

Annual Risk Assessment Form

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3rd checker		Beth Horner		Date completed	13/10/2020	
Society	LSTV		Category	media	Contact Details	manager@leedsstudent.tv

Core Members and Roles (Completing this risk assessment)	David Oloko - Station Manager	Date completed	29/11/2019
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Society Description	<p>Leeds Student Television is a TV station run from within the Union which broadcasts a diverse range of programming made by students for students including music, drama, sport and more.</p> <p>We welcome new members with fresh ideas and a passion for broadcasting regardless of any previous experience. A positive and creative environment, our graduates have gone on to work at Sky, IMG, and the BBC. We also present exciting and popular live broadcasts online for important LUU events.</p>
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Community

Hazard e.g. Lack of access for a disabled person	How might someone be harmed? e.g. Causes person injury	Existing control measures e.g. Have access arrangements in place	Risk rating*			Suggested additional measures e.g. Modify activities where access arrangements are not possible	New risk rating*		
			L	C	R		L	C	R
Lack of communication of risk assessment to all members	Leads to injury where the member doesn't know the correct procedure for the day to day runnings of the club and activities e.g. what to do if a room is unsuitable for the particular activity, etc.	I will inform the members of the risk assessment at the next general meeting and then post it on the Facebook members page which all members must be on.	2	2	4	Hold a meeting specifically for members to read the risk assessment and emergency procedure. Get them to sign their attendance.	1	2	2

*Likelihood x Consequence = Risk

1-3 severity rating

1 = low risk

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						Translation of risk assessment and emergency procedure into additional languages where required			
Lack of communication of emergency procedure to all members (fire evacuation, point of contact)	Leads to injury in an emergency situation where the member doesn't know the correct procedure e.g. where the nearest fire escape is.	This will also be done at the general meeting, and communicated through the members page. This ensures all members are aware of the procedure.	2	3	6	<p>At the beginning of every event, hold a meeting with all members regarding the emergency exits as well as the procedures</p> <p>Demonstrate the emergency procedure for clarity</p> <p>Advise all members of the location of the agreed emergency assembly point and who will authorise a return to the site.</p>	1	3	3
Lack of safety and awareness of disabled members	Leading to member being injured due to lack of access or where the activity is unsuitable	All areas of the office have been made wheelchair accessible and activities will be modified based on any known disability of a member.	2	3	6	<p>Plan all socials and events in a way that is not restrictive to disabilities.</p> <p>Ensure all venues have disabled access, and if transport is used,</p> <p>Ensure that special arrangements for access can be obtained.</p> <p>Modify activities, altering access arrangements where necessary</p>	1	3	3
Lack of awareness of overall health and wellbeing (illnesses, medical conditions, pre-existing injuries,	Leading to an injury or spread of an illness which could be avoided by adjusting the activity to suit the afflicted	Any members who need any additional support with equipment or have any health conditions that would affect their participation at the society, will	2	3	6	Please ONLY keep a log of medical information on a <u>secure</u> platform for GDPR reasons - this information	1	3	3

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contagious conditions)	member/telling them not to come participate	be taken note of and all activities will be modified.				<p>must remain confidential at all times.</p> <p>Individuals should make committee members aware of any medical conditions, allergies or pre-existing injuries- committee members can remind participants during each session.</p> <p>Committee members should inform individuals that they are responsible for bringing any medicine or specific equipment they require to sessions e.g. inhaler, epipen, ankle support</p> <p>Check in with members prior to activities/training/events to ensure everyone is in a fit state to participate, mentally and physically.</p>			
Lack of safety and awareness procedures in place to protect members of the public	Members of the public could be allergic to food provided at events	When filming in public places, members have been trained to be aware of their surroundings and avoid interfering or filming with members of the public. Permission is always sought out for all projects in spaces which require it.	2	2	4	<p>Ensure members remain respectful to members of the public at all times to mitigate any possible harm caused</p> <p>Keep members of the public/spectators a certain distance away from an activity to avoid equipment impacts/bodily collisions.</p>	1	2	2

