

CLUB AND SOCIETY RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix	
<b>Society Name:</b>	LUU Classics				
<b>Category:</b>	Academic	5	Inevitable	1	2
<b>Author(s):</b>	Elizabeth Platten (President), Leo Percival (Secretary)	4	Highly Likely	3	4
<b>Author(s) signature and date:</b>	Leo Percival 05/07/25 Elizabeth Platten 11/07/25	3	Probable	5	5
<b>Persons Responsible:</b>	Club and society committees and leaders	2	Unlikely	1	1
<b>Staff Sign Off:</b>	[Signature] [Date]	1	Remote possibility	2	2
<b>Staff Additional Check:</b>	[Signature] [Date]			3	3
<b>Locations:</b>	Leeds University Union Michael Sadler Building			4	4
<b>Details of Activities:</b>	Classics Tea – Eating and drinking and chatting Symposium – Attending a talk with complementary food and drink Pub Quizzes Arts and Crafts – Clay vase or glass painting			5	5

**Likelihood**

**Severity**


	1	2	3	4	5
<b>Likelihood</b>	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

**Risk rating score**

**Action**

1 - 4  
5 - 9  
10 - 15  
16 - 25

Broadly acceptable – no action required  
Moderate - Reduce risks if reasonably practicable  
High risk - Priority action to be undertaken  
Unacceptable - Action must be taken immediately



	Film Nights Otley Runs		
<b>People who may be affected:</b>	<ul style="list-style-type: none"> <li>• Society members and participants</li> <li>• Members of the public</li> <li>• Staff</li> </ul>		

Identify Hazards	Estimate the risk				Evaluate the risk				Evaluate residual risk
Hazard	How may harm result?	Li ke lih ood	Se ve ri ty	Ra ti ng	Risk control measures	Li ke lih ood	Se ve rit y	Rat ing	<b>Further action required?</b> <i>Only fill out if additional control measures are needed to be implemented or reviewed</i>  Include timescales and who is responsible for implementation
Slips, trips and falls	Results in physical harm to members and staff. This could be due to unsuitable surfaces; hazards and more harm could be done if first aid is not administered.	3	2	6	Committee members will routinely check locations where events are held to prevent hazards and make members and staff aware to any potential hazards, ensuring surfaces are clean, safe and in good condition. Committee would have members in the committee who have qualifications in first aid on hand. Before any events take place, committee members will familiarise themselves with where the nearest accessible first aid kit is.  Any incident that takes place will be reported to LUU and the emergency services. When the incident occurs, we will take note either on an electronic	1	2	2	

					device or paper, so we have the correct details.				
Burns	Burns due to contact with Ullmann Foyer kettle used in Classics Tea events. This could be due to direct contact with kettle or with spilled boiling water.	3	3	9	<p>Committee members will supervise usage of the kettle, ensuring it is functioning properly and that it is handled responsibly and safely. The kettle's placement, behind a column separated to the main table minimises crowding or close contact near kettle and its surroundings will also be kept clear to minimise any chance of incident resulting in harm. Committee would have members in the committee who have qualifications in first aid on hand, with knowledge of the location and function of the first aid kit.</p> <p>If any incident does occur, it will be dealt with immediately and safely, ensuring the affected person/people are taken care of. It would then be reported to the LUU and emergency services. When the incident occurs, we will take note either on an electronic device or paper, so we have the correct details.</p>	1	2	2	
Overcrowding	Risk of injury to members and staff. Overcrowding could affect the evacuation process. Confined spaces can also distress members.	3	2	6	Members will be made aware of each other, and their surroundings. Floors and entryways will be cleared for evacuation purposes. We will make sure not to over capacitate the facilities we will be using. This will be achieved as we will sell a capped number of tickets for events which matches the space capacity. A first come first served basis will be carried out if too many people	1	1	1	

