



CLUB AND SOCIETY INDIVIDUAL RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix						
Society Name:	LUU LGBT Society	Likelihood		Severity						
Category:	Welfare	5	Inevitable	Likelihood		1	2	3	4	5
Author(s):	Marta Krupa	4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:	Marta Krupa 29/07/2025	3	Probable		2	2	4	6	8	10
Persons Responsible:	President: Megan (Preferred name: Lane) Lunda Secretary: Marta Krupa Treasurer: Samuel Winter	2	Unlikely		3	3	6	9	12	15
		1	Remote possibility		4	4	8	12	16	20
				5	5	10	15	20	25	
Staff Sign Off:	[Signature] [Date]	Severity		Risk rating score		Action				
Staff Additional Check:	[Signature] [Date]	5	Very high - multiple deaths	1 - 4		Broadly acceptable - no action required				
Locations:	LUU building, clubs, music venues, local parks, pubs and cafes.	4	Highly - death, serious injury, permanent disability	5 - 9		Moderate - Reduce risks if reasonably practicable				
Details of Activity:	We host coffee hours every weekday of term time which is a general welfare and social event for queer students. We additionally host a variety of other events that typically include club nights, pub socials, cafe and board games/videogame socials, academic and political queer talks, art sessions, speed	3	Moderate - Off Uni/work for at least 5 days	10 - 15		High risk - Priority action to be undertaken				
		2	Slight - First aid treatment	16 - 25		Unacceptable - Action must be taken immediately				
		1	Nil - Very minor							

	dating and film screenings.
People who may be affected:	<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	Ra t i n g	Risk control measures	Li k e l i h o o d	Se v e r i t y	Ra t i n g	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
Burns from hot water during Coffee Hours	Presence of kettle/ hot drinks could result in a spillage on members attending.	3	2	6	Encourage members to exercise caution around hot drinks, placing mugs away from table edges and making sure they do not spill Encourage members to be very careful carrying anything with hot water, they should ask for help if they are struggling Make sure room is free from tripping hazards Report any spills to duty manager	2	2	4	
Events in LUU/ university	Students and visitors may be	3	2	6	Committee members to check meeting space ahead of	1	2	2	

buildings (such as coffee hours, talks, film screenings etc.) Slips, trips and falls	injured if they trip over objects or slip on spillages				<p>student/visitor arrival. Report any issues with the LUU room or space to the duty manager ahead of activity i.e large boxes in the room ahead of meeting. Committee members are aware of contacting the LUU help and support team if needed.</p> <p>Committee members to ensure meeting space is appropriate for the activity, pre-event i.e room capacity numbers and booking of room spaces with the Activities team.</p> <p>Committee to ensure students, visitors entering the room store personal belongings in a safe manner i.e bags placed under the tables.</p> <p>Committee members to ensure any spills are cleared up immediately by reporting to the duty managers.</p> <p>If meeting space is dark (e.g. during a film screening), committee will ensure that pathways to any exits (including fire exits), seating and stairs will be visible and free from tripping hazard</p>				
LGBT society Social event (ends before 1am, not a party setting) Risks of attending a venue off campus	<p>Members are at risk of losing the group and being separated.</p> <p>Verbal or sexual harassment: Members or non-members acting</p>	3	3	9	<p>Committee to ensure the venue is appropriate pre-event by visiting the venue. Make sure there is adequate space for attendees e.g. by ticketing events. Use of pre communicated venue details, locations times etc to all members. Committee contacts designated as emergency point</p>	2	1	2	