Planning & People

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Does the society have first aid trained people?	Y	N	Contact details if Y	
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Hazard e.g. Unsafe behaviour from someone	How might someone be harmed? e.g. Someone is knocked down	Existing control measures e.g. De-escalation plans in place	Risk rating*			Suggested additional measures e.g. Plans to remove someone from the situation	New risk rating*		
			L	C	R		L	C	R
Lack of appropriate first aid on or off campus	Member is harmed when first aid isn't given if they fall ill/have an injury	Contacting the local medical services.	2	3	6	Have procedures in place if there is an incident requiring first aid off campus Have society members who are first aid trained When within LUU, call the help desk or duty manager for First Aid Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur.	1	3	3
Unsafe behaviour or attitude of any person(s) e.g. member starts a fight, member not performing activity correctly, etc	Resulting in injury where behaviour/attitude gets out of hand	Multiple members have gone through committee training and have service experience in dealing with rowdy people. Anyone who causes too much trouble will be removed from the office.	2	3	6	Any unsafe/dangerous behaviour should not be tolerated by the club. All members should be reminded of code of conduct and consequences If this becomes an issue either during a social or event, the	1	3	3

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						offending club member should be asked to leave said activity. Depending on the severity of the incident, this may be followed by a meeting with someone from the LUU			
Differing skill levels not accounted for within group e.g. being paired with someone on a different skills level	Injury/over-exertion resulting from an activity too strenuous for the members Harm arising where unsuitable pairings leads to one members becoming injured in an activity/game	All members are trained before being allowed to use any piece of equipment alone. Experienced members are also often available to help assist any new members with less experience in operating certain equipment such as cameras or audio desks.	1	2	2				
Overcrowding or lack of crowd management Space not being big enough to allow space for amount of people in the meeting/activity	Leading to too many people in one space causing crowding, collisions, lack of personal space, issues when it comes to an emergency and potentially unsociable behaviour.	The office has sufficient space for all stations and equipment to avoid overcrowding. Equipment must also be packed away after use to avoid it clogging up the office. The exit to the office will also be kept clear at all times. Any groups congregating in front of the door will be asked to move outside or elsewhere suitable in the office.	2	2	4	Carry out a poll/sign up sheet to see how many people are planning on attending the event to ensure there are adequate facilities to accommodate everyone. Only sell a certain number of tickets to events which matches space capacity. Do not exceed room capacity	1	2	2

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Socials, Meetings & Events

General procedures for society activity on and off campus

Hazard e.g. Blocked emergency exit	How might someone be harmed? e.g. people can't get out in the event of a fire	Existing risk control measures e.g. ensuring spaces are tidy	Risk rating*			Suggested additional measures e.g. running regular fire drills	New risk rating*		
			L	C	R		L	C	R
Blocked exits	Someone gets hurt in the event of an emergency due to not being able to use the exit.	The social secretary ensures all spaces are left tidy and that venue entrances don't get crowded	2	3	6	No crowds near exits Ensure there is nothing left in front of fire exits Ensure spaces are kept tidy	1	3	3
Theft/loss of society money/equipment	Financially hurts the society	No answer given	2	2	4	Store money in a secure place only known by the core committee Use the Cash Office safe when taking cash after hours then return to count and deposit money in the morning Sell tickets online so as not to handle physical cash	1	2	2
Theft/loss of personal items	Members lose their belongings Creates mis-trust between members	Not drawing attention to expensive items, ensuring people look after their belongings	2	2	4	Ensure members know that they are responsible for their own belongings Be aware of surrounding people Ask members not to bring expensive items to events Check location of items regularly	1	2	2

