



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:	ShockSoc (Electronic and Electrical Engineering)		Likelihood (L) X Severity (S)		
Category:	Academic				
Group Description:	ShockSoc is the academic society for students under the school of Electrical Engineering. We run socials, skill development labs and larger events such as RFL.		Unlikely	1	Minor harm caused
			Possible	2	Moderate harm caused
			Certain	3	Major harm caused
Completed by (name and committee position):	Alexander Brown – President Pralish Satyal – Vice President		<div> <div>Low (Acceptable) = 1 - 2</div> <div>Moderate (Tolerable) = 3 - 6</div> <div>High (Intolerable) = 7 - 9</div> </div>		
Club & Society Signature:					
(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)

<i>Electric Shock</i>	<i>Society members working on the RFL/ any skills development labs may be at risk from electric shock or sustaining any other injuries.</i>	<i>During all labs, atleast ONE committee member will be present in overlooking the members taking part in the lab. Induction will be given to these society members to teach them how to use the space in a safe manner.</i>	<i>1</i>	<i>2</i>	<i>2</i>	
<i>Cuts</i>	<i>Society members working on RFL/ any labs may be at risk from sustaining personal injuries when using tools.</i>	<i>During all labs, atleast ONE committee member will be present in overlooking the members taking part in the lab. Induction will be given to these society members to teach them how to use the space in a safe manner.</i>	<i>1</i>	<i>1</i>	<i>1</i>	
<i>Burns</i>	<i>Society members working on RFL/ any labs may be at risk from burns when using a soldering iron or other heat based equipment</i>	<i>During all labs, atleast ONE committee member will be present in overlooking the members taking part in the lab. Induction will be given to these society members to teach them how to use the space in a safe manner.</i>	<i>1</i>	<i>1</i>	<i>1</i>	
<i>Crushing/Bruising</i>	<i>Society members working on RFL/ any labs may be at risk from trapping fingers causing swelling or bruising</i>	<i>During all labs, atleast ONE committee member will be present in overlooking the members taking part in the lab. Induction will be given to these society members to teach them how to use the space in a safe manner.</i>	<i>1</i>	<i>1</i>	<i>1</i>	
<i>Muscle Injuries</i>	<i>Society members can experience muscle strains, tears, and soreness during the activity through overexertion or accidental injury</i>	<i>During all sports activities, at least one committee member will carry a first aid kit with them. Additionally, wherever possible, the committee member will try to regulate rough play</i>	<i>2</i>	<i>1</i>	<i>2</i>	

<i>Pulls, Strains & Sprains</i>	<i>Society members can experience muscle pulls, strains, and sprains during the activity through overexertion or accidental injury</i>	<i>During all sports activities, at least one committee member will carry a first aid kit with them. Additionally, wherever possible, the committee member will try to regulate rough play</i>	2	1	2	
<i>Broken Bones</i>	<i>Society members can fracture their bones in the case of a serious injury which can occur in an unpredictable way</i>	<i>During all sports activities, at least one committee member will carry a first aid kit with them. Additionally, wherever possible, the committee member will try to regulate rough play</i>	1	3	3	

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	
<i>Eg. Slips, trips and falls</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<i>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</i>	2	2	4	

		<i>clear. Report any spillages or trip hazards.</i>				
<i>Alcohol related injuries</i>	<i>Society members involved in socials with the presence of alcohol could be at risk of sustaining injuries/any alcohol related accidents</i>	<i>In any socials taking place which include alcohol (i.e. a pub outing), there will be a designated member of the group which will be there to safeguard the members at the social. All relevant points of contact will be provided before the night, with designated locations for members to go to in case they get lost. Committee members to encourage responsible drinking with no expectation for members to drink</i>	<i>2</i>	<i>2</i>	<i>4</i>	