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| **CLUB AND SOCIETY INDIVIDUAL RISK ASSESSMENT** | **Degree of Risk** | **Risk Rating Matrix** |
| |  |  | | --- | --- | | **Society Name:** | **Leeds Motorsport** | | **Category:** | **Sports Club** | | **Author(s):** | **Anand Parmar** | | **Author(s) signature and date:** | 22 June 2025 | | **Persons Responsible:** | Anand Parmar – President  Daria Talinskaya – Secretary  Daniel Spiers – Treasurer  Emily Whitfield – Vice President  Arion Nela – Captain  Connor Morton – Vice Captain  Madelaine Cooper – Events Manager  Ho Chun Wong – Events Co-ordinator  Luca Wigley – Social Secretary  Alice Kingswood - Media Manager | | **Staff Sign Off:** | [Signature] [Date] | | **Staff Additional Check:** | [Signature] [Date] | | **Locations:** | See Below list | | **Details of Activity:** | Competing nationally in the British University Karting Championship (BUKC) against other Universities in go-karts (70mph+) across different outdoor UK tracks.     Running in-house training sessions for members of all abilities across indoor and outdoor karting venues.     Other events include socials, race watchalongs and trips to see events (rallies, BTCC 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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| **Location of Events** | | |
| **BUKC** | **Training** | **Trips and away days** |
| Whilton Mill Karting & Outdoor Activities, NN11 2NH  PF International Kart Circuit, NG32 2AY  Buckmore Park Kart Circuit, ME5 9QG  Glan-y-Gors Park LL21 0RU  Clay Pigeon Raceway DT2 9PW  Teesside Karting, TS6 6XH | Teamsport Leeds, LS10 1NQ  Teamsport Bradford, BD7 2JT  Teamsport Warrington, WA1 1PJ  Three Sisters Race Circuit, WN4 8DD  Teamsport Trafford Park M17 1NF  Teamsport Preston PR5 8AH  Tockwith Karting Yorkshire, YO26 7DW  Parkwood Karting, S3 8AG  Karting North East, SR3 2PR | Riponian Rally, YO62 4DU  Donington Park, DE74 2RP  Elvington Airfield, YO41 4AU  East Ridings Rally HU17 8RG |

**Additional Information as a High-Risk Group:**

* Briefings and checking of member suitability: Clear communication of the nature of go-karting to be provided to members before the sale of tickets. The karting venue and their trained staff then brief the cohort on how to behave during the event as well as highlighting the risks. The committee will be in the room and on hand to ensure everyone pays full attention to the safety briefing. This is done before every event so there is no doubt that everyone attending will be briefed. Any spectators attending will watch the same briefing and have their ‘spectator zones’ from which they can watch identified to them.
* All sessions are managed by trained staff, with committee on hand to make sure everyone is following instructions and is where they should be at all times.
* All guidance is followed. At local karting tracks, this is under their guidance, which must be of a certain standard to be an operational karting venue. Venues at which we compete nationally (British University Karting Championship), are covered by the Motorsport UK governing body.
* For those racing in BUKC, a licence is required for those who want to participate, which is acquired by showing fast and safe driving in a controlled 30-minute session with marshalls observing. This ensures those who are in this series are fast enough so that they do not become a hazard whilst also driving safely and obeying safety instructions.
* Members are briefed before the event on the correct attire, so they can either wear it or bring a change of clothes with them. Both committee as well as the trained staff will ensure anyone not wearing the correct clothing is not allowed on track until such clothing has been replaced.
* All karts are provided by the venue or by Club100. There is no risk of injury when exiting karts as the trained staff ensures all karts are stationary before allowing drivers to climb out of their vehicles. Karts are also tested immediately before events to check safety and will remove/repair any kart faults.