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Separation from group	Someone gets lost and comes to harm/misses event	At socials, posts of location are updated on the Facebook event page and committee members, particularly the social secretary are	2	2	4	<p>Ensure that all members know the route plan for the particular event so they can head there.</p> <p>Pre-arrange a meet up point if a member gets separated</p> <p>Ensure when travelling as a group one committee member is at the back of the group and one at the front to avoid people getting lost or left behind.</p> <p>Conduct head counts and ask people to stay in small groups</p>	1	2	2
<p>Unsuitable room for activities planned or a large number of people.</p> <p>Uneven, raised and unsecure surfaces Insufficient or unsuitable space (proximity of walls and ceilings, confined spaces)</p> <p>Lack of fire exits</p>	<p>Harm resulting from collisions in a room too small for the number of members/people attending the event in question</p> <p>Lack of fire exits resulting in harm where there is an emergency</p> <p>Unsuitable flooring leading to slips/trips</p> <p>Unsuitable furnishings in room resulting in obstacle collisions</p>	Checking the room is safe for all members, there are enough fire escapes and no dangerous areas. Routes are planned in advance and in groups	2	3	6	<p>Ensure space is suitable for the amount of people - do not exceed advised room capacity.</p> <p>Keep the space tidy</p> <p>Ensure the room is well lit, air conditioned with possibility to open windows if needed.</p> <p>Willingness to not use room where unsafe for members</p>	1	3	3

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Placement of equipment and untidiness	Harm resulting from trip/collision hazards	No answer given	3	2	6	Tape wires down or move them out of sight Ensure equipment is not stacked in a hazardous way (e.g. stacked too high, could fall on someone)	1	2	2
Uncomfortable room where the activity or event is held	Harm caused from inappropriate lighting, temperature, inadequate ventilation and inhalation of dust, etc.	Ensuring the room has enough space for the number of members, that its lit well enough for the activity and has accessible toilet facilities	1	2	2				

During Socials, Meetings & Events

N.B Alcohol should not be consumed at meetings and where possible LUU encourages alcohol free events.

Hazard e.g. Wet floor	How might someone be harmed? e.g. Slipping on a wet floor and falling down	Existing risk control measures e.g. Routinely checking floors	Risk rating*			Suggested additional measures e.g. Communicating hazard to members	New risk rating*		
			L	C	R		L	C	R
Slip / trip / fall hazards e.g. wet floor, objects in the way	Someone could trip over something or slip on a wet floor	All cables are taped down during all live broadcasts to avoid trips	2	3	6	Routinely checking floors Committee members should alert all members of any hazards immediately Remove all obstacles which could be a trip hazard Notify venue staff of any spillages/other hazards	1	3	3

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Influence of alcohol	Someone could get too drunk and hurt self or others Judgment distorted when drinking	There are multiple non-drinkers in the society	2	3	6	There could be at least one sober committee member at events to keep an eye on everyone and look after someone where needed Ensure all members share emergency contact details prior to the event Be willing to cut people off or talk to a member of staff at the event about putting measures in place for someone who has drunk too much, e.g. staff not serving them anymore	1	3	3
Excessive alcohol consumption, alcohol poisoning and associated illnesses	Someone could get too drunk and hurt self or others Judgment distorted when drinking Member could become ill at the event or the next day Liver issues from excessive drinking	Committee members look out for all members and try to be wary of any members who look to be drinking too much or getting sick.	2	3	6	Ensure all members share emergency contact details prior to the event Be willing to cut people off or talk to a member of staff at the event about putting measures in place for someone who has drunk too much, e.g. staff not serving them anymore Report issues to event/venue staff (e.g. bouncers) Knowing when to report to emergency services	1	3	3
Drink spiking	Leading to unusual behaviour/loss of	Ensuring members do not let drinks out of sight or giving drinks to trustworthy	1	3	3	Make sure that attendees are aware of the risk and advise them on how			

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	consciousness and other serious health issues	members/friends to look after and also being aware of any suspicious figures around				<p>to make themselves less likely to be a victim of spiking e.g. by covering drinks</p> <p>Don't take drinks from the bar left unattended</p> <p>Buy own drinks</p>			
Abuse/violence (verbal, physical, sexual)	<p>Harmed when verbally/physically/sexually assaulted</p> <p>Can lead to mental health issues</p>	De-escalating any situations which may arise between members, and	2	3	6	<p>Stay with members of the club, keep each other safe</p> <p>Avoid any verbal or physical confrontation when out (no offence caused to others)</p> <p>Ensure members are aware of standards of behaviour and potential consequences if they do not adhere to them e.g. removal from activity/playing ban/exclusion of club</p> <p>Reporting issues to event/venue staff (e.g. security)</p>	1	3	3
Lack of safety measures in place for vulnerable groups (disabilities/medical conditions)	Someone who is disabled or has medical conditions is harmed due to lack of provisions made for them	Social venues are emailed in advance to ensure they are accessible for any members with disabilities	2	3	6	Talk to the member in question about their specific needs before every activity/event	1	3	3

