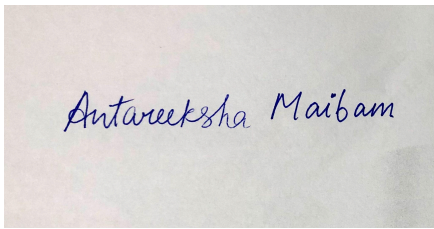




## CLUB AND SOCIETY INDIVIDUAL RISK ASSESSMENT

<b>Society Name:</b>	Art Society
<b>Category:</b>	General Interest
<b>Author(s):</b>	Antareeksha Maibam
<b>Author(s) signature and date:</b>	 <b>08/09/2025</b>
<b>Persons Responsible:</b>	Antareeksha Maibam, Emma Hinde, Medhansh Paul, Matthew Hull, Jennifer Ingram, Joshua Liu, Namira Chowdhury, Saddle Scott-Morris, Sreeja Tulluru, Emily Ieva-Chessell
<b>Staff Sign Off:</b>	[Signature] [Date]
<b>Staff Additional Check:</b>	[Signature] [Date]
<b>Locations:</b>	Union building and upstairs in pubs (Royal Park Pub and Eldon)
<b>Details of Activity:</b>	Creative workshops
<b>People who may be</b>	<ul style="list-style-type: none"><li>Society members and</li></ul>

## Degree of Risk

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

## Risk Rating Matrix

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

**affected:**

- participants
- Staff



<i>Identify Hazards</i>		<i>Estimate the risk</i>			<i>Evaluate the risk</i>				<i>Evaluate residual risk</i>
<b>Hazard</b>	<b>How may harm result?</b>	<b>L i k e l i h o o d</b>	<b>S e v e r i t y</b>	<b>Ra t i n g</b>	<b>Risk control measures</b>	<b>Li k e l i h o o d</b>	<b>Se v e r i t y</b>	<b>Ra t i n g</b>	<b>Further action required?</b>  Only fill out if additional control measures are needed to be implemented or reviewed  Include timescales and who is responsible for implementation
Placement of equipment and untidiness	Trip hazard causing injury/ misuse of equipment	2	2	4	Making sure equipment is safely stored and only the necessary equipment is available to event attendees for the weekly workshops.  Taping down the wires of the lights used for life drawing and storing them at the location in order to minimise unnecessary moving.  Ensuring members are given comprehensive instruction in how to use different pieces of equipment prior to use and how to handle them safely, as well as consistently making sure they keep their own workspaces clean and tidy throughout use.	2	1	2	

Unsafe behaviour or attitude of any person(s) e.g. member starts a fight, member not performing activity correctly, etc	Injury or argument due to behaviour/attitude	1	2	2	Committee teaching of activities explained in detail for safety  Committee members present attempt to de-escalate, if not possible then report to LUU and issue warning.	1	1	1	
Theft/loss of society money/equipment	Financially hurts the society and takes advantage of LUU and committee effort	1	2	2	Keeping our locker locked at all times and handing it back to LUU activities team on time  Tickets through Engage.  Treasurer keep track of amount under committee name at all times to avoid not noticing loss.	1	1	1	
Unsuitable rooms: Uneven, raised and unsecure surfaces Insufficient or unsuitable space	Injury from unsafe aspects of space or restrictions of confined space and resulting mental distress.	2	3	6	Book rooms with known capacities, then sell the appropriate amount of tickets.  Book events in LUU rooms, as they are up to code and have appropriate fire exits etc.  When in other locations e.g. Life Drawing in Royal Park Pub, arrive early to check safety of location, stick to the same rooms weekly as previously done.	2	2	4	
Bad allergies/allergic reactions  Unhygienic surroundings	Member has a bad allergic reaction due to previously known or unknown allergies.  Unhygienic conditions leading to illness for members.	2	2	4	Ask members for known allergies before every workshop, avoid common allergies such as latex or nuts  Keep spaces clean and tidy before, during and after use.	2	1	2	

Lack of safety measures in place for vulnerable groups (disabilities/medical conditions)	Lack of provisions for those with disabilities /s medical conditions leads to harm	<b>1</b>	<b>3</b>	<b>3</b>	<p>Asking if there are additional needs people have and accounting for them, through prior individual communication</p> <p>Ensure locations have appropriate access e.g. ramps, and toilets</p> <p>Having a supply of stim/fidget toys at every event for neurodivergent people</p>	<b>1</b>	<b>2</b>	<b>2</b>	
Influence of alcohol, at certain social events that contain alcohol.	Injury to self or others, hospitalisation, alcohol poisoning.	<b>2</b>	<b>2</b>	<b>4</b>	<p>Ensure one member of committee is not drinking</p> <p>Immediately report behaviour to LUU</p> <p>Calling emergency services if things before anything escalates</p> <p>Considering starting an informal safe walking scheme to get to and from social events as a group if it is night time, subject to feasibility and committee safety.</p>	<b>2</b>	<b>1</b>	<b>2</b>	
Abuse/violence (verbal, physical, sexual)	A member is harmed when verbally/physically/s exually assaulted	<b>2</b>	<b>3</b>	<b>6</b>	<p>Stay with other members, no one left alone. If multiple venues, eg. otley run, do a headcount at each stop.</p> <p>Know when and how to contact emergency services, or report to venue staff.</p> <p>No escalating situations in the heat of the moment.</p>	<b>2</b>	<b>2</b>	<b>4</b>	

Drink spiking	Risk to autonomy, behaviour, loss of consciousness and serious health issues.	<b>2</b>	<b>3</b>	<b>6</b>	<p>Zero tolerance for members spiking others., ejected from society, reported to LUU.</p> <p>Emergency services called, and injured party not left unattended by committee members.</p> <p>Inform members how they can try to avoid spiking e.g. cover drinks and buy own drinks, report suspicious behaviour to venue staff</p>	<b>2</b>	<b>2</b>	<b>4</b>	
Excessive noise/loud music at socials	Hearing damage, disturbance to neighbouring buildings	<b>2</b>	<b>1</b>	<b>2</b>	<p>Inform members before attending if there will be loud music.</p> <p>Gather emergency contact details of members and check in with how they are doing at the event</p>	<b>1</b>	<b>1</b>	<b>1</b>	
Separation from group/losing contact	Someone gets lost and comes to harm/misses event	<b>1</b>	<b>2</b>	<b>2</b>	<p>Ensure that all members know the route plan for the particular event so they can head there</p> <p>Pre-arrange a meet up point if a member gets separated</p>	<b>1</b>	<b>1</b>	<b>1</b>	
Fire	If a fire happened in the building or was caused by an art soc activity, people can get trapped, inhale smoke, or get burnt.	<b>1</b>	<b>3</b>	<b>3</b>	<p>Very careful with lighting, electronics, and any heating elements e.g. radiators, glue guns or methods of melting wax for a workshop</p> <p>Know fire exits and alarm locations, and read exit plans in buildings.</p>	<b>1</b>	<b>2</b>	<b>2</b>	