




CLUB AND SOCIETY INDIVIDUAL RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix						
Society Name:	LUU BandSoc	Likelihood		Severity						
Category:	Music and Performance	5	Inevitable	Likelihood		1	2	3	4	5
Author(s):	Mehul Patel (President)	4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:	 23/06/2025	3	Probable		2	2	4	6	8	10
Persons Responsible:	Mehul Patel, Lydia Stephens, Connor Williams, Finn Thompson, Emily Ardron	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:	Gig venues, bars, pubs, clubs, concert halls, Student Union, practice rooms.	4	Highly - death, serious injury, permanent disability	5 - 9		Moderate - Reduce risks if reasonably practicable				
Details of Activity:	BandSoc aims to bring musicians and artists together from across the university, irrespective of their musical interests or ability. We do this by hosting gigs, events and open mic nights, as well as	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							

	regular socials such as jam sessions, club nights and pub visits for members to meet, socialise, and form bands/groups.		
People who may be affected:	<ul style="list-style-type: none"> <li>Society members and participants</li> <li>Members of the public</li> <li>Staff</li> </ul>		

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	R a t i n g	Risk control measures	L i k e l i h o o d	S e v e r i t y	R a t i n g	<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
Use of Electrical equipment, i.e. speakers, electric guitars	Members and spectators at risk of fire, burns, or electric shocks	2	3	6	Ensure all equipment used by the society is PAT tested before use  Ensure all third party equipment is appropriately tested and appropriate H&S measures are in place  Report and replace damaged equipment  Create an individual risk assessment when hosting events in external venues  In the event of anyone being injured, employ first aid as necessary and escalate care if needed	1	1	1	

					Any injuries will be logged and actions taken to mitigate any further incidents of this nature as required				
<b>Exposure to loud noises</b>	Members and spectators may suffer hearing damage through exposure to loud instruments / music for a long period of time	<b>3</b>	<b>2</b>	<b>6</b>	<p>Recommend wearing ear protection whilst playing or assisting</p> <p>Suggest to visitors that ear protection may be needed where necessary</p> <p>Ensure volume levels are at a safe volume</p> <p>Limit the length to exposure through planning a reasonable length of gig/performance</p>	<b>2</b>	<b>1</b>	<b>2</b>	
<b>Moving/lifting heavy equipment</b>	Members at risk of physical injury when carrying heavy equipment	<b>3</b>	<b>2</b>	<b>6</b>	<p>Advise and direct members to manual handling training where necessary</p> <p>Ensure members have adequate support and can lift equipment together when needed. In particular, this relates to heavier equipment eg. drums or PA speakers</p> <p>Intervene if anyone is attempting to carry heavy equipment alone</p> <p>Ensure enough support is available at the end of gigs and events to help carry and transport equipment</p> <p>Ask any visiting bands what support they may need in advance to ensure appropriate numbers of people are available and present</p>	<b>1</b>	<b>1</b>	<b>1</b>	
<b>Slips, trips and falls</b>	Members and visitors at risk of injury if they trip over objects, wires, equipment, or spillages.	<b>2</b>	<b>2</b>	<b>4</b>	<p>Report any issues with the LUU room or space to the duty manager ahead of activity</p> <p>Risk assess and ensure meeting space is appropriate for the activity pre-event. This includes room capacity numbers and booking of room spaces with Activities team</p> <p>Ensure students, visitors entering the room store personal belongings in a safe manner i.e. bags placed under the tables; no trip hazards</p> <p>Clear any spills immediately by reporting to the duty managers</p>	<b>1</b>	<b>1</b>	<b>1</b>	