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Strobe lighting	Member has an epileptic fit/becomes unwell	Awareness of members who may be reacting negatively to bright lights or strobing and assisting them where possible, and planning of socials where any known members with this issue is taken into account	2	3	6	Check whether any member has a medical condition such as epilepsy.	1	3	3
Excessive noise/loud music at socials	Member damages eardrums due to the volume being too loud	Awareness of members who may be reacting negatively to loud music and assisting them where possible, and planning of socials where any known members with this issue is taken into account	1	2	2	Check in with members regularly to see how they are feeling throughout events			
Inappropriate behaviour/offence caused to others	Could result in a physical fight or someone being affected mentally	Multiple committee members are skilled in de-escalating situations, members causing trouble will be taken aside and removed from the venue if necessary	2	3	6	Ensure members are aware of standards of behaviour and potential consequences if they do not adhere to them e.g. removal from activity/exclusion from the club Plan events carefully to avoid offence being caused.	1	3	3
Adverse weather when partaking in outdoor activities	Resulting in associated illness or injury (e.g. sunburn, heat stroke, hypothermia, dehydration)	No answer given	2	3	6	Ensure regular breaks Have access to drinking water at all times Ask members to make the committee aware of any sensitivities If weather is hot, precautions taken e.g. stay hydrated, sun cream used	1	3	3

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						<p>If cold/wet, have access to shelter, warmer clothing</p> <p>If serious weather conditions, having a plan in place and communicated to all members where necessary (e.g. evacuation route, etc)</p>			
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Transport and Movement

Hazard e.g. Separated from group	How might someone be harmed? e.g. Become lost and come to harm	Existing risk control measures e.g. Emergency contact details saved	Risk rating*			Suggested additional measures e.g. All members being aware of route plan	New risk rating*		
			L	C	R		L	C	R
Transport cancelled or breaks down to or from social event	Resulting in issues getting to event/being stuck in an unknown place	Social venues are often travelled to in groups and transport options are made available on the event page and members page	2	2	4	<p>Make sure all members are able to be contacted and have relevant member contact details</p> <p>Prepare for this - have train times, public transport and vehicle recovery numbers written down</p> <p>Arrange a meet up point in case of separation</p> <p>Ensure any accessibility requirements are met before the day</p> <p>Ensure all members know the way to each event's location prior to the day of the event</p>	1	2	2

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Night time navigation	Member could easily become lost in the dark and separated from the group	Routes are planned in advance and in groups	2	2	4	<p>Same as above</p> <p>Travel on well lit routes with adequate street lighting</p> <p>Not travelling alone to events or having means to contact a member of committee on the journey</p>	1	2	2
Society members driving to events/meetings/training/competitions, etc	<p>Inexperienced driver causing a crash</p> <p>Poorly maintained car</p> <p>Distractions causing a driver to crash</p>	No answer given	3	3	9	<p>Drivers must be a registered driver with the LUU whether they are driving their own car or hiring a vehicle (students must have filled in the Authorised Driver Form)</p> <p>Member should respect the driver and not distract them or behave inappropriately</p> <p>Follow LUU guidance on report/logging accidents</p> <p>Knowing when to report to emergency services - immediately contact 999 if any major incidents or injuries occur</p>	1	3	3
Unsuitable transport to and from activity	<p>Member could get lost in an unknown place and come to harm</p> <p>Resulting in issues getting to event/being stuck in an unknown place</p>	No answer given	2	2	4	<p>Ensure transport is booked well in advance with a reputable company and that good relationships are maintained with the external companies used.</p>	1	2	2

