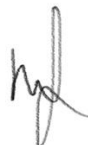


CLUB AND SOCIETY RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix						
Society Name:	LUU Business School Society (LUBS)	Likelihood		Severity						
Category:	Academic	5	Inevitable	Likelihood		1	2	3	4	5
Author(s):	Tilly Hill	4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:	 22/06/26	3	Probable		2	2	4	6	8	10
Persons Responsible:	Club and society committees and leaders	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 of Leeds Student Union and other facilities and Bars and Clubs within Leeds	Severity								
Details of Activities:	Workshops and talks, Sports matches, Social events	5	Very high - multiple deaths							
People who may be affected:	- Society members and participants - Members of the public	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				

	Staff and instructors	1	Nil - Very minor		immediately
					

Identify Hazards	Estimate the risk				Evaluate the risk				Evaluate residual risk
Hazard	How may harm result?	Likelihood	Severity	Rating	Risk control measures	Likelihood	Severity	Rating	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
Rubbish, waste and litter	Tripping hazard, may cause environmental damage and could harm the reputation of the university	2	2	4	- Minimize waste and ensure all litter is properly disposed of - Supply appropriate bins and bin bags - Conduct a post-event site inspection by committee members to confirm cleanliness - Position bins in clearly visible and easily accessible locations to encourage proper use	2	1	2	
Tiredness	Injury caused by inability to focus	2	1	2	- Schedule regular breaks to prevent fatigue - Make drinking water readily available	1	1	1	

					Evaluate members' skill levels and techniques to ensure suitability for coaching or training				
Adverse weather conditions	Weather may affect playing conditions leading to injury	2	2	2	- Review the weather forecast in advance - Assess ground conditions to ensure they are safe for play - Postpone or cancel the match if severe weather poses a safety risk - Ensure access to shelter and warm clothing in cold or wet conditions - Provide access to shade and drinking water in hot weather	1	2	2	
Injury by equipment	All football/netball players during trials/games Anyone watching May lead to injury	2	2	4	- Check that equipment is safe before every match or practice and that members know how to correctly use the equipment - Always have a trained first aider present and first aid kit as well as a pharmacy disponible - Someone with a mobile phone to contact emergency services if required - Keep a logbook of equipment inspections, noting any issues and corrective actions taken	1	2	2	
Injury by collision	All football/netball players during trials/games Anyone watching	3	2	6	- Clear instructions of the games, specific number of players on the field - Always have a trained first aider present and first aid kit as well as a pharmacy disponible	2	2	4	

	May lead to injury				Someone with a mobile phone to contact emergency services if required				
Fire or earthquake	May cause physical injury/effect wellbeing of individuals	1	3	3	- Ensuring from before that all of the committee/staff members are well informed about the procedures for each situation - Checking the buildings from before for all the emergency exits and stairs which should not be blocked by any item, decoration or belonging - Being also always aware of the numbers of visitors - Having first aid people trained - Always available fire distinguishers	1	2	2	
Panic attacks or anxiety attacks due to crowds	Seizures leading to physical injury/effect on mental wellbeing	1	3	3	Making sure that all board and staff members are aware of the conditions of the society members at an event and always having spare empty rooms	1	2	2	
Uneducated coach	May cause injury due to lack of instruction	1	2	2	- Ensure that the coach has the correct qualification and documentation to prove so - Ensure that all training is update and valid - People that do the training should be well informed	1	1	1	
Bad equipment	All football/netball players during trials/games Anyone	2	1	2	- All the equipment should be checked before every meeting - Any bad equipment should be disposed of and replaced as soon as possible	1	1	1	