					<p>Maintain checks of venue throughout for any hazards, i.e., any leads, cables, equipment left out</p> <p>If someone is injured ensure that appropriate first aid is administered and any injuries logged</p> <p>Ensure no issues are repeated by taking action to prevent these</p>				
<b><i>Alcohol consumption</i></b>	<p>Potential for excessive alcohol consumption at socials by members.</p> <p>Risk of members acting inappropriately to other group members as a result of potential intoxication.</p> <p>Risk to the health and safety of members due to the dangers of alcohol consumption and intoxication.</p>	<b>3</b>	<b>3</b>	<b>9</b>	<p>Ensure all members are aware that alcohol consumption is a personal choice at a social event, but the expectation of membership requires everyone to behave responsibly and appropriately</p> <p>We will have a designated non-drinker at every event</p> <p>Further the team will ensure that they themselves are drinking responsibly and still able to manage each event and able to make responsible decisions</p> <p>If someone has drunk too much, we will seek to ensure that they are with responsible friend who is able to ensure they reach home safely</p> <p>We will advise people to go home if we believe that have drunk too much and seek to find them a responsible adult</p> <p>In case of emergency, our point of contact will be the event lead for each event</p>	<b>2</b>	<b>1</b>	<b>2</b>	
<b><i>Interactions with the public</i></b>	<p>Members may have interactions with the public during events, either on or off campus.</p> <p>Members may act inappropriately to members of public potentially as a result of intoxication or alcohol consumption, at such events.</p>	<b>2</b>	<b>2</b>	<b>4</b>	<p>Communicate to all members the LUU constitution and code of conduct relating to appropriate behaviours</p> <p>Reminder about the ethos of the society and expectations of members to form part of social media posts at the start of each term</p> <p>Communicate directly with members who have been identified as having created issues at events re behaviour. Remind them of expectations of membership</p> <p>If repeated communication with an individual is</p>	<b>1</b>	<b>1</b>	<b>1</b>	

					<p>necessary, issue a 'final warning'</p> <p>Remove membership where necessary</p>				
<b><i>Travelling to/from events</i></b>	<p>Members may be at risk in travelling to and from social events, particularly if intoxicated.</p> <p>Attendees at risk of losing group and being separated (eg. on pub crawls).</p> <p>Members may be unfamiliar with new areas</p>	<b>3</b>	<b>2</b>	<b>6</b>	<p>Venue details, location and times to be communicated to all members pre-event. These are to be updated throughout the event, especially in cases where the event location changes throughout the course of the event, eg. pub crawl. This is primarily the responsibility of the social secretary, but generally lies with all committee members</p> <p>Communication channels will always be open via social media, so anyone can reach out for support if they are lost or anxious</p> <p>Venues will be assessed for safety - only venues that are easily accessible will be used</p> <p>In many instances, the same venues will be used for ease of accessibility and familiarity. Many of these will be in the well known student areas</p> <p>Committee contacts designated as emergency point of contact for the social event and clearly communicated to all members/attendees</p>	<b>1</b>	<b>1</b>	<b>1</b>	
<b><i>Verbal, physical, or sexual abuse</i></b>	<p>Members harmed (physically, emotionally, mentally, etc.) following an experience of any form of abuse</p>	<b>3</b>	<b>3</b>	<b>9</b>	<p>All members to adhere to the LUU constitution and code of conduct regarding appropriate behaviours</p> <p>In the event of an incident of abuse, a core committee member is to notify the student activities team at LUU promptly, to undertake further investigation and carry out disciplinary action</p> <p>We will promote that we are a 'zero tolerance' society on social media so everyone is clear about expectations of behaviour and we will act against harm to others</p>	<b>1</b>	<b>2</b>	<b>2</b>	
<b><i>Medical emergencies</i></b>	<p>Members with pre-existing medical conditions at risk of medical emergency. (This may also be due to</p>	<b>3</b>	<b>4</b>	<b>12</b>	<p>Make it clear to members to notify the committee of any pre-existing medical condition/s, so suitable accommodations can be implemented. Eg. prior to an event with food, members are asked to notify the committee of any food allergies / Eg. prior to an</p>	<b>1</b>	<b>2</b>	<b>2</b>	