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						<p>Prepare for this - have train times, public transport and vehicle recovery numbers written down</p> <p>Make sure all members are able to be contacted and have relevant member contact details</p> <p>Arrange a meet up point in case of separation</p> <p>Ensure any accessibility requirements are met before the day</p> <p>Ensure all members know the way to each event's location prior to the day of the event</p>			
Separation from group/losing contact	Someone gets lost and comes to harm/misses event	No answer given	2	2	4	<p>Make sure all members are able to be contacted and have relevant member contact details</p> <p>Arrange a meet up point in case of separation</p>	1	2	2

Society Activity Hazards (Regular and Physical Activities)

Ensuring health and well-being during training, rehearsals, performances and competitions

Hazard e.g. Contact sport	How might someone be harmed? e.g. Breaking a bone due to contact in sport	Existing risk control measures e.g. Knowing emergency contact details	Risk rating*			Suggested additional measures e.g. Ensuring competence and skills of members	New risk rating*		
			L	C	R		L	C	R

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Slips, trips, falls on an outside space due to objects in the way, slippery ground, etc	Resulting in physical harm to a member e.g Minor sprains, broken ball, back injury, bruises, abrasions.	No answer given	2	3	6	<p><i>If participating in outdoor events/broadcasts:</i></p> <p>Pick suitable filming locations, especially where there is physical activity when filming</p> <p>We recommend that participants wear appropriate footwear</p> <p>Keep the space tidy- personal belongings in lockers or changing rooms where possible.</p> <p>Routinely check floors and uneven surfaces.</p> <p>Make members aware of any hazards</p>	1	3	3
Impact from equipment	Equipment hitting member	No answer given	2	2	4	<p>Any member using equipment inappropriately will be asked to stop</p> <p>Ensure equipment is stored in the correct manner to reduce a trip/collision hazard</p> <p>Tape wires down or move them out of sight</p> <p>Ensure equipment is not stacked in a hazardous way (e.g. stacked too high, could fall on someone)</p>	1	2	2

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						Accidents should be cordoned off and crowds will be asked to move away.			
Collisions with people/objects	Contact injury Collision with another member or object resulting in injury	No answer given	2	2	4	Routinely check floors and uneven surfaces. Ensure you stick to room/venue capacity at all times	1	2	2
Over-exertion, tiredness, cramp when participating in activities	Harm caused when persevering through these issues e.g. fainting, tripping, dehydration, etc	No answer given				N/A			
Jewellery and piercings	Jewellery could be ripped out New piercings could get infected	No answer given				N/A			
Adverse weather	Resulting in associated illness or injury (e.g. sunburn, heat stroke, hypothermia, dehydration)	No answer given				<i>When broadcasting outside:</i> Ensure regular breaks Have access to drinking water at all times If weather is hot, precautions taken e.g. stay hydrated, sun cream used If cold/wet, have access to shelter, warmer clothing Be willing to pause the event/broadcast and make the	1	2	2

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						appropriate decisions as to whether the activity can continue.			
						Awareness of member sensitivities			
Lack of training environment precautions	Unsafe area to conduct outdoor activity	No answer given				N/A			
Night time training	Inadequate lighting leading to more collisions with people/objects Incidents happening when members are alone or on their way home	No answer given				N/A			

Playing environment conditions

Hazard e.g. Astroturf	How might someone be harmed? e.g. Sliding and falling down	Existing risk control measures e.g. Communicating risk to team	Risk rating*			Suggested additional measures e.g. Pitch checking procedure in place	New risk rating*		
			L	C	R		L	C	R
Unsuitable playing surfaces	Inappropriate attire for the surface which causes a slip/trip hazard Surface has hidden trip hazards	Answer not given				N/A			
Astroturf or tarmac	Unusually slippery surfaces which cause a slip hazard for members in certain weather	Answer not given				N/A			

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Coaching

Hazard e.g. Unsupervised training	How might someone be harmed? e.g. Unregulated activity leading to injury	Existing risk control measures e.g. Have a training back-up plan in place	Risk rating*			Suggested additional measures e.g. Communicating risk of unsupervised training to team	New risk rating*		
			L	C	R		L	C	R
Inappropriate coaching activity (level of coaching to ability of members)	Coach level is different to the member skill, leading to overexertion, tiredness, injuries, etc	Answer not given				N/A			
Coach unavailable / unsupervised training	The practice is then lead by an unqualified member and coaching level may be different to member skill, leading to over-exertion or injury (e.g. where the correct stretching is not done prior a sporting activity)	Answer not given				N/A			
Inappropriate space for training	Lack of space resulting in more collisions with objects/other members	Answer not given				N/A			

