



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:	Student Action for Refugees	Likelihood (L)	X	Severity (S)
Category:	Volunteering	Unlikely	1	Minor harm caused
Group Description:	Leeds branch of a national organisation, Student Action for Refugees which campaigns for refugee rights, provides English conversation classes and gives refurbished bikes to local refugees and asylum seekers	Possible	2	Moderate harm caused
		Certain	3	Major harm caused
Completed by (name and committee position):	Tao Dingle (President)	<div> <div>Low (Acceptable) = 1 - 2</div> <div>Moderate (Tolerable) = 3 - 6</div> <div>High (Intolerable) = 7 - 9</div> </div>		
Club & Society Signature:	Tao Dingle			
(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)
<u>Lack of Communication of Risk Assessment and Emergency Procedures</u> Physical injury from lack of communication of risks and hazards in our environments as well as	Society members, refugees, community centre staff, Bike Hub staff Failure to communicate the surrounding risk, hazards and this assessment in training and prior to activities may result in physical injury. Specific causes are explained below in the assessment.	During volunteering training and bike repair training, committee members and coordinators will go through the risk assessment and appropriate procedures to limit damage to persons. This will be explained clearly and before activities when relevant. Safety briefings given before activities and people	1	1	1	

emergency procedures	Failure to communicate emergency procedures can prevent people from evacuating areas safely.	are aware of the fire exits in buildings and fire assembly points The risk assessment can be accessed at any point by anyone, upon request from the Committee.				
<u>Lack of First Aid on and off campus</u>	Society members, refugees, community centre staff, Bike Hub staff May be unable to access first aid if needed in injury. May worsen injury.	In safety briefings before activities, make sure everyone knows what to do if injury occurs, or if needing emergency medical attention. Call 999 or 111 depending on severity. As a society, we will look into first aid training some Coordinators.	2	2	4	
<u>Emotional distress to refugees</u>	Refugees, society members Society members will be working with refugees in conversation classes. They may insult a refugee, causing them personal emotional distress. This is very unlikely to happen but is important to include in case.	Full training given to conversation class society members prior to working with refugees. Committee members will enforce a zero tolerance policy on inappropriate language in sessions or abuse. Refugees are a vulnerable group and members will be reminded of this and to be mindful of their language.	1	1	1	
<u>Bike Scheme</u> Physical injuries to society members from using damaged equipment, equipment not packed up safely, electrical use, lifting/moving heavy equipment, inadequate protective equipment	Fully trained society members, Bike Hub helpers and refugees using the completed bikes. All hazards listed may cause physical injury to each group. In the Bike Hub, specific society members will be fixing up old or damaged bikes for refugees to use.	Only a small group of society members will be fully trained by an external bike company (the Bike Mill) on how to repair old or damaged bikes. They must complete this beforehand. The STAR Bike Scheme Coordinators and the Bike Hub at Uni will oversee this work. This is especially for any electrical work if needs be. We will not be using damaged equipment or parts Bikes must be tested and ensured safe before giving to refugees. Before handling heavy items, Coordinators will brief on how to correctly do so to prevent injury to the back. Members should only be doing something suitable to their physical ability. At the end of every bike session, members must ensure that items are safely packed away or set aside to prevent slips, trips or falls. Protective equipment such as goggles, gloves etc.	1	2	2	

		will be given to members prior to engaging in repair work. This will be provided by STAR and the Bike Hub. We will make sure all are in good condition and suitable for use.				
<p><u>COVID</u></p> <p>Spread of COVID amongst society members, refugees, training staff or community centre staff.</p>	COVID can spread and individuals may be physically unwell. Society members, refugees, training staff or community centre staff may be affected.	<p>Despite Covid's severity decreased across the country the society will maintain respect to those still vulnerable to the virus.</p> <p>This will include being respectful to those who still decide to wear face coverings, being responsible if a members may have caught the virus to alert the groups and if so for those members to stay clear of gatherings within the society.</p>	1	2	2	
<p><u>Fire</u></p> <p>The ignition of fire and its potential harm physically and emotionally towards attendees</p>	Fire has the potential to start abruptly by accidents by an individual or due poor infrastructure. This could cause emotional harm towards people enduring such an event of panic and severely harm people if they are within the vicinity of the fire. Or at worst cases be a cause of death to a person.	<p>STAR will ensure that all buildings it operates follow the correct fire safety standards and has its own risk assessment if such an event happens.</p> <p>In the event of fire STAR will ensure that they follow the correct procedure and ensure the safety of all its participants.</p>	1	2	3	
<p><u>Protests</u></p> <p>Physical injury, violence, risk of arrest, verbal/physical abuse, police brutality</p>	<p>STAR members as well as members of the public who join us.</p> <p>There is a risk that the protest may become violent resulting in physical injury. Group separation or getting lost is more likely to occur in this situation.</p> <p>Attendees could face physical and verbal abuse from counter protesters resulting in injury and psychological distress.</p> <p>Overcrowding/lack of crowd management may lead to collisions and personal injury.</p>	<p>Committee members must know when to call emergency services, and leave the protest at the first sign of violence.</p> <p>All attendees should have the contact details of at least one committee member and a meeting point and time should be pre-arranged.</p> <p>Should abuse occur, emergency services should be called if necessary and it should be reported to LUU. Committee members will be on hand to offer support.</p> <p>Attendees should be given information cards detailing their rights should they be arrested and relevant contact information.</p>	1	2	2	

