing transport links leading to being stranded.	3	3	9	Use licensed public transport or vetted taxi firms; establish a "buddy system"; share a live itinerary and emergency contact list in a group chat.	2	2	4	N/A
Fire	Burns, smoke inhalation, and panic or injury during evacuation caused by open flames, faulty electrical equipment, or overheating devices	2	5	10	Avoid open flames unless approved, use PAT-tested equipment, prevent socket overloading, keep flammable materials away from heat sources, ensure fire exits are clear, and brief staff on evacuation procedures.	2	3	6	N/A
Consumption of alcohol	Intoxication leading to antisocial behavior, injury, or vulnerability (getting lost/separated).	3	3	9	Hold events in licensed venues where staff monitor service; enforce a Code of Conduct; always provide non-alcoholic alternatives.	2	2	4	N/A
Weather	Bad weather can lead to slips and falls (wet surfaces), dehydration or heat exhaustion (hot weather), or	2	3	6	Monitor weather forecasts in advance of events Cancel, postpone, or relocate events if conditions are unsafe Use indoor venues where possible Inform attendees in advance about appropriate clothing	2	2	4	N/A

	discomfort and illness (cold conditions). Strong winds or rain may also disrupt events and create unsafe environments.				Provide access to water during hot weather Ensure event areas are safe (e.g., dry floors, stable equipment) Committee to assess conditions on the day of the event				
Fractures, muscle sprains, or head injuries from falls, collisions, or lack of warm-up.	Fractures, muscle sprains, or head injuries from falls, collisions, or lack of warm-up.	2	3	6	Ensure mandatory warm-ups; check the playing surface for debris/slippery patches; ensure participants wear appropriate footwear. Have a first-aid kit ready for use.	2	2	4	N/A