|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Annual Risk Assessment Form** | To calculate **Risk Rating (R)**: assess the **Likelihood** **(L)** of an accident occurring against the most likely **Severity (S)** the accident might have, taking into account the control measures already in place. **L x S = R** | | |
| **Club & Society Name:** | Big Open Party Society | | **Likelihood (L) X Severity (S)** | | |
| **Category:** | culture | |
| Unlikely | 1 | Minor harm caused |
| **Group Description:** | Big Open Party Society is an ethnically diverse space in Leeds for students to socialise, collaborate and celebrate different cultures | | Possible | 2 | Moderate harm caused |
| Certain | 3 | Major harm caused |
| **Completed by *(name and committee position):*** | **Amika Browne - President** | | |  |  |  | | --- | --- | --- | | **Low (Acceptable)**  **= 1 - 2** | **Moderate**  **(Tolerable)**  **= 3 - 6** | **High**  **(Intolerable)**  **= 7 - 9** | | | |
| **Club & Society Signature:** | BOPSOC | |
| **(Staff Only) Checked by:** |  | |

**Society Activity Hazards**

***Any hazards that apply specifically to your club or society. E.g. sports, performances, cooking, animal care, staying away, etc.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the significant,**  **foreseeable, hazards?**  ***(the dangers that can cause harm)*** | **Who is at risk and how?** | **Control measures**  ***(Already in place)*** | **Risk Rating** | | | **Additional control measures needed**  ***(Staff ONLY)*** |
|  |  |  |
| Slipping, tripping falling | Society members and attendees | Choosing an organised and manageable venue. And making sure to clean the venue before during and after the event | *2* | *2* | *4* |  |
| Allergies to food and drink | Attendees | Minimising the amount of food that has allergens: Crisps  As well as making sure to include dietary needs questions on all event tickets | 2 | 2 | 4 |  |
| Fire | Society members and attendees | Committee are aware of the LUU’s fire exits and evacuation plan. | 2 | 2 | 4 |  |

**Socials, Meetings and Transport Hazards**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the significant,**  **foreseeable, hazards?**  ***(the dangers that can cause harm)*** | **Who is at risk and how?** | **Control measures**  ***(Already in place)*** | **Risk Rating** | | | **Additional control measures needed**  ***(Staff ONLY)*** |
| **L** | **S** | **R** |
| *Eg. Slips, trips and falls* | *Staff and visitors may be injured if they trip over objects or slip on spillages* | *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.* | *2* | *2* | *4* |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |