



CLUB AND SOCIETY INDIVIDUAL RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix						
Society Name:	LEEDS NEPALESE SOCIETY	Likelihood		Severity						
Category:	CULTURE	5	Inevitable	Likelihood		1	2	3	4	5
Author(s):	KRISTINA SOMAI	4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:	 19/03/2025	3	Probable		2	2	4	6	8	10
		2	Unlikely		3	3	6	9	12	15
		1	Remote possibility		4	4	8	12	16	20
				5	5	10	15	20	25	
		Severity								
Persons Responsible:	KRISTINA SOMAI KAI ER WONG ROJAN KARKI	5	Very high - multiple deaths	Risk rating score		Action				
Staff Sign Off:	[Signature] [Date]	4	Highly - death, serious injury, permanent disability	1 - 4		Broadly acceptable - no action required				
Staff Additional Check:	[Signature] [Date]	3	Moderate - Off Uni/work for at least 5 days	5 - 9		Moderate - Reduce risks if reasonably practicable				
Locations:	LEEDS UNIVERSITY UNION	2	Slight - First aid treatment	10 - 15		High risk - Priority action to be undertaken				
Details of Activity:	Our Nepalese society aims to promote a variety of cultural events that bring together community through social gatherings. Most importantly we want to celebrate religious festivals	1	Nil - Very minor	16 - 25		Unacceptable - Action must be taken immediately				
										

	<p>such as Dashain, Tihar, Nepali New Year, film nights and dance/music performances - these are large therefore may be in collaboration with other societies.</p> <p>General socials will also be held such as tea/coffee catch-ups during the exam periods. We also aim to plan some outdoor trips beyond campus such as hiking in Ilkley Moor.</p> <p>Food-related activities such as cooking and sharing Nepali dishes will be planned either in Student Union kitchen facilities.</p> <p>Due to the climate of Nepal's government - this year is imperative for raising awareness and international recognition.</p> <p>As we are a small society, we want to have on average at least 10-15 people in these events but anticipate more with collaborative ones.</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?	Likelihood	Severity	Rating	Risk control measures	Likelihood	Severity	Rating	<p>Further action required?</p> <p>Only fill out if additional control measures are needed to be implemented or reviewed</p> <p>Include timescales and who is responsible for implementation</p>
Food Preparation & Serving	Injuries to the person(s) including cuts and burns. Food may be contaminated.	3	2	6	<p>Society members using knives and other sharp equipment will be accompanied by another member to ensure equipment is used safely.</p> <p>Mittens and thick towels will be used when handling hot stuff. Committee members should ensure that all members are wearing the appropriate clothing when preparing food, i.e., wearing hair nets. Having/ensuring members are wearing plasters for any exposed wounds prior to preparation.</p>	2	1	2	
Home-cooked meals for events by committee	Allergic reactions due to contamination or food poisoning from fundraising/awareness events,	3	4	12	<p>A food safety course will be completed to ensure there is adequate knowledge on food safety by all committee members involved.</p> <p>Keep raw and ready to eat food, and food with potential allergens</p>	2	3	6	

	such as stalls, bake sales, cultural showcases.				<p>separated and stored at appropriate temperatures.</p> <p>All potential allergens on food prepared will be listed clearly for attendees to see, with forms sent out to learn of attendee's allergies.</p>				
Overcrowding in booked room	<p>Poor evacuation, injury in emergency. Mental wellbeing in members may be affected such as increased anxiety, claustrophobia.</p>	2	3	6	<p>Committee members will book rooms appropriate to group size depending on the event. Know the capacity limit of the rooms booked prior to booking.</p> <p>A sign-in list will be created prior to the events well in advance, to gather the appropriate list of members who may attend for the event.</p> <p>During the event, members and participants are made aware of the key emergency procedures, including fire exits and points of contact to ensure safety. Making sure the exit doors are kept clear and not blocked by obstacles such as bags, chairs or tables, to be removed by members.</p>	1	3	3	
Lack of Inclusivity & accessibility awareness (wheelchair access, dietary needs, translation/language barriers).	<p>Students will feel physical exclusion from events that are meant to be open for all and the University may face legal complaints</p>	4	3	12	<p>Committee members will need to use inclusive LUU spaces and make sure anyone with a wheelchair or any disability is supported physically and emotionally throughout.</p> <p>Committee members will also send out Google Forms during events</p>	2	2	4	