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| **Society Activity Hazards** | | | | | | | | | |
| *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 |
| **Injury from crash** | Crashing into another kart or barrier | **3** | **4** | **12** | Briefing given by trained track marshals. Warnings and re-education for at-risk drivers during the sessions. Helmets worn. Karting and safety equipment are tested daily. Marshals able to cease track activity and move compromised karts following an incident.  Committee members are to be made aware of [concussion advice](https://www.sportandrecreation.org.uk/policy/research-publications/concussion-guidelines). | **2** | **3** | **6** | **/** |
| **Chemical/temperature burns** | Touching exhausts on karts/fuel burn | **2** | **4** | **8** | Briefing given by trained track marshals. Committee members to reiterate not to touch exhausts on the kart and to ensure if refuelling, checking the fuel cap is secure.  Committee members are to carry appropriate medical equipment and be aware of 111/999 medical procedures depending on the severity of burn(s). | **2** | **2** | **4** | **/** |
| **Lack of awareness for disabled members** | Suitable information is not provided regarding activities | **2** | **2** | **4** | Some disabled members may be unable to participate in go-karting due to purely safety or practicality reasons. Clear communication of the nature of go-karting to members before sale of tickets. Provide other events and socials to allow for a fulfilling participation in the society for all. | **1** | **2** | **2** | **/** |
| **Unsuitable mix of skill levels** | Participants’ ability gap is too great during sessions | **2** | **4** | **8** | Events cater to members of all ability levels. Event organiser (usually Events Manager) will endeavour to organise sessions by approximate skill level, to ensure members of broadly the same level are competing together.  By the nature of racing due to lap times, this is quite easy to determine. We can also re-organise groups moving from the first to second to make sure any appearing skill gaps are amended.    Where events have varied skill levels such as GIAG events due to new members with pre-existing skill, the differences should be not too severe, and the atmosphere of the event will be managed to not encourage heated competition leading to harm.    For ‘high’ skill events such as BUKC the event organisers run their own licensing and qualification system to prevent unsuitable ability differences. | **2** | **3** | **6** | **/** |
| **Unsafe behaviour or attitude** | Harm to students if escalated | **2** | **3** | **6** | Unsafe behaviour to be addressed by committee members and/or venue staff and situations defused.    Committee to deal with further complaints from within the group, beginning with a verbal warning escalating to event ejection and further banning from society activities. | **2** | **2** | **4** | **/** |
| **Jewellery/piercings** | Harm to students during a session | **3** | **3** | **9** | Committee to communicate to members where/which jewellery is unsuitable on safety grounds before the event.  Ultimately worn at the owner's own risk. | **2** | **2** | **4** | **/** |
| **Unsuitable clothing/footwear/ hair securing** | Harm to students during a session | **3** | **3** | **9** | Committee to communicate to members where/which clothing/footwear/hair securing is unsuitable on safety grounds before the event.  Marshals and committee members can pull participants off-track to tuck hair back into race suits and/or change hazardous clothing items. | **2** | **2** | **4** | **/** |

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| **Equipment Hazards** | | | | | | | | | |
| *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 |
| **Theft of society equipment/funds** | Theft | **2** | **4** | **8** | All events are online ticket purchases so use/collection/storage of cash is very uncommon. Items and cash to be held/supervised by committee members.  Society equipment is to be inventoried and stored in a secure location. | **2** | **2** | **4** | **/** |
| **Theft of Personal items**  **Creating potential mistrust between**  **members** | Member loses their belongings | **2** | **4** | **8** | Where possible committee members to supervise belongings (bags, coats etc.) discarded while the event is taking place. Often at venues (kart tracks), free lockers are available to store valuables.    While measures are taken to ensure the satisfaction of safety of items, regardless all items are brought at owners' own risk. | **2** | **2** | **4** | **/** |
| **Improper technique for Manual Handling** | Committee and members lifting heavy society equipment | **3** | **3** | **9** | Manual handling training resources to be circulated amongst society’s committee and members to ensure low risk of injuries.  Equipment should be adequately sorted so that nobody is carrying extreme loads to/from/during events. | **2** | **2** | **4** | **/** |
| **Unsuitable/damaged equipment** | Harm to students | **2** | **4** | **8** | For track events, all equipment is checked and maintained in good working order by staff daily. Students should be made aware of what faulty equipment looks like e.g. faulty helmet straps or race suits.  For society equipment, the audit should be completed annually and submitted to the Union, then reviewed quarterly and updated where appropriate. The condition of these items is included to make committee aware of these at the beginning of the year and for reference throughout.  Faulty/damaged equipment should be disposed of, contacting the Union for assistance if applicable. | **1** | **2** | **2** | **/** |

