

CLUB AND SOCIETY RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix						
Society Name:	British Sign Language Society	Likelihood		Severity						
Category:	Welfare	5	Inevitable	Likelihood		1	2	3	4	5
Author(s):	Olivia Carson	4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:	Olivia Carson 25/6/25	3	Probable		2	2	4	6	8	10
Persons Responsible:	Club and society committees and leaders	2	Unlikely		3	3	6	9	12	15
Staff Sign Off:	[Signature] [Date]	1	Remote possibility		4	4	8	12	16	20
Staff Additional Check:	[Signature] [Date]				5	5	10	15	20	25
Locations:	Maurice Keyworth building, LUU building, occasional socials at external venues (TBD)	Severity								
Details of Activities:	Weekly sign language teaching sessions held in Maurice Keyworth, followed by sign language games. Monthly or twice-monthly cafés in Common Ground where members can practise their sign language and grab some tea/coffee/snacks.	5	Very high - multiple deaths	Risk rating score		Action				
		4	Highly - death, serious injury, permanent disability	1 - 4	Broadly acceptable - no action required					
		3	Moderate - Off Uni/work for at least 5 days	5 - 9	Moderate - Reduce risks if reasonably practicable					
		2	Slight - First aid treatment	10 - 15	High risk - Priority action to be undertaken					
				16 - 25		Unacceptable - Action must be taken				

	<p>Socials for our members, for example pub quizzes or game nights, but these are to be determined as the year goes on.</p> <p>We will work with other societies or organisations to raise deaf awareness and further teach BSL.</p>	1	Nil - Very minor		immediately
<p>People who may be affected:</p>	<ul style="list-style-type: none"> • Society members and participants • Members of the public • Staff 				



Identify Hazards	Estimate the risk			Evaluate the risk			Evaluate residual risk	
Hazard	How may harm result?	L i k e l i h o o d	S e v e r i t y	R a n k	L i k e l i h o o d	S e v e r i t y	R a n k	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
Housekeeping	<ul style="list-style-type: none">Blocking of fire exits preventing escape during a fire, caused by a build-up of materials	4	1	4		2	1	2

	<ul style="list-style-type: none">• Slips, trips and falls caused by untidy storage/location of items or by spilt liquids being left unattended• Stress, anxiety and mental distress caused by an unpleasant socialising environment, including rooms being too full				<ul style="list-style-type: none">• Appoint a committee member at events to look out for bags/chairs blocking fire exits, spills and mess etc• Implement a ticket based system for events based on room capacity to ensure that rooms aren't too full• Committee members to check meeting space prior to student/visitor arrival for any slip/trip hazards.<ul style="list-style-type: none">○ Ensure all areas well lit○ Ensure there are no obstructions in walkways○ Alert members/participants/speakers of any hazards that can't be avoided• Report any issues with the LUU room/space to the duty manager ahead of the activity/meeting commencing (i.e large boxes/spillage in the room)• Committee members to ensure meeting space is appropriate for the activity, pre-event i.e checking room capacity numbers and booking of room spaces with Activities team• Committee to ensure students, visitors entering the room store their personal belongings in a safe manner (i.e bags placed under the tables, out of the way and not blocking fire exits)• Committee members to ensure any spillages are cleaned up immediately and alert attendees of the hazard. Report to the Duty managers/Venue staff if needed, and put wet floor signs in place after mopping			
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					<ul style="list-style-type: none"> In the event of an attendee being injured - committee members should have knowledge of the nearest first aider/required procedure and be aware of when to report to emergency services 				
Lone Walking	<ul style="list-style-type: none"> Threats to personal safety when walking home alone Psychological fear if walking home along in the dark especially in winter 	3	4	1 2	<ul style="list-style-type: none"> Encourage all club and society members to download and use the Safe Zone App Inform members about the Night Bus service at the union Encourage members to keep in contact with each other and committee, as well as walk with each other where possible Encourage all members to use Flare, which is a free app where you can send emergency alerts to friends and families with just one tap Share ETAs and locations with friends/members until the end of the organised activity. Utilise shared WhatsApp groups for members to check-in 	2	2	4	
Allergens	<ul style="list-style-type: none"> Injury or fatalities caused by unlabelled allergens Cross-contamination during the preparation of food 	3	4	1 2	<ul style="list-style-type: none"> Note all the allergens present in the food being provided and make obvious labels for members Separate allergen foods from non-allergen foods Ensure committee know of any allergens if each food/drink item Remind members about cross-contamination of allergens and be mindful of this Avoid high risk/airborne allergen foods e.g. peanuts 	2	3	6	