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	
<u>Slips, trips and falls leading to injury</u>	Society members, refugees, community centre staff, Bike Hub staff May lead to personal injury (particularly in the Bike Hub)	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. Keep work areas clear. Report any spillages or trip hazards. Committee member always present.	2	2	4	
<u>Blocked safety exits, preventing emergency procedures in buildings</u>	Society members, refugees, community centre staff, Bike Hub staff Blocked exits may prevent individuals from emergency evacuation and following procedures in buildings. May cause physical injury.	Ensuring exits are unblocked and everyone is aware of exits in case of emergency. Safety briefings prior.	1	2	2	
<u>Socials involving alcohol</u>	Society members May lead to excessive alcohol consumption by members and pose a danger to their health or others. May lead to verbal/physical/sexual abuse.	The majority of our events are alcohol-free and at least two committee members will be sober at any social event. Share emergency contact details of the sober committee members. Ask anyone who is too drunk to leave, with the help of venue staff/bouncers Call emergency services if required Members will be encouraged to stick together and look out for each other. Should confrontation/abuse occur sober committee members will work to de-escalate the situation and report issues to venue staff. Emergency services should be called if necessary	1	2	2	

		<p>Afterwards, details will be reported to LUU and the members involved may be banned from the society if appropriate.</p> <p>Support will be offered to those involved</p>				
<u>Transport</u>	<p>Society members, refugees</p> <p>If using public transport for socials, members may become separated or lost. Risk of collision on public transport and taxis. Taxis will be used for refugees to attend conversation classes.</p>	<p>Committee members should discuss access arrangements for anyone with disabilities to ensure the transport is appropriate.</p> <p>If public transport is being used, all attendees should be made aware of the route being taken and the final destination in case they become lost. They should also have contact information of the committee member.</p> <p>The use of seatbelts should be encouraged.</p> <p>In the event of an accident, emergency services should be called if necessary.</p>	1	1	1	

<p><u>Speaker Event</u></p>	<p>Speaking events will likely be dealing with tense subjects that could have the potential of stirring emotion from participants.</p> <p>This has the potential to cause distress amongst attendees who may find such topics overwhelming.</p>	<p>In the promotion of the event STAR will always add a sidenote on event marketing of potentially triggering content.</p> <p>If in the event someone does become distressed by the content that is discussed/shown committee members will be standby to aid an attendee to give the necessary assaitance.</p>	1	1	1	
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<p><u>Trips out of Leeds</u></p>	<p>Society Members, Committee Members</p> <p>Trips out of Leeds maybe cause issues with areas being unfamiliar to attendees. Could see some attdees become lost.</p>	<p>Potential trips out of Leeds will have a planned manner towards them and ensure a record of the number of participants to ensure the full safety of the group.</p> <p>The group will ensure safe transport and accommodation that will be checked by comittiee members of both events.</p> <p>For a potential collaborative event the leaders of the group will stick to a time frame to ensure the safety of the participants so that the position of the group is always fully understood; hindering the possibility of attdees becoming lost.</p>	1	2	2	
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<p><u>Night Club Fundraisers</u></p>	<p>Committee Members, Society Members, Other students.</p> <p>Night club fundraisers can have the potential for attendees to have uncomfatble encounters with close contact with others under the consumption alcohol.</p> <p>This can lead to attendees potential having emotional harm or at worst physical discomfort.</p>	<p>STAR Committee members will ensure that events selected for night club events are known for their safety and have a high standard of protocol for ensuring comfortable event.</p> <p>STAR committee members when organising the events that will follow guidelines provided by ‘Safer Spaces’. This will ensure a safety net for people who feel unformattable.</p> <p>Oganizers will show a zero tolerance to any innapropite behaviour to others.</p>	1	2	2	
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