					<p>attend.</p> <p>In order to be in compliance with venue guidance on room capacity. These capacities are agreed with LUU/external venues in advance to prevent events being oversold.</p>				
Adverse weather conditions	Strong weather conditions resulting in illness or injury e.g. heat stroke, hypothermia and dehydration.	2	3	6	<p>We will ask members to wear appropriate attire for participating in activities. We will keep track of weather conditions as to prepare accordingly and keep our members aware prior to the event, e.g. bringing extra water and sun lotion.</p> <p>We will make sure effective planning is made to limit the risks of adverse weather conditions. If adverse weather does cause harm to members, committee will have hold of emergency contact details and the correct procedure will be carried out.</p> <p>Events will be paused, postponed, or cancelled if the weather is too adverse.</p>	1	2	2	
Lack of training concerning environment precautions	Activities taking place near a main road, uneven ground, obstacles in the way, all posing as a risk to the members physical safety.	1	3	3	Ensuring that training/ activities are taking place in a safe space that is enclosed. If roads are near, we will inform members and will ask them to avoid that area. Also, we will also ask members to be aware of the risk of members of the public passing by and thus to be cautious and sensible.	1	1	1	

Fire and Emergency	An emergency within the building or location, alerted to us through fire alarms, causing panic or distress and subsequently rush about thoughtlessly possibly causing overcrowding or trips.	2	4	8	<p>Members will be made aware of what to do in case of an emergency, and aware of the risk assessment and the nearest suitable exits. Walkways towards exits will be cleared and committee members will check to make sure exits are not blocked. We will also make sure buildings are accessible with suitable exits for disabled members. Committee members will be familiarised with evacuation points and assembly points.</p> <p>The committee will make sure anyone with a disability who has specific needs will be catered for. Committee will ensure the calmest, quickest and safest evacuation for all members.</p>	1	3	3	
Late night walking alone/threats to personal security	Members could get lost in the dark and trip on potential hazard resulting in injury. They could also fall victim to personal attacks.	2	4	8	<p>Emergency contacts will be provided to all members. Members will be advised to report any incidents e.g. to those who are responsible for the venue or local authorities.</p> <p>For late night walking routes will be planned so that the society can travel safely. These routes will be well known, well-lit routes that are used frequently. Members will be instructed to stay in groups.</p> <p>Committee members will also have a contact list of all those attending, and we will regularly check the groups to make sure all are present and accounted for. When travelling committee members will be spread between these</p>	1	2	2	

					<p>groups to make sure no one gets lost or left behind.</p> <p>Along with these precautions the committee will encourage members to use the University of Leeds Safe Zone app.</p>				
Overconsumption of alcohol and alcohol poisoning	Harm to self and others, this may lead to anti-social behaviour and loss of consciousness. Possible hospitalisation.	2	4	8	<p>We will ask members to behave responsibly when drinking and understand the consequences of it.</p> <p>There will be alcohol-free events through-out the year, but in events that do involve alcohol there will be a limited budget for alcohol, limiting how much each member drinks as a precaution. The committee will be in charge of alcohol and be aware of how much members have had. Those who have drunk excessively will be taken notice of and we will actively make sure they do not have any more access to alcohol and aid them to become less intoxicated e.g. giving them water and supervising them.</p> <p>If members do not co-operate when drunk, they will be asked to leave the event with a sober companion so that they are safe. Communication with the committee will be made to make sure that the member makes it home safely.</p> <p>If a person falls ill due to excessive drinking, then the emergency services will be contacted, and a committee member will accompany them to make sure they are safe and looked after. If</p>	1	2	2	

					<p>someone has an associated illness, we will ensure we know beforehand and make sure alcohol-free options are provided. We will have sober members of the committee overlooking everyone's safety.</p> <p>We will ensure people are aware of drink spiking and the insectary persuasion that should be taken to prevent it from happening. We will ask members not leave any drinks unattended and be aware of the people around them.</p> <p>Any issues will be reported to staff (such as bouncers). And committee members will report it to emergency services immediately.</p>				
Violence or inappropriate behaviour	A member is harmed when verbally/physically/emotionally/sexually assaulted or harassed.	1	4	4	<p>Members will be made aware of the code of conduct. Any type of assault or abuse will not be tolerated in the society and will be dealt with accordingly. Any issues will be reported to staff (such as bouncers). And committee members will report it to emergency services immediately.</p> <p>Any member who exhibits inappropriate behaviour will be asked to leave the event and will be removed from the society all together if such behaviour continues. We will follow the LUU external speaker process and report any incidents to LUU.</p> <p>All activities will be planned</p>	1	1	1	

