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| **CLUB AND SOCIETY RISK ASSESSMENT** | **Degree of Risk** | **Risk Rating Matrix** |
| |  |  | | --- | --- | | **Society Name:** | Book Club | | **Category:** | General Interest | | **Author(s):** | Unaiza Bhatti, President | | **Author(s) signature and date:** | 12/07/2025 | | **Persons Responsible:** | Club and society committees and leaders | | **Staff Sign Off:** | [Signature] [Date] | | **Staff Additional Check:** | [Signature] [Date] | | **Locations:** | LUU Common Ground | | **Details of Activities:** | Read a book every two weeks and meet to discuss it, every other week will be a social e.g. board games, crafts, etc. | | **People who may be affected:** | * Society members and participants * Members of the public * Staff | | |  |  | | --- | --- | | **Likelihood** | | | 5 | Inevitable | | 4 | Highly Likely | | 3 | Probable | | 2 | Unlikely | | 1 | Remote possibility |  |  |  | | --- | --- | | **Severity** | | | 5 | Very high - multiple deaths | | 4 | Highly - death, serious injury, permanent disability | | 3 | Moderate - Off Uni/work for at least 5 days | | 2 | Slight - First aid treatment | | 1 | Nil - Very minor | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Severity** | | | | | | | | **Likelihood** |  | **1** | **2** | **3** | **4** | **5** | | **1** | **1** | **2** | **3** | **4** | **5** | | **2** | **2** | **4** | **6** | **8** | **10** | | **3** | **3** | **6** | **9** | **12** | **15** | | **4** | **4** | **8** | **12** | **16** | **20** | | **5** | **5** | **10** | **15** | **20** | **25** |  |  |  | | --- | --- | | **Risk rating score** | **Action** | | 1 - 4 | Broadly acceptable – no action required | | 5 - 9 | Moderate - Reduce risks if reasonably practicable | | 10 - 15 | High risk - Priority action to be undertaken | | 16 - 25 | Unacceptable - Action must be taken immediately | |

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| *Identify Hazards* | *Estimate the risk* | | | | *Evaluate the risk* | | | | *Evaluate residual risk* |
| **Hazard** | **How may harm result?** | **Likelihood** | **Severity** | **Rating** | **Risk control measures** | **Likelihood** | **Severity** | **Rating** | **Further action required?**  *Only fill out if additional control measures are needed to be implemented or reviewed*    Include timescales and who is responsible for implementation |
| **Social – outside of LUU** | Someone could become separated from the group, alcohol consumption, risks of activity (e.g. dropping bowling ball, slips or falls), theft | **3** | **2** | **6** | * Ensure everyone knows what socials will include alcohol and remind members of the society’s standpoint on drinking, as well as their own responsibility of their safety if they choose to drink (most socials will be non-alcoholic) * Make sure everyone who comes to the socials is aware of the risks involved before taking part (knowing the rules of certain buildings or events, how to play, risks) * A group chat will be available to everyone in case of getting separated or lost * In case of theft, members will be informed that items brought to any meetings or socials are brought at their own risk | **2** | **2** | **4** |  |
| **Food allergies** | If someone chooses to have a snack provided at the meeting, they may have an allergic reaction | **3** | **2** | **6** | * Ask new members for dietary requirements and allergies (as well as their severity) so we are aware of what not to bring to meetings * If allergies are very severe, members will be reminded to bring their medicine with them to every meeting e.g. EpiPen * Get LUU first aider if required * All snacks will be bought with allergies in mind (gluten free, vegan, no peanuts, etc.) * Complete food approval form before event where food/beverages will be provided * Call emergency services in event of any anaphylactic reaction | **2** | **2** | **4** |  |
| **Electricity** | Electric shock, secondary injury from electric shock | **2** | **3** | **6** | * Ensure all equipment is properly maintained * No contact with overhead power cables * Ensure proper use of electrical equipment | **1** | **3** | **3** |  |
| **Fire** | Injury caused by heat and flames, suffocation or poisoning from smoke, injury from the collapse of a building | **1** | **4** | **4** | * Evacuate when a fire alarm sounds * Do not try to fight the fire or ignore the alarm * Follow the buildings fire directions * Ensure all members know fire exits and accessible exit locations | **1** | **2** | **2** |  |
| **Housekeeping** | Blocking of exits preventing escape during a fire, caused by a build-up of materials, falls caused by untidy items or spilt liquids, mental distress caused by an unpleasant socialising environment | **2** | **2** | **4** | * We do not use storage at Book Club * Ensure all spilt liquids are cleaned up right away * Always make sure members tidy up after themselves before leaving * Ensure the Common Ground is tidy before, during and after our meetings | **1** | **2** | **2** |  |
| **Manual handling** | Back pain caused by improper lifting, lowering, carrying, pushing and pulling of items (such as a lot of books) | **2** | **2** | **4** | * If needed, committee members will split the loads of books * If this is not possible, ensure that the right posture and height of books is carried | **1** | **2** | **2** |  |