	watching May lead to injury								
Not well conditioned place used for matches	May cause injury	1	2	2	- The place should be checked before every meeting - Consider cancelling the match is the place is not safe	1	1	1	
Setting up/packing away equipment like nets	May cause injury	1	2	2	Ensure that set up/packing away is undertaken by at least 2 people	1	1	1	
Travelling to matches	May sustain injury travelling in vehicles or entering/exiting vehicles	2	1	2	- Ensure that the driver has a driving licence and has proof of documents - Remind members to pay attention to hazards when exiting/entering vehicles - Busses and coaches should be from licensed providers - Members must follow the rules of the transport provider - Seatbelts must be worn on journeys - Loading and unloading must be done in an appropriate place	1	1	1	
Medical conditions aggravated by physical activity	May physical injury	2	3	6	- Ensure the medicine required is brought to matches and practice - All concerning medical condition are known - Ensure that the person concerned has notified other members	1	2	2	
Manual handling	May sustain injury	2	1	2	- Ensure that no one attempts to move anything beyond their personal lifting capabilities - Set up/packing away is undertaken	1	1	1	

					by at least 2 people				
Drink spiking	Cause health problems, loss of consciousness and vulnerability	2	3	6	Awareness of drinking spiking and steps to reduce risk such as not accepting drinks from strangers, always keeping an eye on drinks and covered	1	3	3	
Theft/loss of personal items	Valuables being stolen	2	2	4	- Committee members staying vigilant during events and socials - Making sure everyone is responsible for their own belongings	1	2	2	
Transport cancellation/breakdown	Stranded in unfamiliar locations	1	3	3	- Group travel - coach hire through a reputable company and arrange a meet up point - Ensure that on trips (particularly to other cities) that a register are done frequently - Make sure that all members have the phone number of a committee member - Develop a comprehensive backup plan, including alternative transport options and temporary accommodation if needed	1	2	2	
Slips, trips and falls	May be injured if they trip over objects or slip on spillages	2	2	4	- General good housekeeping - Flooring even and well maintained - Spillages cleaned up immediately - Wet floor signs used after mopping - All areas well lit, including stairs - No obstructions in walkways such as boxes, trailing leads or cables - Staff keep work areas clear	1	1	1	

					Report any spillages or trip hazards				
Irresponsible drinking	May be injured or injure somebody else if they do not control the amount of drinking such as falls	2	2	4	- General eye keeping t the visitors and their alcohol consumption - Preventing visitors returning home alone - by walking or driving without being sober - Arranging buses or taxis to ensure their safety - Always having a first aid kit and people that are trained to use it - Responsible serving to visitor - Having security staff around	1	2	2	
Failing lighting equipment or any sound equipment	May physically hurt the attendees especially people with limited movement and the places condition	1	3	3	- Double checking all of the equipment, always having corridors open for fast movement, ensuring during the event that everything is placed carefully and correctly - Trying to prevent high placing	1	1	1	
Damaged equipment which can lead to problems with electricity	The whole electricity system and will also affect the people near the cards	1	3	3	- Only electricity equipment with Valid PAT test certificate or proof of purchase within the year - Only LUU technicians or inducted members of LUU Backstage Society will handle technical equipment - Only use power sockets available - do not overload - All power installed will be checked by the Student Production Coordinator	1	1	1	

Limited lighting on events	May lead to physical harms and irresponsible behaviour	1	2	2	• Always having places with better lighting • No equipment left on a place where visitors are passing • Pre walk all the areas	1	1	1	
Abuse/violence (verbal, physical, sexual) from members of the public or other members in the club/society	May sustain injury due to inappropriate behaviour or harassment	2	2	4	• Ensure members are aware of standards of behaviour and potential consequences if they do not adhere to them e.g. removal from activity/playing ban exclusion of club • Reporting issues to event venue staff (e.g. security) • Know when to report to emergency services • Being aware of the condition of the members and their interaction with the public	1	2	2	
Food Allergens	May lead to severe allergic reactions	2	2	4	• Make it clear if any food has allergens in it • Provide as many allergens free options as we can (gluten free, dairy free, vegan etc) • Suggest those with severe allergies always carry on epi-pen with them	1	2	2	