

CLUB AND SOCIETY RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix						
Society Name:	Cymdeithas Gymreig Prifysgol Leeds University Welsh Society	Likelihood		Severity						
Category:	Cultural	5	Inevitable	Likelihood		1	2	3	4	5
Author(s):	Ruby Stevens/Anwen Jones/Tim Garrett	4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:	RRS 07/07/2026 / A. Jones 07/7/2026 / T. Garrett 07/07/2026	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]	Severity			5	5	10	15	20	25
Locations:	On Campus / Local Bars	5	Very high - multiple deaths			Risk rating score		Action		
Details of Activities:	The Welsh Society brings together Welsh students in Leeds to learn, enjoy and promote the unique culture of Wales. We organise St. David's Day celebrations, Welsh language conversation classes, nights out and come together to watch Football/Rugby matches.	4	Highly - death, serious injury, permanent disability	1 - 4		Broadly acceptable – no action required				
People who may be affected:	- Society members and participants - Members of the public - Staff	3	Moderate - Off Uni/work for at least 5 days	5 - 9		Moderate - Reduce risks if reasonably practicable				
		2	Slight - First aid treatment	10 - 15		High risk - Priority action to be undertaken				
		1	Nil - Very minor	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>
Hazard	How may harm result?	Likelihood	Severity	Rating	Risk control measures	Likelihood	Severity	Rating	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
Debris (Chairs/Tables etc.)	- Unable to leave room/building in case of emergency - Trip over potential debris leading to various injuries to themselves and/or others	2	2	4	- Ensure that no debris blocking entrances - Warn others of debris, especially if debris is unmoveable	1	2	2	
Slip/trip hazards (e.g. wet floor)	People may trip/slip leading to varying injuries to themselves and/or others	2	3	6	Ensure that there are no cables to trip over and if cables are present that they are made aware of	1	3	3	

					Ensure that any spillages are cleared straight away, or as soon as safe to do so, to prevent slips and mark areas with wet floor signs to prevent further injuries				
Adverse Weather Conditions (Extreme heat/rain/cold etc.)	- Members passing out from extreme heat or long heat exposure (Sun) - Members falling/tripping on wet and/or frozen surfaces (Rain/Snow/Ice)	3	2	6	- Ensure that members are properly hydrated in the case of extremely hot weather - Ensure that members are aware of weather conditions and dress accordingly	1	2	2	
Lack of communication of emergency procedure to all members (fire evacuation, point of contact)	Attendees become panicked in the case of an emergency causing trips/slips/collisi	2	3	6	Ensure that all attendees are aware of emergency procedures through thorough	1	3	3	

	ons leading to various injuries of themselves and/or others Attendees unaware of fire exits leading to entrapment in dangerous conditions				explanation before event begins Committee members present should direct society members to the correct exits/points of contact				
Lack of safety and awareness for disabled members	Risk that event venue or event cannot/will not cater for disabled members leading to exclusion	2	3	6	- Ensure that all/most events are inclusive for those with disabilities ensuring that all parties are included and able to attend - Can make contact with society members to ask what we can include to ensure venues/events are more accessible	1	2	2	
Lack of awareness of overall health and wellbeing (illnesses,	Passing of contagious	3	3	9	Ensure that members with	2	3	6	

medical conditions, pre-existing injuries, contagious conditions)	- disease leading to widespread illness (e.g. COVID) - Unable to administer care to members who may require fast treatment in the case of an emergency				- contagious illnesses do not attend in person events - Ensure that all members attending an event are aware of other members with longstanding medical conditions in case of an emergency				
Lack of appropriate first aid on or off campus	We have no first aid trained committee members so emergency services is first point of call	2	2	4	- In case of emergency call 111, 999 or find nearby first aider - Possibly first aid train committee members	1	2	2	
Unsafe behaviour or attitude of any person(s) e.g. member starts a fight, member not performing activity correctly, etc	Potential conflict between members of society and/or public due to unacceptable behaviour (e.g. comments on appearance,	2	3	6	- Remove any member who breaks code of conduct expectations - Ensure that consequences are discussed	1	3	3	

	race, sexuality, disability etc.)				before events commence				
Theft/loss of society money/equipment	Society funds are stolen by member/public for own use (We have no equipment)	1	3	3	- Ensure procedures are in place when paying/expensing events - Any member found stealing is removed from the society	1	2	2	
Separation from group within a venue during social event	Members are lost in crowds/unknown areas causing stress/anxiety for some	2	2	4	- Ensure that all members have a contact number for other members/committee members allowing them to rejoin the group in the case of separation - Can use our social media to show where in a particular venue we will be located	1	2	2	

					Can clearly mark our area/wear clothing which is easy for members to spot				
Unsuitable room for activities planned or too many people.	Area is too crowded causing discomfort/injury through collision with others	2	3	6	- Ensure that suitable size venues with the correct facilities are chosen to host events - Use our social media platform to estimate how many people are planning to come to an event to be able to plan accordingly	1	2	2	
Influence of alcohol/ Excessive alcohol consumption	Members/public become unaware of their surroundings which may lead to fights, conflict, slips/trips causing various injuries to	3	4	12	Ensure that members are briefed before events on code of conduct and the consequence if not acting accordingly	2	3	6	

	themselves and/or others				• Ensure that anybody that does not act accordingly is reported in good time • Can call emergency services if needed in a medical emergency e.g alcohol poisoning				
Drink spiking during social/club events	• Members are unknowingly spiked which may lead to medical emergency, illness, passing out etc.	3	3	9	• Ensure that society members remain aware of their surroundings and members of the public to ensure safety • Ensure members alert committee or venue staff in the case of feeling uncomfortable or if first aid/emergenc	1	3	3	

					y services are required				
Strobe lighting during social/club events	Members with epilepsy may react to any strobe lighting effects of clubs/pubs/bars/function rooms	3	3	9	- Ensure members with related illnesses are alerted about any events with strobe lighting - Attempt to organize most/all events in venues that area inclusive for all	2	3	6	
Transport cancelled or breaks down to or from social event	Groups of members may become stuck in an unknown/far away place	1	3	3	- Ensure that any transport is booked with reputable companies who will provide backup alternatives - Provide a means of contact for society members e.g committee members numbers or	1	3	3	

					the social media account so we are aware of where they are				
Nighttime navigation home/ to social venue	• Verbal harassment from members of the public • Physical conflict with members of the public • Loss of bearings, so unable to find way home/to venue	2	3	6	• Ensure that transport is organised if possible and/or necessary • Ensure that members travel in groups especially on foot	1	3	3	
Society members driving to events/meetings/training/competitions, etc	• Road collisions with other cars/members of the public	2	4	8	• Ensure that members only drive to events if necessary	1	4	4	
Electricity	• Electric shocking from contact with bare wires • Secondary Injury from electric shock e.g. burns from electrical fires	2	4	8	• Ensure any electrical equipment used has been properly maintained • Ensure that electrical	1	4	4	

					equipment is used correctly • Be aware of a first aider/first aid contact point • Can call emergency services in case of a medical emergency				
Fire	• Injury from heat/flames • Potential smoke suffocation	2	4	8	• Ensure that correct fire extermination equipment is readily available • Ensure that members are aware of correct fire procedure in the case of an emergency • Can call emergency services in case of a medical emergency e.g severe burns/smoke inhalation	1	4	4	

