








CLUB AND SOCIETY RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix																																																																																																				
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	events and dining events in rare occasions	1	Nil - Very minor	
<b>People who may be affected:</b>	<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?	Likelihood	Severity	Rating	Risk control measures	Likelihood	Severity	Rating	Further action required? <i>Only fill out if additional control measures are needed to be implemented or reviewed</i>  Include timescales and who is responsible for implementation
Lack of communication of risk assessment to all members	Leads to injury where the member doesn't know the correct procedure for the day to day runnings of the club and activities	2	2	4	Risk Assessments are sent to all committee contacts to complete and are readily available in a secured file storing location. Clear guidance on the importance of risk assessments to all members. All members are informed of the potential risks, with an additional filing of another risk assessment, per event to keep them well informed of the correct procedures during the event.	1	1	1	
Lack of communication of emergency procedure to all members (fire	Leads to injury in an emergency or getting hurt when trying to	2	2	4	Contact details (Phone numbers) emails) readily available before, during and after the event in case of emergency. All members are well	1	1	1	

evacuation, medical emergency,, point of contact)	exit the building or sports pitch.				informed of the emergency exits and emergency procedures before the event has commenced. On-campus emergency contact number(s) stored by members in case of emergency and procedures to call 999 off-campus.				
Lack of safety and awareness of disabled members	Leading to member being injured due to lack of access or where the activity is unsuitable	2	3	6	Ensuring all members are able to enter and access events where events are held in person, highlighting the availability and use of accessible entrances and lifts for our disabled members. Clarity to the extent of involvement our disabled members may have when participating in the event.	1	1	1	
Lack of awareness of overall health and wellbeing (illnesses, medical conditions, pre-existing injuries, contagious conditions)	Leading to participant injury, spread of an illness, an allergic reaction, exacerbating an existing condition or pre-existing injury.	2	3	6	All members are required to provide us with any existing health conditions, allergies and or injuries before any event is to be held or participated in. There is clear information on the potential hazards the games/events/ meetings may pose.	1	1	1	
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.	3	4	12	Equipment such as knives, weapons etc. or anything that could cause potential harm to any member of the public is to be banned from events. Where food is to be served at the event, knives are to be used before for the purpose of preparing the food and are not to be transported to the venue. Food must therefore be pre-sliced. Cutlery at events will be provided by the society and therefore, eliminate	2	2	4	

					<p>the need for members to bring their own knives, forks etc</p> <p>A limit to alcohol consumption and amount brought to an event, in compliance with LUU safe drinking policies, ensures that members of the public aren't harmed by any intoxicated society members during and after a societal event.</p>				
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## Planning and people

Lack of appropriate first aid on or off campus	Member harmed when prompt first aid is not given when ill or injured	1	2	2	<p>Clarity on the location of first aid kits on-campus with contact to someone qualified to administer first aid.</p> <p>Having first aid kits at hand by an event leader during off campus events with the correct (emergency) contacts to assist and respond to an emergency injury.</p> <p>Having a first aid trained event leader present at events as a first port of call when first aid needs to be administered.</p>	1	2	2	
Unsafe behaviour or attitude of any person(s) e.g. member starts a fight, member not performing activity correctly, etc	Unsafe behaviour or attitude of any person(s) e.g. member starts a fight, member not performing activity correctly, etc	1	2	2	<p>Members that are involved in fights that cause disruption to the society will be properly sanctioned, through contacting the union activities manager at the earliest opportunity, or removed/ expelled from the society depending on the severity of harm. Members who also fail to safely follow instructions when performing an activity will be warned and sanctioned if there is failure to listen to instruction thereafter.</p> <p>Clear guidance to all members that violence and antisocial behaviour is not tolerated as a member of the society and</p>	1	2	2	

					that sanctions are in place where a member fails to comply (as listed in our constitution).				
Differing skill levels not accounted for within group e.g. being paired with someone on a different skills level	Leading to injury, over-exertion or frustration	2	2	4	<p>Events are to be suitable for all skill levels and physical ability. Where this is not possible, members can be split up into groups of similar traits or with friends at their own discretion.</p> <p>Clear instructions and rules to all participating members when performing a group activity so everyone is clear of what they must do and are acting on an even playing field.</p>	1	1	1	
Overcrowding or lack of crowd management Space not being big enough to allow space for amount of people in the meeting/activity	Leading to too many people in one space causing crowding, collisions, lack of personal space, issues when it comes to an emergency and potentially unsociable behaviour.	2	2	4	<p>Where possible, the booking of a suitable room is required for events to be held when we expect a gathering of &gt;20 members to attend (GIAG etc.). If this is not possible, an assessment to the amount of people attending per event and judging where to make space, if the event is off campus.</p> <p>Attempts to book a suitable venue/ room in advance to avoid overcrowding.</p>	1	2	2	