					appropriately so that there is no risk of potential opportunities for inappropriate behaviour or for offences to be caused towards others. Committee members will be made aware of de-escalation techniques so any inappropriate behaviour or offence can be dealt with.				
Strobe lighting	Member having an epileptic fit, could lead to secondary injuries	2	3	6	We will ask members to make us aware of any sensitivities associated with this. This will subsequently affect how we promote and plan socials to make them as accessible as possible for those with these sensitivities. If there is any potential risk, we will look into this and discuss whether a new location is more appropriate. We will also make members with sensitivities aware that there potentially could be something that triggers their sensitivity well in advance, so they are also aware. We will have emergency contact details on all committee members and society members, and make sure they are aware of the safety/emergency procedure for people with the said sensitivities. We will also check in with members regularly to see how they are feeling throughout the event.	1	2	2	
Excessive noise/loud music at socials	Member suffering and damage to hearing. Could be distressing and overwhelming	1	3	3	We will ask members to make us aware of any sensitivities associated with this. This will subsequently affect how we promote and plan socials to make them as accessible as possible for those with these sensitivities. If there is any	1	1	1	



	for members.				<p>potential risk, we will look into this and discuss whether a new location is more appropriate. We will also make members with sensitivities aware that there potentially could be something that triggers their sensitivity well in advance, so they are also aware. We will have emergency contact details on all committee members and society members, and make sure they are aware of the safety/emergency procedure for people with the said sensitivities.</p> <p>Make sure that it is known beforehand that there will be loud music and where possible, ensure music is kept to a reasonable volume.</p> <p>If a member is suffering from overwhelm or distress due to the excess noise a committee member will aid by removing them from the highly stressful environment and ensure they are safe and content.</p>				
Road traffic accidents	Inexperienced driver which could cause a crash. Poorly maintained car. Distractions causing the driver to crash.	1	5	5	<p>Committee will make sure that 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>Members should respect the driver and not distract them or behaviour inappropriately. We will follow the LUU guidance on report/logging accidents. We will also report to emergency</p>	1	2	2	

					<p>services immediately if any major incidents or injuries occur.</p> <p>Possible routes to a location will be effectively planned and constantly checked so that changes can be made if needed for things such as traffic. Committee members and members of the society will be provided with concise directions to the event, and an address of the event. In cases of vehicular transport for a trip outside the university, the committee will have clear directions provided to the driver of any hired transport. When travelling as a group, appropriate vehicle choice will be made with the right amount of seating so the society can remain together whilst travelling. In terms of individual travelling to and from a social event effective communication will be upheld to make sure the society makes it to the correct location and back safely. Hired and public transport will be booked/used correctly and made sure to have the correct safety regulations in place.</p> <p>Society members will be made aware of passenger safety e.g. wearing seatbelts, remaining seated whilst a vehicle is moving etc.</p>				
Handling heavy equipment or objects with moving parts	Can result in manual handling injuries if handled incorrectly/	2	4	8	Members of the committee will complete the manual handling training on Love to Learn, so the movement of equipment that's either heavy or moving parts can be moved	1	2	2	

	unsafely.				appropriately. Committee members will work as a team, by communicating to move heavy equipment or equipment with moving parts. Those with experience in handling this kind of equipment will lead to ensure the process is carried out correctly and as safely as possible. Only committee will handle heavy equipment.				
Bad allergies/ allergic reactions	Can result in a serious reaction to a certain substance or environment which could require more serious medical or hospital treatment i.e. a severe nut allergy.	<b>3</b>	<b>5</b>	<b>15</b>	<p>If an activity is planned where there is a higher risk of an allergic reaction, members will be informed beforehand, and we can provide a form to ask if anyone has allergic reactions so we can prepare prior to events. Some of our events do involve food and so we would check with those who are attending if they have any allergies. The committee will complete the LUU food approval form in advance of any society events with food.</p> <p>If a possible risk occurs in the moment i.e. food allergy could occur during a meal, we will ask club members to inform us and the other members of any allergies or sensitivities that could trigger a reaction so we can prevent and look out for the risk.</p> <p>If an allergic reaction or other sensitivity is triggered, a committee member should be informed immediately and, depending on the severity, emergency services or an emergency contact should be informed. If they are taken to a</p>	<b>2</b>	<b>2</b>	<b>4</b>	

				<p>doctor or hospital, a committee member would be made responsible for them and so would make sure they receive treatment and return home safely.</p> <p>Plus, we can highlight when announcing any general activities/ events to inform the committee of anything that could possibly trigger sensitivities/ allergies etc.</p>				
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