



CLUB AND SOCIETY RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix																																																					
Society Name:	LUU Tealights			<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="6">Severity</th> </tr> <tr> <th colspan="2"></th> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th rowspan="5">Likelihood</th> <th>1</th> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <th>2</th> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <th>3</th> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <th>4</th> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <th>5</th> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table>									Severity									1	2	3	4	5	Likelihood	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
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Category:	Performance	5	Inevitable																																																						
Author(s):	Rebecca Hughes	4	Highly Likely																																																						
Author(s) signature and date:	 03/08/2025	3	Probable																																																						
Persons Responsible:	Club and society committees and leaders	2	Unlikely																																																						
Staff Sign Off:		1	Remote possibility																																																						
Staff Additional Check:				<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> <tr> <td>1</td> <td>Nil - Very minor</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	1	Nil - Very minor																																			
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Locations:	LUU Meeting Rooms, Clothworkers Studios, LUU Studios, Pyramid Canteen, Function, Lending Room Stage, Packhorse Stage			<table border="1"> <thead> <tr> <th>Risk rating score</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1 - 4</td> <td>Broadly acceptable - no action required</td> </tr> <tr> <td>5 - 9</td> <td>Moderate - Reduce risks if reasonably practicable</td> </tr> <tr> <td>10 - 15</td> <td>High risk - Priority action to be undertaken</td> </tr> <tr> <td>16 - 25</td> <td>Unacceptable - Action must be taken immediately</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 immediately																																					
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Details of Activities:	Putting on sketch comedy performances, rehearsing for performances, travelling to tour dates, theatre trips and attending socials.																																																								
People who may be affected:	<ul style="list-style-type: none"> Society members and participants Members of the public 																																																								

- Staff

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? Only fill out if additional control measures are needed to be implemented or reviewed Include timescales and who is responsible for implementation
Physical injury during warm up games	Group members participating in warm up games risk injury due to slips, trips and falls	2	1	2	<ul style="list-style-type: none"> Games are played in a large space so members do not bump into each other Committee members check if anyone has any prior injuries or health conditions which would affect their safety in the game, and if this is the case, they do not play Only safe games are played, e.g. no lifting other people or big jumps Committee ensures everyone wears safe and comfortable clothes. This is made clear to new members at the start of the year and the committee always checks that everyone is wearing suitable clothing for rehearsals. 	1	1	1	
Injury from equipment on	Actors risk injury due to	2	2	4	<ul style="list-style-type: none"> Ensure all equipment is checked prior to use i.e. Lights 	1	2	2	

stage	<p>poor equipment standards.</p> <p>Members risk injury due to props and lights</p> <p>Spectators risk of injury if too close to equipment or if interfering with equipment</p>				<p>or additional equipment checked. Damaged or broken equipment is not used and is replaced.</p> <ul style="list-style-type: none"> • Ensure the performance venue adheres to safety standards • Ensure the stage is reviewed by all performers so they are aware of what equipment is there and avoid tripping • Ensure spectators are situated in the audience area, which is clearly marked out • Ensure equipment audit is up to date with a record of equipment • Ensure equipment is used in rehearsals so members are familiar with it before the show • Members should not eat or drink near any equipment to prevent a fire risk • No equipment is used that is a health hazard, e.g. has sharp edges 				
Movement during rehearsals	Members could get injured from tripping or doing movements they have not practised	2	3	6	<ul style="list-style-type: none"> • Ensure the rehearsal room is spacious and there are no tripping hazards • The committee do not allow the group to complete any physical movement which they are not experienced enough to do 	1	3	3	
Fire in venue or	A fire could	2	3	6	<ul style="list-style-type: none"> • Ensure that all student 	1	3	3	

rehearsal space	break out at the venue or rehearsal space				<p>members know the locations of fire exits so that they can make a prompt exit in case of a fire</p> <ul style="list-style-type: none"> • Ensure that the location of fire exits is communicated to spectators • Ensure that an evacuation plan is in place at all venues and rehearsal spaces • Ensure that all student members know the locations of fire extinguishers and alarms 				
Medical Emergency	A medical emergency could occur at the venue or rehearsal space	2	3	6	<ul style="list-style-type: none"> • Ensure that the location of the nearest landline telephone is known, so that emergency services can be contacted • Ensure that at least one student member has access to a charged mobile phone signal, in case the landline is down • Ensure that the location of the nearest first aid kit is known to all student members • Ensure that all student members know the address of the venue or rehearsal space, so if necessary, an ambulance could be directed to the location 	1	3	3	
Slips, trips and falls	Students and visitors may be injured if they trip over	2	2	4	<ul style="list-style-type: none"> • Committee members to check the meeting space ahead of student/visitor arrival. Report any issues with the LUU room 	1	2	2	

	objects or slip on spillages				<p>or space to the duty manager ahead of activity, i.e. large boxes in the room ahead of a meeting</p> <ul style="list-style-type: none"> • Committee members are aware of contacting the LUU help and support team if needed • Committee members to ensure meeting space is appropriate for the activity before the event, i.e. room capacity numbers and booking of room spaces with the Activities team • Committee to ensure students/visitors entering the room store personal belongings in a safe manner, i.e. bags placed under the tables. • Committee members to ensure any spills are cleared up immediately by reporting to the duty managers • Ensure liquids are kept away from cables 				
Travelling to a performance via coach	<p>Members are at risk of missing the coach and being stranded</p> <p>Members are at risk of being involved in a road traffic</p>	4	2	8	<ul style="list-style-type: none"> • Ensure all key information related to the departure and return journey off campus is communicated to students • Organise a central meeting location for students to meet for coach departure • Group attendance list and emergency contacts list collected by committee ahead 	2	2	4	