	<p>wherein it will suffer reputational damage.</p> <p>In terms of dietary needs many members of Nepsoc may be Hindu therefore only providing non-veg dishes and beef will exclude the participants from enjoying cultural dishes.</p> <p>If there are issues with language barriers and the Committee are not aware of this miscommunication will occur leading to, social isolation and reduced participation.</p>				<p>containing food in order to appeal to everyone's dietary preferences.</p> <p>Committee members will tackle language barriers and miscommunication by making slides / presentations as concise and not use unnecessarily difficult language and also speaking in this manner to members. The committee will make sure all rules/regulations are truly taken in by all participants rather than assuming that they have understood.</p> <p>Committee members will make sure to check on the wellbeing of students throughout an event and provide a debrief/conclusion afterwards to open discussion if there were any dissatisfied participants. The committee will also always provide feedback forms to improve on inclusivity and accessibility for future events.</p>				
Unsafe Behaviour or Attitude of Persons attending	If there is aggressive or disruptive behaviour displayed in a	3	4	12	The committee will have clear guidelines read or relayed to the members of the society before an event begins and throughout when necessary. This will include a	2	2	4	

	<p>society event this can lead to escalated physical harm, intimidation which turns into emotional distress for participants.</p> <p>There may be discriminatory attitudes from external or even internal members that may occur when doing something publicly i.e. fundraising for political awareness which will lead to social exclusion, mental harm and damage to community culture.</p> <p>If there are reckless actions displayed (e.g., ignoring safety rules, intoxication) accidents,</p>			<p>zero-tolerance policy; which will aim to remove someone causing intimidation, aggression, discrimination, or harassment towards others.</p> <p>There will also be trained committee members or volunteers to monitor that guidelines will follow. Committee members will also signpost welfare contacts or safe spaces for affected individuals.</p> <p>Committee members will also follow the appropriate incident reporting process and call security for said incidents above our control.</p>				
--	---	--	--	--	--	--	--	--

	injuries, legal consequences will occur .								
Theft/loss of Society money/equipment	<p>This leads to financial loss which reduces our funds for events, inability to support members.</p> <p>There will be operational disruption if core equipment/resources such as keys are stolen or lost then events may be cancelled or downgraded which affects the wider community.</p> <p>There will be reputational and psychological damage as there may be distrust between committee members,</p>	2	3	6	<p>The theft and loss of society money and equipment can be reduced by having secure storage i.e. lockable cupboards, safes, or secure transport for valuables. Committee members should not take valuables outside regardless and should keep it home in a secure area. There should be restricted access to certain items such as the treasurer / president handling the money as it is only necessary for them to have the data on financial records.</p> <p>There will be dual signatories on accounts as another committee member has to approve when funds are taken out and receipts for all transactions should be kept. There should be regular audits for such things. As well as regular audits for finances, regular equipment tracking should be done and committee members need an Inventory list with check-in/check-out process. In line with this, there should be post-event checks as well to ensure all equipment is accounted for.</p>	1	2	2	