### During socials, meetings and events

Slip / trip / fall hazards e.g. wet floor, objects in the way	Leads to injury- Someone could trip over something or slip on a wet floor	2	2	4	Hazard signs will be adhered to by all members. Members walking down passages that have a wet floor sign will be alerted and warned. This is the same for objects that are not owned by the society	1	1	1	
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					<p>or members of the society.</p> <p>Objects that members or the society owns will be stored in a safe place or a safe place at the venue, out of the way from members of the public or attending members.</p> <p>Communication of hazards to members before members arrive at the event and ensuring a clear way of passage. Objects at the venue will be placed out of the way from the main space that members frequently walk upon and all hazards will be clearly pointed out if placed within the used venue.</p>				
Influence of alcohol	Injury or abuse to others or self	3	3	9	<p>Limits to the amount of alcohol allowed to be brought to events will be put in place.</p> <p>Permission or giving clear indication that alcohol is allowed/not allowed to be brought and consumed at society run events. Encourage members that would like to consume alcohol to purchase items directly at the venue, for example, at Old Bar, if on campus.</p> <p>Modifying events, held on campus and off campus, to be alcohol free and encourage members attending to not drink beforehand, ensuring that activities are performed by sober members.</p> <p>Consumption of alcohol, if permitted, is suggested to be taken once main festivities of the event has occurred, note beforehand..</p>	1	2	2	
Excessive alcohol consumption, alcohol	Injury to self, hospitalisation	2	4	8	Limits to the amount of alcohol allowed to be brought to events.	1	2	2	

poisoning and associated illnesses					<p>Members will be strongly discouraged from (excessively) drinking alcohol during events.</p> <p>Making sure correct procedures are in place to vacate any heavily intoxicated member from the premises and safely back home or to a hospital.</p> <p>Events will be modified to be alcohol free, encouraging members to attend sober and prevent intoxicated members from performing any physical activities at the event that may cause injury to themselves and to other members.</p> <p>Limiting the consumption of alcohol at events, if alcohol is permitted, ensuring all members leave conscious and safe.</p>				
Drink spiking	Leading to unusual behaviour/loss of consciousness and other serious health issues	2	4	8	<p>If on campus, at Union venues, encouraging members to pick up a 'Spikey', if drinks are contained in a bottle.</p> <p>Notion that security inside and outside will assess members before entering on campus premises, ensuring there is no threat of spiking.</p> <p>Spiking is a criminal act and will not be tolerated by the society. A member who is caught, will receive expulsion from the society, in writing with request from the Union Activities Officer and will be treated the same as any non-member where we will involve authorities both from LUU and emergency services.</p> <p>Events will be modified to be alcohol free,</p>	1	3	3	

					<p>encouraging members to attend sober and prevent intoxicated members from performing any physical activities at the event that may cause injury to themselves and to other members.</p> <p>Members will be reminded, if alcohol is consumed, to be aware of the placement of their drinks. We would also encourage members to purchase alcoholic beverages directly from Union sellers, where there is confidence that drinks are clean.</p>				
Abuse/violence (verbal, physical, sexual)	A member is harmed when verbally/physically/sexually assaulted	1	3	3	<p>Violence of any kind, between members or members and non-members, will not be tolerated by the society and will go through correct processes to resolve matters with the society and Union Officers.</p> <p>Any members involved will be properly sanctioned and made aware at the earliest convenience.</p> <p>The society follows LUUs no tolerance on sexual harassment and will follow their policies on reporting any sexual violence. Any member caught or reported to have sexually harassed another person will be sanctioned and or expelled from the society at the earliest convenience.</p> <p>Clear communication of the sexual harassment policy from LUU to all members of the society, encouraging affected members to speak in confidence to supporting peers and reporting it on the LUU system. Clear instruction to use 'Ask for Angela' when at a Society/ Union event if the member feels unsafe and wishes to be safely escorted out.</p>	1	1	1	