					<ul style="list-style-type: none"> Ask about allergens using a google form prior to the event 				
Hot Handling	<ul style="list-style-type: none"> Scalds from boiling water or steam Spillages of hot water 	2	2	4	<ul style="list-style-type: none"> Ensure hot water thermos is kept in the centre of the tables Keep hot water in the corner of the room away from lots of the people Ensure two committee members transfer the water, as they can be quite heavy 	2	1	2	
Fire Emergency	<ul style="list-style-type: none"> Unfamiliarity with fire safety procedures can result in serious burns or injury 	1	5	5	<ul style="list-style-type: none"> As part of checking the meeting space prior to student/visitor arrival, committee members should ensure they know where the nearest fire exit is and ensure that the exit is kept clear. Committee should ensure that they know the emergency procedure in the event of a fire - check if there are suitable fire exits, extinguishers, room specific procedures. Alert those attending events of fire safety procedures for that venue - leave in orderly fashion and meet at a confirmed gathering point. Take a register of attendees and committee members for each event upon entry with the use of a sign in sheet for every event. This register will be used in the event of a fire emergency to make certain everyone has exited. Note the number of attendees at the sessions Ensure students and committee members are reminded to leave their personal belongings behind 	1	2	2	

Violence/Disorderly Behaviour	<ul style="list-style-type: none"> Psychological distress Potential injury 	2	2	4	<ul style="list-style-type: none"> Avoidance of any verbal/physical confrontations. Ensure members are aware of the standards of behaviour expected of them & of the consequences of not adhering to these (eg: removal from activity, ban/exclusion from the society). Report issues/incidents to venue staff (eg: security) or LUU. Acting to keep each other safe, staying with the Society's members. 	1	2	2	
Overcrowding	<ul style="list-style-type: none"> Heat strokes or fainting due to warmer temperatures in crowded rooms Blockage of fire exit points from too many people or chairs, resulting in a greater risk of injury in the event of a fire Greater amount of noise created from a large group of people which could be distressing for some members 	4	1	4	<ul style="list-style-type: none"> As a society we will only book rooms with a suitable capacity and cap the number of attendees/tickets at this level to prevent overcrowding We will ensure all unnecessary equipment/furniture is moved out of the way/removed prior to the event starting and keep the space tidy We will utilise a poll/sign up sheet to see how many people are planning to attend the event to ensure there are adequate facilities and space to accommodate everyone (eg: use of polls on social media to predict number of attendees or ticket based system on LUU) Committee members will ensure attendees have the required amount of space to safely carry out the planned activities (eg: enough room around them to safely participate in learning BSL signs without knocking/hitting other participants) 	2	1	2	
Inability to find the venue	<ul style="list-style-type: none"> Psychological distress Getting lost 	3	1	3	<ul style="list-style-type: none"> Prior to events, Committee members will check with one another to ensure they are all aware of where the venue is 	2	1	2	

					<p>and how to get there. If necessary, can pre-arrange a meet up to go together to find the venue. .</p> <ul style="list-style-type: none"> - Committee members will ensure those planning to attend the event/meeting are aware of the venue/location at least 24 hours in advance. In the event of any last minute changes to venue they will be notified and a social media post may be used to further publicise this - Having a list/form of those who have signed up to attend the event and their emails so that committee can: <ul style="list-style-type: none"> - contact them about venue location/changes and how to navigate to the venue - see whether more attendees are expected suggesting individuals are becoming lost/confused and further action is required (see below) - For particularly difficult to find locations we will post committee members along the route to help direct attendees/visitors and may create a social media post showing/explaining how to navigate to the venue - Post on our social media a 'how to find us' video 				
Alcohol at Social Events	<ul style="list-style-type: none"> - Injury to self or others - Inability to get home - Liver damage from excessive drinking 	3	1	3	<ul style="list-style-type: none"> - Ensure at least 2 committee members are non-drinking - Remind everyone of safe drinking - Ensure members know when events involve alcohol 	2	1	2	