	<p>unforeseen circumstances)</p> <p>Members at greater risk of medical emergency due to potential intoxication where alcohol is consumed</p>				<p>event with potential strobe lighting, notify the committee of risk of epileptic seizures</p> <p>All other control measures to be strictly followed so as to mitigate the risk of a medical emergency</p> <p>In the event of a medical emergency, it is the responsibility of a core committee member to help oversee appropriate medical or emergency response; and promptly notify LUU.</p> <p>Contact details of nearest medical authorities to be noted by core committee members prior to every event</p> <p>Designated non drinker at every event in case of any emergency</p>				
<b><i>Lack of awareness of emergency exits</i></b>	Members participating indoors at risk of not following correct procedures following a fire or other hazardous incidents	<b>2</b>	<b>4</b>	<b>8</b>	<p>Committee to familiarise themselves with emergency exits at the outset of all indoor events, (and to then make members / attendees aware if necessary)</p> <p>Personal belongings (eg. equipment, bags, coats) and tables/chairs to be stored safely so as not to block emergency exits</p> <p>Only venues will appropriate H&amp;S certifications will be used</p> <p>Maximum capacity guidelines will be strictly adhered to</p>	<b>1</b>	<b>1</b>	<b>1</b>	
<b><i>Theft / loss of equipment</i></b>	Members at risk of losing their belongings	<b>4</b>	<b>1</b>	<b>4</b>	<p>Advise members to look after their belongings, particularly prior to large events</p> <p>Advise against bringing large bags where necessary</p> <p>Avoid leaving equipment unsupervised</p> <p>Wherever possible, use a room which can be locked or has limited access for staff for secure hold of possessions and equipment</p> <p>Monitor who is attending the event, eg. if held at a public venue such as a pub, beware of members of the public nearby</p>	<b>1</b>	<b>1</b>	<b>1</b>	

					<p>Should theft be reported to the committee, a core committee member is to notify the student activities team at LUU promptly, to undertake further investigation and carry out disciplinary action</p> <p>If high value items are lost or stolen, ensure appropriate paperwork is undertaken eg from the venue or a police report</p>				
<b>Strobe lighting</b>	Members at medical risk if exposed to strobe lighting, eg. epileptic seizure	<b>4</b>	<b>2</b>	<b>8</b>	<p>In the case of an event where strobe lighting may be used, members are to be notified prior to the event</p> <p>Signage to make people aware at the event</p> <p>Committee to check in occasionally with members throughout such events (especially any members at risk of epileptic seizure, for example)</p> <p>Strobe lighting to be avoided at our own events</p> <p>Should there be a medical emergency, designated lead will help oversee any liaison with the appropriate help or emergency assistance</p>	<b>1</b>	<b>2</b>	<b>2</b>	
<b>Insufficient communication of risk assessment to society members</b>	Risk of harm when members are unaware of proceedings set to mitigate risk during events	<b>3</b>	<b>1</b>	<b>3</b>	<p>Risk assessment to be posted on the LUU BandSoc page for the entire academic year</p> <p>Encourage members to read risk assessment before joining the society</p> <p>Demonstrate a proficient understanding of the risk assessment</p> <p>Provide risk assessment in an alternative format if requested by members eg. printed</p> <p>Ask members with any specific needs to make us aware if they feel comfortable, so that we can always try and make sure these are accommodated</p>	<b>1</b>	<b>1</b>	<b>1</b>	
<b>Adverse weather</b>	<p>Members at risk of injury due to dangerous weather</p> <p>Although the majority of BandSoc events are</p>	<b>3</b>	<b>1</b>	<b>3</b>	<p>Appropriate precautions to be taken in the case of adverse weather; in hot weather, members should stay hydrated and wear sunscreen; in cold weather members should wear warm clothing</p> <p>Event rooms to be well ventilated and committee to</p>	<b>1</b>	<b>1</b>	<b>1</b>	

	held indoors, risk also applies when travelling to and from such events				conduct pre-event checks on this  In cases where weather is particularly dangerous, committee should cancel events for the safety of members				
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