	<p>inappropriately to other society members.</p> <p>Illness due to intoxication, drug misuse and dehydration.</p>				<p>of contact for the social event. Ensure all committee members are aware of the officer code of standards.</p> <p>Committee to attend social guidelines training in how to ensure a social is safe and inclusive, such as those hosted by SASHA. Committee to remain alert to any notable issues, including intrusion from those not associated with the society who may impede our intentions to create safe spaces for LGBT+ students.</p> <p>Responsible persons will challenge inappropriate behaviour when seen or reported to us, Any incidents will be reported to venue staff so the perpetrator can be barred to prevent further harm.</p> <p>Committee to recognise and support intoxicated members and seek first aid assistance in venues. Designated sober committee members for nights out. If a drunk person needs to go home alone, book an uber for drunk or vulnerable people as the person's arrival can be tracked. Communication to all club members the LUU constitution and code of conduct relating to appropriate behaviours. Ensure all members are aware that alcohol consumption is a personal choice at a social event, and that soft drinks will</p>				
--	---	--	--	--	--	--	--	--	--

					always be provided.				
LGBT+ society social event. (Very late night party/ club social ending after 1am) Risks of attending a venue off campus at night	All of the above and the following: Risk of hearing damage due to loud music. Exhaustion and dehydration due to dancing/ being awake for a long time as people may forget to eat or drink. Transmission of infectious disease in crowded spaces such as COVID-19, Monkeypox (severely unlikely but disproportionately affects men who have sex with men), general flu symptoms 'freshers flu' (very likely) Chance that attendees of queer event may choose to have sexual contact later on, which brings the risk of sexually	3	3	9	Offer foam ear plugs to all guests, offer a quiet space outside away from the sound system. Make sure there is seating on or near the dance floor, committee to encourage people to take regular breaks by handing out water, offering dextrose tablets or salty snacks. Make sure the committee can recognise signs of distress, attendees know who to speak to at the bar/ committee member who can get them help, committee will be aware of and implement an 'ask for angela' campaign. Encouraging people to get their COVID vaccines and seasonal flu jabs, to take lateral flow tests before they come out and to report to us if they have tested positive for COVID. Encouraging people to wear masks if they want and to not attend if they have been ill, even if it has just been a minor cold, to prevent 'freshers flu'. Working with Yorkshire MESMAC to educate members on sexually transmitted diseases, Distributing condoms and lube packs at social events, holding regular HIV and STI testing events. Working with MESMAC to educate on the monkeypox virus, encouraging those most at risk to take up their monkeypox vaccine if they	2	1	2	

	transmitted diseases or pregnancy.				qualify for it. Working with MESMAC to educate members on PrEP and where to access it if they need it. Discouraging people from having sexual contact at events, especially if intoxicated. Making sure that people have resources on affirmative consent and that any choice to have sexual contact is sober and consensual.				
LGBT+ Society Social events with food (such as a social dinner or picnic)	Attendees with allergies, intolerances, special dietary requirements could become ill if exposed to triggers.	3	4	12	<p>Ask attendees to disclose any allergies or food requirements beforehand, committee to choose appropriate venue - If advised that an attendee has a severe food allergy, committee to ensure no food containing allergen is present in space and surfaces are cleaned before and after</p> <p>Social events with snacks or dishes, either pre-bought or homemade - If planning to share, any pre bought food to have the ingredients clearly listed - If attendees bring homemade food which they plan to share, all food must be approved by catering manager - In case of homemade food - make it clear to people with allergies/ special diets that that there is a chance that the food may contain allergens as it is not made in a manufacturing environment.</p>	1	4	4	
LGBT+ Society	Any member	2	3	6	Tools with sharp edges or blades	1	3	3	