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| **Socials, Meetings & Transport Hazards** | | | | | | | | | |
| *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 |
| **Separation/leaving a member behind at a venue** | Student being stranded at a venue | **3** | **3** | **9** | Counting students onto and off of transportation making sure no one is left behind.    Taking contact details so communication is possible, event planned out beforehand and communication of approximate timescale both online and verbally. | **2** | **2** | **4** | **/** |
| **Allergies/medical conditions** | Allergic reaction/medical emergency | **2** | **4** | **8** | Committee to ask members, to be made aware of applicable and relevant allergies/conditions and to make accommodations where possible.    For allergies, the particular substance will be removed, and members will be made aware if appropriate. No food is ever supplied by the society at events.  Committee to be aware if a severe reaction occurs to call 111/999 emergency services if applicable. | **1** | **2** | **2** | **/** |
| **Alcohol/drug consumption** | Harm to student from alcohol poisoning/reckless behaviour/drug effects | **2** | **4** | **8** | Communicate code of conduct to members, committee to discourage excessive drinking. At least one committee member is to remain sufficiently sober during socials and with members where possible to adequately care for people and to call 999 if necessary.  Committee members to offer water to those consuming alcohol throughout socials.  Ultimately alcohol and drug consumption is taken at the user’s own risk. | **2** | **3** | **6** | **/** |
| **(Drink) Spiking** | Physical and/or emotional harm to student | **2** | **4** | **8** | Committee to be aware of risks and to communicate this to members. Society can also investigate venues to see available anti-spiking tools.    Committee to be aware of external avenues to deal with issues, such as bouncers and if necessary 999 emergency services. | **2** | **3** | **6** | **/** |
| **Verbal/Physical/Sexual Abuse** | Physical and/or emotional harm to student | **2** | **4** | **8** | Committee to deal with complaints from within the group, beginning with a verbal warning escalating to ejection and further banning from society activities.  Report incidents to LUU.    Committee to be aware of external avenues to deal with issues, such as bouncers and if necessary 999 emergency services. | **2** | **2** | **4** | **/** |
| **Unsuitable room for activities planned or a**  **large number of people.** | Venue too small for attendees.  Lack of fire exits. | **2** | **3** | **6** | Public venues for activities (karting tracks) are designed for the number of people it can support in racing; social events are booked for sizes based on attendance on social media events; committee to inspect venue for fire escapes/fire evacuation plans and other hazards, inform members of hazards and potential risks.    Make sure of disabled access. | **2** | **2** | **4** | **/** |
| **Strobe Lighting** | Harm to member from medical condition associated | **2** | **4** | **8** | Members to be made aware of associated issues with a venue before event.  Committee members to inspect lighting before the event to ensure all is in working order. | **1** | **2** | **2** | **/** |
| **Adverse weather** | Adequate equipment/clothing not communicated to students in extreme weather conditions | **3** | **3** | **9** | Committee to monitor the forecast and if required inform members of risk, and potential cancellation if conditions become too severe for either participation or transportation (e.g. heavy snow).    Includes for excessive heat as well, and committee to advise members to bring water/suncream etc if necessary. | **3** | **2** | **6** | **/** |
| **Transport cancelled/breaks down/unsuitable** | Student(s) could get lost and come to harm/be stranded | **2** | **3** | **6** | Committee to ensure transport is booked well in advance from reliable/respectable/safe providers. Contact information of transport providers and participants to be shared beforehand.    Transport to socials are not provided so cabs/uber/walking is encouraged. | **1** | **2** | **2** | **/** |
| **Society members driving to events** | Injury caused by an inexperienced driver causing a collision    Poorly maintained car    Rowdy student causing distraction leading to collision | **3** | **4** | **12** | Student drivers should register with the LUU to be considered for transporting to events.    Members should be advised of appropriate conduct while being driven to event and respect the driver.    Drivers should have their contact details known to the society and vice versa to enable communication for delays/incidents/navigational issues.    Members able to confidentially report to committee of inappropriate driving/vehicle. | **2** | **2** | **4** | **/** |

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| **General Hazards** | | | | | | | | | |
| *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 |
| **Fire** | Poorly-maintained venues and/or staff | **2** | **4** | **8** | Committee members to make sure venues are safe and have up-to-date fire control and evacuation systems.  Venues must also have safety features such as sprinklers, fire blankets, fire extinguishers and PAT-tested electrics (where applicable). | **1** | **2** | **2** | **/** |
| **Lack of, inappropriate or incorrect use of First Aid equipment** | Committee members are not able to/do not complete the correct medical procedures | **2** | **4** | **8** | Committee members should be made aware of different procedures during medical emergencies e.g. DR ABC, epi-pen administration, minor injuries etc. Members should also be made aware of emergency numbers (111&999).  Society to carry a small stocked medical kit to bring to events.  For events in the Union, committee and members can access First Aid assistance from the Assistant Security Manager on duty. | **2** | **3** | **6** | **/** |
| **Lack of Health & Safety Awareness amongst staff, members etc.** | Committee, members and staff do not have safety procedures communicated to them | **2** | **4** | **8** | Risk assessments, medical resources and contact numbers to be shared before events for all committee members  Information regarding emergencies should be communicated to members before events. | **2** | **2** | **4** | **/** |
| **Long hours** | Committee members become extremely fatigued/more prone to injury during long working hours | **2** | **3** | **6** | Ensure during events known to be long that committee members/staff/volunteers are offered adequate rest breaks and consume food and drink regularly.  Ideally have rotation systems for committee members during all-day events e.g. Welcome Week Fairs. | **1** | **2** | **2** | **/** |
| **Bullying** | Physical/emotional distress  Members leaving the society | **2** | **3** | **6** | Share Society Code of Conduct to all members and communicate a no-tolerance policy to bullying.  Committee to deal with further complaints from within group, beginning with a verbal warning escalating to event ejection and further banning from society activities and notifying the Union where applicable. | **2** | **2** | **4** | **/** |
| **Slips/trips/falls** | Poorly maintained venues  Adverse weather  Members not wearing correct equipment/clothing | **2** | **3** | **6** | Committee members should make sure venues and their facilities are safe, including any liquid spills to be mopped up and/or marked with a ‘Wet Floor’ sign.  Weather conditions to be communicated to members before the event and appropriate clothing suggested.  Appropriate clothing should be worn based on activity or event.  Clothing for non-karting socials are ultimately worn at the wearer’s own risk.  Committee members to be made aware of medical procedures including 111/999 if severe. | **2** | **2** | **4** | **/** |