

Society:	Committee Member Name:	Committee Member Signature:	Risk Matrix – High – Medium – Low (Risk)							
			Severity x Likelihood = Risk Rating		Likelihood					
					Certain (5)	Very Likely (4)	Likely (3)	May happen (2)	Unlikely (1)	
Approved by:			Date:	Severity	Death (5)	25	20	15	10	5
					Major Injury (4)	20	16	12	8	4
					Over 7-day Injury (3)	15	12	9	6	3
					Minor Injury – Treatment off site (2)	10	8	6	4	2
					Minor Injury – First aid on site (1)	5	4	3	2	1

Describe the hazard & how it can cause harm	Who might be harmed and how?	Existing control measures	Risk Rating Likeliness x Severity = RR			Additional control measures	Revised rating Likeliness x Severity = RR		
			L	S	RR		L	S	RR
Overcrowding - crushing, not enough space for activities, lack of enjoyment of event due to limited resources	Society members, society reputation- injury to person from other attendees.	Committee members have access to membership numbers so should know the max number of people who can attend the event	2	4	8	Use of the online system to create tickets to control the numbers of people turning up to an event. Booking a room, a room appropriate for the number of people attending	1	3	3
Non-members in attendance - non-members not insured for activities, loss of money for society	Non-members, society members- may feel begrudged when they have had to pay and others have not	Website collects membership detail	4	2	8	Committee members with a signed Gdpr declaration have access to the membership details so they can check who is in attendance All student to have student ID with them when at a society activity			
Poor behaviour of members/ Intoxicated Students - offence to other attendees or harm to themselves or other attendees	Society members, committee members, security, staff- physical or emotional injury to themselves or others	Security on site 24/7 SU notify security of society after 5pm or on weekends SU members code of conduct in place	3	2	6	Committee may want to create a society code of practice Alcohol should not be brought into university rooms	2	2	4
Fire/Evacuation	Staff, students, society members Potential to get burns/ smoke inhalation or become trapped if	The university has an evacuation system in place with trained marshals	2	5	10	If in a new room at the start of the activity talk attendees through where the fire exists are	1	5	5

	evacuation time is slow in the event of a fire. May be crushing if evacuation is not managed calmly	There is fire safety equipment around the university which is checked regularly							
Tripping Hazards- Slips, trips and falls	Staff, students, society members, injuries to person	Floor boxes provided for wires	3	1	3	Check the space for any potential hazards before event and remove if necessary. Clean up any spillages and ask for wet floor sign if necessary Ensure wires are not trailing on the floor or in other areas that could cause harm	2	1	2
Noise levels	Public, other people using the facilities, society members- hearing damage, headaches, disruption	Noise control policy in Metro/Hub	1	3	3	Ensure any music/videos are played at a reasonable volume.	1	2	2
Electrical Equipment- Fire, electric shock	Committee members, society members, staff, students- people could experience electrical burns	University electrical equipment should be checked, and PAT tested on a regular basis	1	5	5	Only use in date PAT tested equipment at society events Discontinue use and report an equipment not believe to be at a safe standard after visual check	1	5	5
Manual Handling – moving of tables or large objects	Committee members, society members- sprains, strains and bruises	Staff complete manual handling training	1	4	4	Ensure there is sufficient personnel to move heavy items Contact staff if items that are too heavy need moving	1	4	4
Cash Handling- monetary and reputational loss	Society, Society members, Students – monetary losses	Online ticketing system in place for societies to take money	3	2	6	If it is necessary to take cash the committee will ensure a member of SU staff is present at the event to collect the monies	1	2	2

