



CLUB AND SOCIETY INDIVIDUAL RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix						
Society Name:	The Gryphon	Likelihood		Severity						
Category:	Media	5	Inevitable	Likelihood		1	2	3	4	5
Author(s):	Gabriel Morrissey-Limb	4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:	Gabriel Morrissey-Limb 05/08/2025	3	Probable		2	2	4	6	8	10
Persons Responsible:	Gabriel Morrissey-Limb (Editor-in-Chief	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:	LUU	Severity								
Details of Activity:	Student newspaper	5	Very high - multiple deaths							
People who may be affected:	<ul style="list-style-type: none">Society members and participantsStaff	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							
				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				

Identify Hazards	Estimate the risk				Evaluate the risk				Evaluate residual risk
Hazard	How may harm result?	L i k e l i h o o d	S e v e r i t y	Ra t i n g	Risk control measures	Li k e l i h o o d	Se v e r i t y	Ra t i n g	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
Electrical Fire	Burns, damage and loss of equipment	1	3	3	Ensure that the electronics have passed required checks and be safe	1	1	1	
injury	Slips from paper stacks, carrying may strain muscles, the snooker table may cause injury. These could also be caused by cables, wet surfaces, poor lighting and more when not in the office.	2	2	4	Ensure that hazards are not easily accessible to members and visitors, be aware of the space and to use a trolley to deliver the papers. When outside of the office, making an active effort to ensure that the chosen space is clear of any hazards and if that is impossible, clearly signposting them through tape, signs and ensuring members are careful.	2	1	2	
Malicious Hackers	If hackers were to get onto The Gryphon's emails or website they could cause irreversible damage to our image and to	2	5	10	Keep 2FA active, this will ensure that if people do attempt to log on to the emails or our website, we (the section editors and myself) will be alerted and able to prevent this.	1	1	1	

	people's trust in us								
Socialising in licensed venues (such as at launch parties)	Members may feel encouraged or pressured into over consuming alcohol or illegal substances, leading to unpleasant and anti-social behaviour	3	4	12	Ensure that the environment we create is a safe space that does not encourage or pressure members in anyway. Also ensure that if this behaviour is observed, we follow the standard procedures. By creating an environment in which anti-social behaviour is not encouraged we can hopefully prevent the members of The gryphon from falling into that habit.	1	2	2	
Interpersonal issues between members of the society	Members having issues with one another may lead to mental distress and feeling of discomfort when attending things such as writers meetings and socials, this could also lead to more severe mental health troubles for members	3	3	9	Once again ensuring that the environment we create is an accessible, welcoming space for our members, and by following the standard procedures we can avert or solve the issues, and if needs be referring the matter to activities to be dealt with properly.	2	2	4	
Legal Issues	Members may write articles that could be classed as libel or use copyrighted images. This may lead The Gryphon to have less money and suffer as a society.	4	4	16	This can be prevented if we host workshops and really push using our own images or images provided for us, drilling this into members can create an environment in which we don't need to overly worry about legal troubles.	1	1	1	
Personal Injury - outside of Office	Members may, when attending festivals, gigs, interviews etc injure themselves or cause harm through things such as anti-social behaviour	2	3	6	This can be prevented by ensuring that members do not drink whilst covering things, e ensuring there is a responsible member accompanying them and by staying aware. As well as not allowing anti-social behaviour this is through telling the society what is tolerated and what isn't and punishing those that knowingly violate it through suspension.	1	2	2	
Crowd Management	When hosting meetings or socials we must be wary of the amount of people that attend	1	2	2	We can prevent this through ticketing events with a limit on the amount we distribute, and by picking accessible venues that every member can access.	2	1	2	

	and the spaces that they inhabit, ensuring they are accessible and that there is not an overflow of people								
Injury through manual handling	When setting up socials, stalls and stands there is of course a risk of injury through sprains, strains and back injuries	2	2	4	Properly lifting and asking for assistance is key to avoiding injury, if you do get injured you should immediately stop lifting and ask for assistance.				
Fire Hazards	The office is full of fire hazards, the paper copies of the gryphon, the wooden tables, the computers, the snooker table etc; if a fire were to break out it would of course be incredibly dangerous and life threatening	1	5	5	Ensuring that fire safety protocols are followed to prevent a fire, not leaving plugs on, not allowing open flames in the office, ensuring flammable objects are, when possible, put away etc. In the event of a fire - following proper evacuation training is key to preventing injury and death, leaving the office in a timely order is essential as is going to the meeting point.	3	1	3	
Security	The office is full of expensive equipment and valuable archival artifacts, such as the macs, our camera, our snooker table, my work laptop and more. If these were to be damaged or stolen the cost to the Gryphon would be literally immeasurable as the work we do would become incredibly hard and the digital archives would be gone.	1	5	5	To avoid this, it is a case of locking the Gryphon office at night, ensuring the windows are locked and ensuring that the rep room is locked, the union also utilises cctv and has security which should deter any potential thieves.	2	2	4	
Health and wellbeing	The gryphon has deadlines and is a society full of	3	3	9	Creating an environment where writers and editors know that it is ok to ask for help, regardless of reason is essential to	1	1	1	

	students, who also have deadlines - this can cause pressure and affect mental health, this creates a toxic environment and one that is not accessible.				circumvent this. This is because it creates an atmosphere where the deadlines are just that, deadlines, not something to fear just something. Ensuring that we are up to date with first aid is important too as if something happens we will know what to do.				
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