	<p>sponsors, and participants</p> <p>Potential investigations, sanctions, or penalties may be given if there has been leading to legal complications.</p>								
Theft/Loss of personal items	<p>This, as above, will lead to financial harm and may be on the society to cover the cost of replacing lost/stolen belongings.</p> <p>It can also lead to emotional distress from losing/having an item stolen.</p> <p>In turn this leads to reputational damage since the society is seen as unsafe or poorly managed. Larger legal</p>	3	3	9	<p>To control this risk there will be clear guidance given to remind participants to keep valuables with them and not bring them to events.</p> <p>If an event is held in a large hall there should be secure facilities i.e. cloakroom/lockers or supervised storage if possible. For large events there has to be a committee member dedicated to event monitoring so can oversee high-traffic areas.</p> <p>If an item is lost the correct protocol for lost & found should be followed and told to participants as well as committee members recording the incident. The central collection point for misplaced items should be signposted to and there must be reminders about personal responsibility and reporting lost items.</p>	2	3	6	

	issues may occur as complaints can cause the involvement of authorities.				Venue Security should be contacted to coordinate support in case of theft as well as a wellbeing officer for emotional distress.				
Socialising and Harm Reduction for Drug and Alcohol Use	Excessive alcohol consumption leading to illness, injury, or unsafe behaviour; potential use of illegal substances at or around events such as cultural nights/performances (Dashain, Tihar, Nepali New Year, etc.). There may be safeguarding concerns for vulnerable people.	3	4	12	<p>The committee will promote responsible drinking, ensure free water and soft drinks are available, and make clear that illegal substances are strictly prohibited at events.</p> <p>At least one sober committee member will be present to monitor safeguarding, check in on vulnerable individuals, and follow the university's safeguarding policy if concerns arise. General alcohol usage from committee restrained.</p> <p>To reduce committee fatigue, responsibilities will be rotated, rest breaks encouraged.</p> <p>A designated safeguarding lead within the committee will be responsible for supporting vulnerable individuals and escalating concerns in line with the university's safeguarding policy. Under-18s will not be able to</p>	2	2	4	

					attend events with alcohol, e.g Dashain celebration, club nights.				
Slips, trips & falls	Injuries sustained during activities i.e. hiking events. Unsafe surfaces, inappropriate footwear for activities.	4	2	8	<p>Committee members will be given safety instructions before any activity to ensure all participants avoid injury. Participants will also be informed of safety instructions. The event venue will be made sure it is safe from all harm and suitable for activities involved.</p> <p>The committee will ensure clear walkways, promptly clean up spillages, secure loose cables, and remind members to wear appropriate footwear prior to events.</p> <p>Building staff will be contacted by the committee if necessary.</p>	3	1	3	
Fire Hazards	Unattended candles / incense during cultural festivals. Improper use of cooking equipment.	2	4	8	<p>The committee will prohibit open flames indoors unless permitted by the venue.</p> <p>The committee will also perform prior checks on non uni venues ensuring all fire safety regulations are met.</p> <p>All fire safety information will be checked prior to the events, e.g. evacuation routes, fire extinguisher locations, fire alarm locations.</p> <p>All electrical equipment handled by</p>	1	2	2	

					2 people, 1 to handle, 1 to ensure safety.				
Electrical Safety	Faulty or damaged equipment, overloading plug sockets for sound/lighting at events, or improper use of extension leads. Electrocution / electric shock.	2	4	8	<p>The committee will follow venue guidance on which electrical systems can be used, avoid overloading sockets, ensure cables are kept tidy and away from walkways, and report any damaged equipment to the venue immediately.</p> <p>All large electrical equipment handled by professionals.</p> <p>Members will be instructed not to attempt repairs themselves and to stop using equipment immediately if it appears unsafe.</p>	1	2	2	
Mental wellbeing of committee members	Committee members may feel fatigued or mental distress from planning/organising events, leading to issues with physical health and/or psychological harm.	3	3	9	<p>Signpost members in distress to LUU's Help and Support Team - made aware of who they can speak to.</p> <p>Clear communication and support to be made between members in regards to their wellbeing throughout the process of organising such events. Delegating tasks appropriately, according to their role in the society and splitting these tasks evenly to prevent over-workload. Responsibilities may also be rotated, if necessary.</p>	2	2	4	

					All members are required to agree to our society's code of conduct which details the expected behaviour from members.				
--	--	--	--	--	---	--	--	--	--