					Clearer communication to all members that violence of any kind, verbal or non-verbal will be formally dealt with and will not be tolerated.				
Lack of safety measures in place for vulnerable groups (disabilities/medical conditions)	Someone who is disabled or has medical conditions is harmed due to lack of provisions made for them	2	3	6	<p>Members are required to come forward before events to official committee members of any medical conditions/ needs they have so the event is accessible to all members.</p> <p>The society will plan to book venues that include accessible facilities (ramps, lifts etc.) that will allow both able-bodied and disabled members to attend events.</p> <p>The society will be flexible in modifying activities for the inclusion of disabled members which will allow them to participate in society events along with able-bodied members.</p>	1	2	2	
Strobe lighting	Member having an epileptic fit, could lead to secondary injuries	1	3	3	<p>Attempts will be made to host events that will cater to members with epilepsy and members will be made aware if the event is to or is expected to contain strobe lighting.</p> <p>Modifying events to make it possible for members with epilepsy to attend, by reducing or removing the use of strobe lighting, having suitable lighting conditions for all members and using suitable formats for presentations at meetings.</p>	1	1	1	
Excessive noise/loud music at socials	Member suffering damage to hearing	2	2	4	Music and noises will be kept to a suitable noise level for all members, allowing members to communicate while other noises can be played.	1	1	1	

					<p>One member, preferably a committee member, will be responsible for handling sound equipment so that they play at an appropriate volume.</p> <p>Limiting sound amplification to one device or from a single source (such use of a DJ set or similar).</p>				
Inappropriate behaviour/offence caused to others	Could result in a physical fight or someone being affected emotionally	1	2	2	<p>Members are to be made aware of the values that the society holds by treating others with respect and kindness (as stated in the Society constitution) and any inappropriate behaviour will be dealt with seriously and fairly.</p> <p>Members are to be encouraged to not be afraid to speak up to officers and support peers if someone has acted out of line.</p> <p>Constant reminders to all members that inappropriate behaviour will not be tolerated and will be dealt with immediately.</p>	1	2	2	
Collisions with people/objects	<p>Contact injury</p> <p>Collision with another member or object resulting in injury</p>	3	2	6	<p>Ensuring all members are well aware of the hazard of contact by objects in physical activity and are well equipped to handle collision. Members are encouraged to perform physical activities with peers of similar strengths and preferences.</p> <p>Society does not or is expected not to partake in physical activity that involves direct contact with another member.</p>	1	1	1	
Allergies to foods or snacks	People with allergies if they eat any snacks or food made which they are allergic	2	4	8	<p>Full ingredients list - with allergy list in bold. Prevent using or bringing ingredients with main allergies like nuts and seeds. Bring allergy medication and ask for students with allergies to contact us</p>	1	3	3	

	too				before events to ensure food is safe.				
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### Socials, meetings and events

Blocked exits	Someone gets hurt in the event of an emergency due to not being able to access emergency exits	1	5	5	<p>Ensuring all exits are made clear of people, belongings and event equipment.</p> <p>Ensuring all exits remain clear until the event has finished and they remain clear once we are done with the venue/ room.</p>	1	1	1	
Theft/loss of society money/equipment	Financially hurts the society	1	1	1	<p>The society does not hold a direct bank account to deal with membership and funding. We will only have account(s) through the LUU cash office only.</p> <p>The President and 2 other members of the society are trained signatories to these accounts.</p> <p>Donations of money, in kind, during an event will be stored in a locked safe/ container by the committee, preferably the treasurer and will be paid into the cash office at the earliest convenience.</p> <p>Anyone caught or suspected of stealing any money or equipment from the society will be reported to LUU and or local authorities.</p>	1	1	1	
Theft/loss of personal items	<p>Members lose their belongings</p> <p>Creates mis-trust between members</p>	2	2	4	<p>Ensuring a safe place at every event for belongings to be stored. If this is not possible, reminding members to hold possession of their belongings only and make sure that they have a direct hold of their important items (phones, keys, wallets etc.)</p> <p>Resolving disputes of theft between</p>	1	2	2	

					<p>members calmly and going through correct processes of resolving conflict.</p> <p>Modifying events so that members will not need to bring a number of items to such activities. Having someone, preferably a committee member, be designated as a safe keeper for small personal items during activities, so no items are lost during physical events.</p>				
Separation from group	Someone gets lost and comes to harm/misses event	2	2	4	<p>Clear signposting as to the location and meeting spot before the event (through the use of posters, society group chat and email).</p> <p>Messages and emails will also be released during activities so that all members involved are aware of where the group is and what the group is doing.</p> <p>When off campus, adopting a buddy system so that no one is left on their own if the main group is separated. If this is not possible, clearly indicate to all members who are running the events and use them as a point of contact to follow at all times when they are split off from the main group.</p>	1	1	1	
<p>Unsuitable room for activities planned or a large number of people.</p> <p>Uneven, raised and unsecure surfaces</p> <p>Insufficient or unsuitable space (proximity of walls</p>	Leading to injury from tripping, or distress from confined space	2	3	6	<p>Members will be informed of the venue location and made aware of any hazards, such as raised platforms, little space and low ceilings, before the event.</p> <p>Fire exits, or lack thereof, are clearly made aware to all members attending, ensuring that all exits are kept clear and correct emergency evacuation procedures are in place.</p>	1	2	2	