	accident.				<ul style="list-style-type: none"> of trip/fixture Committee to check with the activities team staff pre-travel in the event of adverse weather Committee to adhere to local weather warnings Adhere students wear seatbelts on the coach Ensure all travelling students adhere to the transport company's expected behaviours Ensure there are no distractions to the driver while students are travelling on the coach 				
Social night out	<p>Risk of attending an off-campus venue.</p> <p>Alcohol consumption may take place at the social.</p> <p>Students are at risk of losing the group and being separated from it.</p> <p>Students acting inappropriately towards other</p>	4	2	8	<ul style="list-style-type: none"> Committee to ensure venue is appropriate pre-event, visiting the venue, etc Committee to attend social guidelines training on how to ensure a social is safe and inclusive Committee to recognise and support intoxicated members and seek first aid assistance in venues Designated welfare officers for nights out are discussed with the committee before an alcohol-based social, and all members are made aware of who the welfare officer is for that night Use of pre-communicated venue details, locations, times, 	2	2	4	

	group members.				<p>etc. to all members</p> <ul style="list-style-type: none"> • Committee contacts are designated as emergency point of contact for the social event • Ensure all committee members are aware of the officer code of standards. • Committee to communicate to all club members the LUU constitution and code of conduct relating to appropriate behaviours • Ensure all members are aware that alcohol consumption is a personal choice at a social event 				
Use of Electrical equipment	Students and spectators are at risk of Fire, Burns, shock, fatality.	2	3	6	<ul style="list-style-type: none"> • Committee to ensure all equipment used by the society is PAT tested by LUU staff prior to use • Committee ensures equipment audit is up to date with PAT test dates • If at an external venue, committee to check their electrical risk assessment 	1	3	3	
Driving a vehicle for society purposes	Student members at risk of road traffic injury, fatality, vehicle damage.	4	2	8	<ul style="list-style-type: none"> • Committee members to ensure only drivers who have completed the authorised driver process with the LUU activities team ahead of trip • Committee to ensure drivers driving large vehicles have completed MIDAS training 	2	2	4	

					<p>through the LUU Activities team ahead of trip</p> <ul style="list-style-type: none"> • Driver to complete pre-driving check, ensuring vehicle is safe to drive • Driver to ensure emergency first aid kit, food, water and blanket are in the car pre-travel • Driver to check weather conditions ahead of driving at starting location, route and end destination • Committee to plan route service rest breaks ahead of journey • Committee and driver to have a record of attendance and contact emergency contact details of members travelling in the car • Driver to adhere to UK government road safety legislation. 				
Height	<p>Risk of falling off venue stages</p> <p>Injury from misuse of non-specialised equipment</p> <p>Injury from falling off specialised equipment</p>	1	2	2	<ul style="list-style-type: none"> • Committee to make sure that each stage being performed on is clearly marked out, ensuring the edge of the stage is easily visible • Committee to ask qualified venue technicians or LUU staff to carry out any tasks that involve specialised equipment, such as ladders • Committee to ensure that no member ever stands on desks, uses wheely chairs, leans back 	1	1	1	

					and balances chairs during performance or rehearsal				
Housekeeping	<p>Fire caused by a build-up of materials in rehearsal rooms and venues</p> <p>Blocking of fire exits, preventing escape during a fire, caused by a build-up of materials</p> <p>Slips, trips and falls caused by untidy storage in venues and rehearsal rooms and by spilt liquids being left unattended</p> <p>Stress, anxiety and mental distress caused by an unpleasant socialising environment</p>	2	3	6	<ul style="list-style-type: none"> Ensuring that members are considerate to the LUU rehearsal spaces where we rehearse, e.g. cleaning up spills immediately, making sure entrances and exits are not blocked, keeping a tidy rehearsal space. As we are a small society, we do not use LUU spaces for storage. Organising inspections at the beginning and end of rehearsals to make sure the space is left clean and uncluttered Make sure to book rehearsal spaces that will easily fit all 7 members, thus avoiding an overcrowded, unpleasant socialising environment Ensure that any venue used has suitable storage for props, etc. 	1	3	3	
Manual Handling	Lower back pain caused by improper lifting, lowering, carrying, pushing, and pulling of items/props	1	2	2	<ul style="list-style-type: none"> Making sure that any member required to perform manual handling is suitable for the task, e.g. ensuring that they have no previous injuries that may be worsened by the activity they are carrying out, 	1	1	1	

	<p>required in performance/ rehearsal</p> <p>Joint injuries and repetitive strain injury from repetitive lifting of staging, props and equipment</p>				<p>ensuring that the member is suitable to carry out any lifting, lowering, carrying and pulling</p> <ul style="list-style-type: none">• Where appropriate, contact venue technicians and LUU staff to carry out any tasks that require any substantial manual handling• Ensure that no single member is solely carrying staging, props and equipment to avoid joint and repetitive strain injuries				
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