<p>Social events with art (present of art materials such as scissors, stanley knives, cutters, glue, paints etc.)</p>	<p>participating in making art such as cutting, drawing are, at risk of cuts and paint stains</p>				<p>will conform to UK law and be stored in a secure, locked place, any blades such as stanley knives will be retractable and not lock.</p> <p>Art sessions will only be guided by people trained in using appropriate tools, and will supervise any use of tools. Tools with blades will be counted before and after the session to make sure they are not lost. Members will only be able to use these tools when they have been shown how to properly handle them (for cutting paper and card), such as only cutting on a cutting mat, ensuring the cutting mat is on a flat surface without any obstructions etc. Long hair will be tied up and sleeves will be rolled up.</p> <p>The use of flammable, irritant or hazardous art materials will be minimised and the committee will encourage use of non-hazardous, water-based materials instead that can be applied by brushes instead of spraying). If materials with hazard labels are used, we will ensure the safety data sheet of the substance is available, and that all COSHH controls are adhered to. Any hazardous substance would be stored and locked securely -any use of aerosol-based solvents (such as spray glue, spray paint etc.) will only be used in places with</p>				
--	---	--	--	--	---	--	--	--	--

					<p>complete ventilation) with adequate PPE (dust masks with filters)</p> <p>Attendees to wear aprons while handling paints and exercise caution to not stain their clothes or skin.</p> <p>The use of tools which emit heat will be minimised, occasionally hot glue guns may be necessary and if used they will be attended to at all times while plugged in, and we will encourage members to exercise extreme caution to avoid burns.</p> <p>All electrical equipment to be PAT-tested. The committee will have knowledge of the location of first aid kits, and report any incidents or injuries using an injury reporting form.</p> <p>Any room that is used for art sessions should be suitable to the task, have adequate space for attendees, be free of tripping hazards, have adequate space to store art supplies, and be kept tidy throughout the session. In case of using paints we will cover any surfaces such as tables, floors etc. with newspaper to prevent staining. It is the responsibility of committee to ensure that the room is returned to its original state</p>				
Emotional distress:	Any attendees of a film screening,	3	2	6	Content warnings given ahead of time (at least 1 week in advance) - the ratings of films	1	2	2	

<p>During events with difficult themes such as film screenings, talks, book circles etc.</p> <p>Digital communications and use of IT systems – deadnaming of trans students</p>	<p>lecture, book circle or any discussion-based event that may have emotionally distressing themes. Risk of panic attacks, worsening of mental health symptoms, stress and anxiety. Risk of emotional stress and dysphoria due to seeing deadname - Risk of being 'outed' as trans without consent, carries risk of direct and indirect discrimination, including verbal harassment and possibly assault.</p>				<p>will be clearly displayed. We will encourage all attendees to express to us confidentially if they have any specific emotional needs. We will provide a quiet and peaceful space outside of event for anyone who may need to step out.</p> <p>At all social sessions, committee will encourage people to use names they are most comfortable with, deadnaming is not tolerated - any managing of databases (such as mailing lists) will be GDPR compliant, and any change of names will be reflected with extreme urgency - when using IT systems such as Engage</p>				
<p>Driving a vehicle for society purposes</p>	<p>Student members of the public at risk of road traffic injury, fatality, vehicle damage</p>	2	4	8	<p>Committee members to ensure only drivers who have completed the authorised driver process with the LUU activities team ahead of trip. Committee to ensure drivers driving large vehicles have completed MIDAS training through the LUU Activities team ahead of trip. Driver to complete pre driving check</p>	1	4	4	

					<p>ensuring vehicle is safe to drive.</p> <p>Driver to ensure emergency first aid kit, food water and blanket are in the car pre travel. Driver to check weather conditions ahead of driving at starting location, route and end destination. Committee to plan route service rest breaks ahead of journey. Committee and driver to have a record of attendance and contact emergency contact details of members travelling in the car. Driver to adhere to UK government road safety legislation</p>				
Risk of fire	Members attending events in LUU building or other university property External events in other venues	3	5	15	<p>Ensure fire exits are free from obstruction - Ensure no fire hazards present e.g. candles, lighters, any heat sources such as hot glue guns should be supervised constantly and turned off at earliest possible opportunity</p> <p>Ensure attendees know the nearest fire escape routes, committee will evacuate event calmly when hearing fire alarm - Committee to know where the nearest fire extinguishers and fire blankets are, to immediately call 999 and trigger fire alarm on discovering a fire</p>	1	4	4	