and ceilings, confined spaces)  Lack of fire exits					Checks on the number of attendees with attempts to book a suitable venue/ room in advance to avoid overcrowding and trip hazards.				
Placement of equipment and untidiness	Harm resulting from the trip hazard	2	2	4	<p>The event area is to be clean before and after use of the space by all members, for future use.</p> <p>Making sure that areas where members frequently walk across are clear and maintaining a clean space throughout the event.</p> <p>Large equipment or items which could cause trips are to be visibly seen by all members and out of the way of main areas of passage until their use. They will then be stored away again.</p>	1	1	1	
Uncomfortable room where the activity or event is held	Leading to distress and distraction from event	2	1	2	<p>Plans to ensure space is available for all attending members and making sure the event is suitable for the room that is booked. If that is not possible, attempts are to be made for relocation to a more suitable space, with permission from LUU or venue manager and leaders if off campus.</p> <p>Checks on the number of attendees with attempts to book a suitable venue/ room in advance to avoid uncomfortable spaces.</p>	1	1	1	
Equipment unsafely set up/packed away/transported	<p>Manual handling injury caused from member carrying heavy or unsuitable load</p> <p>Equipment falling on member</p>	1	3	3	<p>Equipment will be handled by the owner and by anyone they need to assist. This will be the same for packing up.</p> <p>Equipment will then be taken home or to a safe and secure location by the owner or whoever is handling the equipment.</p> <p>Equipment will be set up in advance of the</p>	1	1	1	

	incorrectly assembled				<p>event, out of the way of all attending members.</p> <p>Regular checks during events of properly set up equipment, ensuring nothing comes to harm of members wishing to use the equipment.</p>				
Unsuitable equipment, kit or attire for the activity	<p>Injury caused by equipment not supporting the activity and breaking, etc.</p> <p>Electrical equipment not suited to the event and could blow a fuse/cause a fire</p>	1	4	4	<p>Ensuring all electrical equipment used for the events are PAT tested and safe for use with Union mains.</p> <p>Regular equipment checks and fixing procedures in place and reminding all members that have asked or been asked to bring equipment from off-campus to check that it is suitable for the event and that it will not break during the event.</p> <p>Regular checking procedures in place to ensure equipment can be used at the event.</p> <p>Members will be reminded to wear suitable attire if equipment requires handling at the event.</p>	1	2	2	
Damaged equipment	Leading to equipment failure and injury as a result	2	4	8	<p>Constant checks on equipment before and during the event.</p> <p>Any broken, non-electrical equipment will be properly cleaned and cleared from the area and handled or disposed of properly by the owner.</p> <p>Equipment will be tested every time it is needed to be used and assessed on the likelihood of damage after use.</p> <p>Correct procedures in place to handle and dispose of damaged equipment.</p>	1	2	2	

Handling heavy equipment/equipment with moving parts	Manual handling injuries	3	3	9	<p>More than one member will be required to handle heavy equipment and all members will follow correct handling procedures and techniques when handling heavy equipment.</p> <p>Members will be encouraged to use protective equipment, such as gloves, to handle equipment and using ramps and lifts where possible.</p>	2	2	4	
Inadequate protective equipment	Injury sustained when inappropriate or no protective equipment is worn.	1	2	2	<p>Protective equipment will be encouraged to be used, such as gloves, head protection etc. Members will be required and encouraged to use the equipment when lifting and handling heavy equipment.</p> <p>Having members who will lift equipment for events own the right equipment to do the job with checks with all members to see who is able to do so.</p> <p>Correct advice from LUU will be followed when handling equipment that needs protection.</p>	1	1	1	

### **During Sports events – Sports including: Volleyball, Basketball, and a Running club**

Collision or impact during Volleyball	Can result in bruises, sprains, or minor fractures due to accidental contact or falls	3	3	9	Activities are supervised by committee members and participants will be briefed on the rules, safety and a warm up is mandatory to prevent further injury.	2	2	4	
Slips, trips, or falls during Basketball	Result in injury from wet floors or sudden movements	3	3	9	Indoor courts will be inspected first before use and members are advised to wear appropriate footwear. First aid kit is available on site	2	2	4	

Overexertion or dehydration during Running Club	Can lead to fatigue, dizziness, or heat-related illness	2	3	6	Members are encouraged to bring water and pace themselves. Routes are planned with rests to prevent exhaustion and emergency contact info is collected beforehand.	1	2	2	
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