




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:	Leeds Singaporean Society	Likelihood (L)	X	Severity (S)			
Category:	Culture	Unlikely	1	Minor harm caused			
Group Description:	At Leeds SingSoc, we aim to not only provide a community for Singaporean students at the University of Leeds, but we also promote Singaporean culture to other students here at Leeds. We're a welcoming society to both local and international students.	Possible	2	Moderate harm caused			
		Certain	3	Major harm caused			
Completed by (name and committee position):	Rachel Tang (President)	<table border="1"> <tr> <td style="background-color: #00FF00;">Low (Acceptable) = 1 - 2</td> <td style="background-color: #FFFF00;">Moderate (Tolerable) = 3 - 6</td> <td style="background-color: #FFA500;">High (Intolerable) = 7 - 9</td> </tr> </table>			Low (Acceptable) = 1 - 2	Moderate (Tolerable) = 3 - 6	High (Intolerable) = 7 - 9
Low (Acceptable) = 1 - 2	Moderate (Tolerable) = 3 - 6				High (Intolerable) = 7 - 9		
Club & Society Signature:	 LEEDS SINGAPOREAN SOCIETY						
(Staff Only) Checked by:							
(Staff Only) Final Sign Off:							

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)
			L	S	R	
Lack of communication of risk assessment to all members.	Leads to injury where the member does not know the correct procedure for the day to day runnings of the society and activities.	All committee members will read this risk assessment. For members, any potential risks at any event/social will be made aware to them before the event/social (i.e. registration forms will clearly state what the planned activity is and a summarised risk assessment for them to read).	2	2	4	
Lack of communication of emergency procedures (i.e. fire evacuation, point of contacts, etc.) to all members.	Leads to injury in an emergency or getting hurt when trying to exit the space where the event/social is held.	One committee member will be designated as the health and safety in-charge for each event and point out fire exits, and any other relevant emergency procedures at the start of each social/event.	2	3	6	
Lack of awareness of overall health and wellbeing (i.e. disabilities, medical conditions and illnesses, pre-existing injuries, etc.) that may affect member's ability/performance during an event/social.	Leads to participant injury, spread of illness, allergic reaction, exacerbating an existing condition or pre-existing injury.	As part of registration for an event/social, members will be asked to provide any information on their medical health that is appropriate (i.e. pre-existing conditions or injuries, allergies, etc.) so that committee members are aware and can plan/adapt the event accordingly. All this information will be stored on our committee Google Drive folder and will be password protected. All information collected from registration forms will be deleted 3 months after the event/social has taken place. At the start of the social/event, committee members will check in with participants/members to ensure that they are in a state to participate, mentally and physically .	2	2	4	

Lack of safety and awareness procedures in place to protect members of the public.	Members of the public could be injured from physical contact with members or equipment.	Ensure that all members are briefed with the potential danger and ensure they abide by them. Members of the public will be kept at a certain distance away from an activity to avoid equipment impacts/bodily collisions.	1	2	2	
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Socials, Meetings and Transport Hazards

What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at risk and how?	Control measures <i>(Already in place)</i>	Risk Rating			Additional control measures needed <i>(Staff ONLY)</i>
			L	S	R	
Slips, trips, falls on an outside space due to objects in the way, slippery ground, uneven surfaces etc.	Resulting in physical harm to a member (e.g. minor injuries, bruises or abrasions)	Site-recce before members arrive for social/event by committee members to identify any foreseeable hazards (i.e. routine checks on floors) and making sure trip hazards are known to members at the start of the event/social. General good housekeeping, spillages to be cleaned up immediately and wet floor signs to be used where needed, and all areas to be well lit. No obstructions in walkways and spaces used for events, and committee members to ensure that areas are clear.	2	1	2	
Overcrowding (space not being big enough to allow space for the amount of people attending the social/event) or lack of crowd management.	Too many people in one space can cause crowding, collisions, lack of personal space, issues when it comes to emergencies, and potential unsociable behaviour.	Ensure that a registration form is issued before each social/event, so that a rough estimate of attendees can be collected to ensure the space is big enough. Ensure that admittance is limited to match the space capacity. If too many people attend for the space used, admittance may be allocated based on first come, first serve basis.	2	1	2	

<p>Unsafe behaviour or attitude of any person(s) e.g. member starts a fight, member not performing an activity correctly, etc.</p>	<p>May result in injury where behaviour/attitude gets out of hand.</p>	<p>Committee members will always be on look out during socials/events to ensure the wellbeing and behaviour of our members.</p> <p>If something should arise, committee members will step in to mediate and if things do not resolve, the person(s) will be escorted out of the social/event.</p> <p>Depending on the severity of the incident, this may be followed with a post-event committee meeting to discuss if any follow up actions should be taken for the person(s) displaying unsafe/dangerous behaviour. This meeting may involve someone from LUU if appropriate.</p>	<p>1</p>	<p>2</p>	<p>2</p>	
<p>Separation from group (especially when event/social takes place outdoors or at multiple venues).</p>	<p>Someone gets lost and comes to harm/misses event.</p>	<p>All point-of-contacts (committee members) will be provided at the start of the event/social, and a pre-arranged meet up point for if members get separated will be in place.</p> <p>When travelling as a group, ensure that one committee member is at the front, and another at the back, to avoid people getting lost or left behind.</p>	<p>2</p>	<p>1</p>	<p>2</p>	
<p>Influence of alcohol (at socials).</p>	<p>Injury or abuse to others.</p>	<p>For every event/social that involves alcohol, at least one committee member will be designated as the 'sober officer' (the larger the group of participants/members, the more 'sober officers' will be appointed) to ensure code of conduct is upheld.</p> <p>Committee members are willing to cut people off if we deem that a person(s) behaviour/attitude is inappropriate due to the influence of alcohol, and will report issues to event staff (i.e. bouncers) if needed.</p> <p>For all events/socials, alcohol will not be necessary for members to participate or to enjoy themselves. Our events calendar will have a mix of alcohol and alcohol-free events.</p>	<p>2</p>	<p>2</p>	<p>4</p>	

