|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **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:** | History Society | | **Likelihood (L) X Severity (S)** | | |
| **Category:** | Academic | |
| Unlikely | 1 | Minor harm caused |
| **Group Description:** | We are the largest arts society at the University of Leeds. A friendly and sociable society that offers lots of social events, history networking and supporting History and IHP students in academic studies. | | Possible | 2 | Moderate harm caused |
| Certain | 3 | Major harm caused |
| **Completed by *(name and committee position):*** | Henna Ravjibhai - Treasurer | | |  |  |  | | --- | --- | --- | | **Low (Acceptable)**  **= 1 - 2** | **Moderate**  **(Tolerable)**  **= 3 - 6** | **High**  **(Intolerable)**  **= 7 - 9** | | | |
| **Club & Society Signature:** | History Society | |
| **(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)*** |
|  |  |  |
| Sporting Injuries: e.g. bruises, cuts, trips, falls | Players may be injured when partaking in our Netball and Football teams as sport always carries a risk of injury | First Aid kit always on hand if there are any potential injuries, general safety rules told to players and Netball/Football captains. Regular checks to playing surfaces and removing potential trip hazards from the floor. | 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** |
| *Slips, trips and falls* | *Members 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* |  |
| Burns, food/drink spillages | Members and visitors who are attending events that include hot food and drink could potentially burn themselves or slip on dropped food/drink. | Reporting any spills immediately so they can be cleaned up and using wet floor signs after mopping. First aid kit on hand, access to w/c or cold running water to treat burns. | 2 | 2 | 4 |  |
| Glass breaking | If on a social event where drinks are served with glass, such as wine glasses or beer glasses, members could drop and shatter the glass | 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 | 2 | 4 |  |
| Covid-19 | All members, staff, visitors and otherwise. If precautions are not made, the spread of the virus can be high. | Well-ventilated venues, preferably meeting in outdoor areas. Hand sanitizer available to use. Members are encouraged to bring facemasks, although not strictly enforced. Social distancing encouraged to make covid-safe events. | 2 | 1 | 2 |  |
| Transport | Potential accidents on roads, putting all passengers and drivers at risk. | 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. | 2 | 2 | 4 |  |
| Alcohol incidents | Members who have participated in drinking socials may fall ill after drinking too much, injure themselves or others. | 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. | 2 | 1 | 2 |  |
| 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. | 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. | 2 | 1 | 2 |  |
| Violent/Inappropriate Behaviour | Members might put someone in an uncomfortable situation that could turn into physical harm to other members. | 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. | 2 | 1 | 2 |  |