

ANNUAL RISK ASSESSMENT	Degree of Risk	Risk Rating Matrix
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	Akmal's Tandoori Bistro - subject to change)]			for at least 5 days		16 - 25	Unacceptable - Action must be taken immediately
Details of Activity:	[5-a-side football, netball, the Otley Run, curry / dinner night, club night, attending margarita mondays at Terrace, wellbeing sessions in level 2 of the Union, socialising at the Old Bar, pub quizzes]		2	Slight - First aid treatment			
			1	Nil - Very minor			
People who may be affected:	Members of the society Members of the public Staff members						
Summarise changes:	Change of night club attending						

<i>Identify Hazards</i>		<i>Estimate the risk</i>			<i>Evaluate the risk</i>				<i>Evaluate residual risk</i>
Hazard	How may harm result?	Li ke lih ood	S e v er ity	R a t in g	Risk control measures	Li ke lih ood	Se ve rit y	Ra tin g	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
Sporting Injuries-caused by collisions during matches and training	Players may be injured when partaking in our Football team as it is a contact sport and there is a risk of minor to severe injury.	2	2	4	First Aid kit always on hand if there are any potential injuries, general safety and football rules told to players and Football captain. Regular checks to playing surfaces and removing potential trip hazards from the floor.	2	1	2	
Sporting Injuries-caused by adverse weather conditions	Players when participating in matches in heavy rain or snow, plus strong sun and high heat.	3	1	3	Make sure the correct boots are worn by players at all times, and cancel matches if rain or snow is too heavy. Encourage all players to bring their own drinks bottles and consume plenty of fluids before, during and after matches. Also advise the use of	2	1	2	

					suncream and again, call off matches or training if it is too hot.				
Sporting Injuries-caused by equipment (goal frames, footballs)	Players at risk of tripping on equipment or being injured when setting up goals.	1	1	1	All equipment stored in a clear and sensible way, and care taken when setting up and taking apart goals.	1	1	1	
Sporting Injuries-caused by poor playing surface	Players at risk from tripping on uneven surfaces.	1	1	1	Always check the playing surface before matches, tell players to take care even if it is satisfactory, and do not play if it is not.	1	1	1	
Existing medical conditions exacerbated by physical activity	Players with pre-existing medical conditions may encounter difficulties when playing	2	2	4	Ensure we are informed of any medical conditions of players, make sure it is safe for them to participate, and check necessary medical equipment has been brought with them before allowing them to play.	1	1	1	
Concussion	Every player participating in sporting activity. Could be caused by colliding with	2	3	6	All players and coaches to read the 'if in doubt, sit it out' guidance: https://www.sportandrecreation.org.uk/policy/research-publications/concussion-guidelines All players and coaches to familiarise	1	2	4	

	another player or falling and hitting the ground				themselves with the necessary steps in the guidance: recognise the signs of concussion and red flags which require urgent medical assessment, remove anyone suspected of being concussed immediately, and return safely to daily activity Committee to signpost members to SPA's concussion clinics and attend concussion training as required				
Slips, trips and falls	Members may be injured if they trip over objects or slip on spillages and uneven surfaces.	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. Report any spillages or trip hazards.	1	1	2	
Burns, food/drink spillages	Members and visitors who are attending events that include hot food and drink could potentially	2	2	4	Reporting any spills immediately so they can be cleaned up and using wet floor signs after mopping. Clear warning visible or verbal warning provided with any hot food or drink. First aid kit on hand, access to w/c or cold running water to treat burns. Committee will complete LUU food	1	1	2	

	burn themselves or slip on dropped food/drink.				approval form before holding society events involving food				
Fire/ emergency evacuation	Any member or non member attending a social event at a place where there is a fire or need for an evacuation.	1	3	3	Point out fire exits upon arrival at a venue, and make sure all attendees know the correct procedure in event of a fire or emergency evacuation. Committee familiarise themselves with emergency procedures at venue and ensure attendees do not restrict emergency exits and walkways with personal belongings Ensure committee and attendees familiarise themselves with each other so missing persons can be identified more easily, aiding potential rescue/search efforts	1	1	1	
Glass breaking	If on a social event where drinks are served with glass, such as wine glasses or beer glasses, members could	2	2	4	Reporting broken glass immediately. Sweeping/mopping brushes available to clear glass to avoid cuts and cordoning off spaces to allow members to stay safe.	2	1	2	

	drop and shatter the glass, which may then cause injury if someone stands or falls on the sharp edges.								
Transport	Potential accidents on roads, putting all passengers and drivers at risk.	2	3	6	Full, clean licenced driver. All passengers and drivers wearing seat belts throughout the duration of the journey. No passengers walking around the vehicle when moving. Committee will book transport through a reputable company or LUU and that any students driving for society purposes will complete the authorised driver process	1	2	2	
Alcohol related incidents such as overconsumption of alcohol and alcohol poisoning	Members who have participated in drinking socials may fall ill after drinking too much,	3	1	3	Ensuring that we have emergency contact details for all members attending, informing members of staff of injury, and telling bar staff not to serve anymore alcohol. Committee will make members aware of the society and LUU code of	2	1	2	

	injure themselves or others.				conduct and the standards expected, and will also make sure to keep an eye on attendees for signs of this and take appropriate action to prevent this				
Separated on a night out	Members may get separated whilst on a social, such as getting lost between bars on an Otley Run. This could lead to panic and disruption.	2	1	2	Ensuring that we have emergency contact details, that members of the committee aren't clustered and are making sure that everyone is still present. Posting/creating meetup points so if anyone is lost we know where to find them. Encourage members to download and use the University of Leeds Safe Zone app to assist in this eventuality	1	1	1	
Violent/Inappropriate Behaviour	Members might put someone in an uncomfortable situation that could turn into physical harm to other members.	2	2	4	Recognising violent behaviour before anyone gets hurt, calling the emergency services. Issuing warnings or removing them from the situation. Reiterating to members that our club is a safe space. Avoiding events that people may find uncomfortable or potentially triggering. Committee will make members aware of the society's code of conduct	1	1	2	