Procedures

Hazard e.g. Getting separated from the group	How might someone be harmed? e.g. Panicking/getting lost	Existing risk control measures e.g. Clear route communication guidelines	Risk rating*			Suggested additional measures e.g. Contact details distributed to members	New risk rating*		
			L	C	R		L	C	R
Lack of away fixture safety and emergency procedure	Someone is physically harmed due to not knowing the emergency procedure out of the building	Answer not given				N/A			

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Failure to report an accident	Reputational damage for club and university. Lack of support from LUU staff as they are unaware of incident	Answer not given	2	3	6	If an accident occurs, it should be reported immediately. Have an accident reporting procedure in place, instruct all members on this.	1	3	3
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Equipment

Hazard e.g. Damaged equipment	How might someone be harmed? e.g. Equipment breaking and harming the user/someone in the vicinity	Existing risk control measures e.g. Fixing of equipment procedure	Risk rating*			Suggested additional measures e.g. Regular equipment assessments	New risk rating*		
			L	C	R		L	C	R
Equipment unsafely set up/packed away/transported	Equipment may fall and hurt a member	All members are trained on how to pack up equipment in their bags and how to carry them safely to any given destination. Any transport required will be arranged beforehand in groups to ensure safety.	1	3	3				
Unsuitable equipment, kit or attire for the activity	The equipment is wrongly used and broken which may harm a member	Members unsure of what equipment to use are encouraged to ask a committee member or more experienced member for advice to avoid the use of unnecessary equipment and are trained on usage of anything they have not used before.	2	2	4	All equipment setup should be checked properly prior to use Don't use the equipment if concerns of it being broken. Potentially purchase new equipment if it is essential	1	2	2

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Damaged equipment	Broken equipment may spark and create a fire Broken sharp edges on damaged equipment may harm or cut members	Any equipment that fails is not to be used and must be communicated to the Head of Tech and Finance who will then decide whether it is possible to fix or must be disposed of.	2	2	4	All equipment setup should be checked properly prior to use Get a professional to look at damaged equipment where more technical Potentially purchase new equipment if it is essential	1	2	2
Handling heavy equipment/equipment with moving parts	Member wrongly carry heavy equipment and hurt themselves	Members are trained to use equipment before being allowed to use it without supervision, and must work together to move heavy items	1	3	3				
Inadequate protective equipment	N/A	N/A				N/A			

The Environment

Hazard e.g. Diminishing quality of a pathway	How might someone be harmed? e.g. Damages local area (plant and animal life)	Existing risk control measures e.g. Re-route pathways regularly to allow re-growth	Risk rating*			Suggested additional measures	New risk rating*		
			L	C	R		L	C	R
Unsustainable travel	Causes a lot of pollution and is expensive to run	Members are encouraged to use public transport as much as possible and share cars as much as possible when needed	2	2	4	Reduce use of public transport/cars to home games and training and walk instead when possible	1	2	2
Rubbish, waste and litter	Damages the environment, trip hazard, negative impact on the club and university's reputation.	All recyclable materials are recycled where possible and the use of single-use	2	2	4	Ensure that all litter is cleaned by members at the end of the session	1	2	2

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		materials such as tape is minimised where possible.				Use reusable equipment as much as possible to reduce wastage. Recycle where possible			
Damage to the environment	Damage to the area so it can no longer be used. Damage could result in trip hazards Polluting the environment	With outside broadcasts which require the movement of equipment, LSTV tries to use the most efficient method of transport possible and reduce the number of trips in order to avoid pollution where possible.	2	2	4	Limit the impact of noise pollution from events by choosing suitable venues. Avoid purchasing/producing excessive materials for meetings by planning ahead and assessing how many people are expected to attend	1	2	2

Animals

Hazard e.g. Unruly animal	How might someone be harmed? e.g. Animal bites someone	Existing risk control measures e.g. Knowing the first aid procedure	Risk rating*			Suggested additional measures e.g. Individual animal behaviour assessment prior to event	New risk rating*		
			L	C	R		L	C	R
Unpredictable animal behaviour									
Bad allergies/allergic reactions Unhygienic surroundings									
Inappropriate space for keeping the animals e.g. space too small/unhygienic/d									

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ark/hot/cold/wet, etc								
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Staying Away

Hazard e.g. Sleepwalker	How might someone be harmed? e.g. Sleepwalks and hurts self	Existing risk control measures e.g. Being aware of member sensitivities	Risk rating*			Suggested additional measures e.g. Clear communication of procedure to other members	New risk rating*		
			L	C	R		L	C	R
Lack of emergency procedure for stay aways Emergency procedure not communicated properly									
No controls for night time tendencies in place e.g. sleep walking No safety procedures for moving around at night									
Lack of control for illicit substance use and/or other incidents (such as trespassers)?									

*Likelihood x Consequence = Risk

1-3 severity rating

1 = low risk

3 = high risk

Annual Risk Assessment Form

Additional risks

Hazard	How might someone be harmed?	Existing risk control measures	Risk rating*			Suggested additional measures	New risk rating*		
			L	C	R		L	C	R
Being in front of a screen/using computers for too long	Eye strain/eye sight problems, headaches, migraines, nausea	No answer given	2	2	4	Encourage members to take regular breaks. Adjust screen brightness to protect eyes	1	2	2
Faults with electronic equipment such as chargers, speakers, laptops and computers.	Can lead to shocks, burns, etc where the wiring is faulty	No answer given	2	2	4	Get a professional to look at damaged equipment where more technical Ensure a professional sets up more technical equipment and this is adequately tested and approved before use	1	2	2
Spread of Covid 19 - Coronavirus to venue staff at events - Coronavirus to members of the public	These people get Covid-19 These people spread Covid-19	Please ensure that any venue staff, other users of the space or guests use the hand sanitiser dispensers on entry and exit points and all around the LUU building Face masks must be worn in all communal areas	2	2	4				

*Likelihood x Consequence = Risk

1-3 severity rating

1 = low risk

3 = high risk

Annual Risk Assessment Form

- Coronavirus to other users of the same LUU space		<p>Venue staff, other users of the space or guests will wear face coverings at all times when required.</p> <p>2m social distance must be observed at all times</p> <p>No more than 6 people may be in a space or group at one time</p> <p>All equipment and surfaces that the venue staff, other users of the space or guests and other members will use (i.e. tables, door handles and all surfaces) must be sanitised on arrival and departure</p> <p>The venue staff, other users of the space or guests must use the track and trace process in the building</p> <p>Please ensure that any venue staff, other users of the space or guests of the society knows that they must stay home if they are symptomatic.</p>							
Spread of Covid 19 to club members	Member gets Covid-19	The committee will inform all members that should they experience any symptoms of	2	2	4				

*Likelihood x Consequence = Risk

1-3 severity rating

1 = low risk

3 = high risk

Annual Risk Assessment Form

	Member spreads Covid-19	<p>Covid they do not attend any Society event and that members are told to report this to the University track and trace system as well.</p> <p>All equipment and surfaces that members will use (i.e. tables, door handles and all surfaces) must be sanitised on arrival and departure</p> <p>Face masks must be worn in all communal areas</p> <p>People will wear face coverings at all times when required.</p> <p>Please ensure that all members use the hand sanitiser dispensers on entry and exit points and all around the LUU building</p> <p>2m social distance must be observed at all times</p> <p>No more than 6 people may be in a space or group at one time</p>							
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Society signatures:

*Likelihood x Consequence = Risk

1-3 severity rating

1 = low risk

3 = high risk

Annual Risk Assessment Form

President	Eliza Broadbent	Date	29/10/20
Secretary	George Ranson	Date	29/10/20
Treasurer	Alex Buckmaster	Date	29/10/20

*Likelihood x Consequence = Risk
1-3 severity rating
1 = low risk
3 = high risk