

Annual Society Risk Assessment

**This risk assessment is to cover your regular society meetings. For anything beyond this you will need to complete an additional risk assessment per event, please see the events page on the Committee Zone for further information.**

**We have listed the most common hazards and control measures for society meetings below, however, this list is not exhaustive so please ensure you read and adapt any hazards and control measures to reflect your individual society.**

**Ensure all columns are completed and that a society committee member is assigned to action any control measures.**

*\*\*Please complete the risk assessment to the best of your ability, trained Students Union staff will review it before approval and may suggest changes\*\**

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| Event/Activity: | *E.g. Regular meeting* |
| Event date and time (if known):  | *E.g. Wednesdays at 3pm – 5pm**If Unknown, please leave blank and complete when confirmed* |
| Risk assessment completed by:(This should be a trained society committee member)  |  |
| Number of People expected:(Approximately) |  | Date risk assessment completed: |  |
| People Exposed (Staff / Student / Visitor): | *Who will be there?*  |
| Society Name: |  | Location of Activity: (Room/Building) | *E.g. Hub 1**If Unknown, please leave blank and complete when confirmed* |
| Activity Description: | *E.g. Watching films, playing board games, discussion groups…* |

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| HAZARD | PERSONS AT RISK | HOW IS PERSON AT RISK | EXISTINGCONTROL MEASURES | RISK FACTOR\* | ADDITIONAL CONTROL MEASURES | RESIDUAL RISK FACTOR\* | Action / by whom? | Action / by when |
|  |  |  |  | Likelihood | Consequence | Risk |  |  Likelihood | Consequence | Risk |  |  |
| List the potential hazards (what has the potential to cause harm)  | Who might be affected (e.g. society members, or members of the public) | Please list the consequences of each hazard, i.e. what harm, damage or loss may result.  | Already existing risk control measures that prevent harm. | Please see risk matrix on the final page of this document for explanation and guidance. | Additional measures that can be reasonably put into place to reduce risk. | Please see risk matrix on the final page of this document for explanation and guidance. | Society/Committee member? Who will ensure this is carried out | When can this be reasonably put into place? (By next meeting, immediately) |
| **Spread of Covid – 19**  | **Society Members, Students, Visitors to the society meeting area.** | Anyone who comes into contact with the society may contract Covid-19. | All students must comply and should be familiar with the University’s Coronavirus reporting procedure on what to do in the event of symptoms, a positive test, or being in contact with someone who has Covid-19. All societies should take guidance from the Students’ Union on if in person meetings are allowed to take place (<https://www.edgehill.ac.uk/studentservices/covid-19/>) . | 3 | 3 | 9 |  | 2 | 3 | 6 | Society Committee |  |
| **Slips, trips & falls** | Society Members, Students, Visitors to the society meeting rooms. | Somebody could fall over and injure themselves this could lead to bruises / broken bones / sprains / head injuries / back injuries. | Bags and coats to be stored in designated area away from walkwaysElectrical wires to be kept away from walkways. Chairs to be kept tucked under tables when not in use. | 2 | 3 | 6 | Inform University site staff of any damaged flooring, equipment or leaks/spills that could cause a trip or slip hazard.Society Committee member to walk through the activity area prior to the start of the meeting to check for any potential hazards and to ensure there is a clear walkway/space. | 1 | 3 | 3 | Society Committee |  |
| **Outbreak of fire in building/ Emergency which requires evacuation**  | **Society Members, Students, Visitors to the society meeting area.** | Fire can cause damage, minor Injury, Major Injury and death. | Should a fire alarm sound or the society see a fire then all society members should evacuate the building as quickly and safely as possible and follow guidance of University signage and staff/security/emergency services.  | 2 | 5 | 10 | Prior to the start of the meeting Committee will make themselves aware of the location of nearest fire exit and assembly point and inform members of this. | 1 | 5 | 10 | Society Committee |  |
| **Medical Emergency** | Society Members, Students, Visitors to the society meeting rooms  | Illness or Injury can range from Mild – fatal.  | In the event of an emergency the society should immediately contact Campus Support by calling **01695 657585** (or dialling **2222** from an internal phone).You should call Campus Support if urgent first aid is required or if a there has been an accident. In the event of a serious emergency committee will contact the emergency services on 999. | 1 | 5 | 5 | Advise participants to bring their personal medication to meetings. Society Committee to make themselves aware of the nearest available phone, this may be a personal device. Society members should be given the opportunity to raise any serious health conditions with committee members that may effect their personal wellness or safety during meetings and advise of any appropriate actions that may need to be taken. | 1 | 5 | 5 | Society Committee |  |
| **Lifting and Carrying**  | Society Members, Students, Visitors to the society meeting area. | Lifting/moving items can cause minor or major injury to arms, necks, backs and limbs. | No lifting or carrying to take place. In the event that items need to be moved the society committee should alert a Students Union staff member who can log a job for assistance by porters. | 2 | 3 | 6 |  |  |  |  | Society Committee |  |
| **Data Protection** | Society Members. | Committee Members have access to member details on Union Cloud (Name, Student Number, email) | Information on data protection provided during society training for committee members. | 2 | 2 | 4 | Committee to ensure digital groups or meetings are password protected.  | 2 | 2 | 4 | Society Committee |  |
| **Platform Security for online Meetings and events.** | Society Members, Students, any attendees. | Potential Unwanted Participants and data could be compromised. | Provide a password to all applicants and do not allow the invitation to join the meeting to be transferrable where possible.  | 2 | 1 | 2 | Society committee will not share any data that is not necessary or password protected. | 2 | 1 | 2 | Society Committee |  |
| **Use of Electrical Equipment** | Society members, Students, anyone using equipment. | Electric shocks, eye strain, injury. | All electrical equipment used on campus should be in line with University guidance. Committee to ensure no liquids are placed near electrical equipment. Ensure screen is set up to avoid glare, is at eye height where possible. | 2 | 2 | 4 | Ensure regular breaks when using screens. Committee advised to check over any electrical equipment prior to usage, ensuring wires are secured and that cooling fans are not obstructed, and flammable materials are not in contact with electrical equipment. Committee should also check for general wear and tear and that any electrical equipment used appears to be in good working condition. | 1 | 2 | 2 | Society Committee |  |
| **Food and drink** | Society members, Students, anyone who consumes food or is present. | Allergies, Food poisoning, Choking, alcohol related incidents | Members should be advised that if they wish to consume food/drink during a session this should be purchased, individually packaged goods with clear allergen information displayed on each individual packet/bottle.If a society wishes to consume food beyond this e.g. home baked goods, they should contact the SUengagement team with further information so we can advise on the necessary steps. | 4 | 1 | 4 |  |  |  |  |  |  |
| **Talks/discussions/sessions on subjects that could be sensitive or upsetting to some members** | Society Members, Students, Visitors to the society meeting area. | Attendees may become upset or distressed by topics/images shown/discussed could result in anxiety, panic attacks and other forms of personal distressMembers may make personal and potentially worrying disclosures | Members should be advised where possible of content ahead of session by email or social media groups. Should a worrying disclosure take place to the group committee should remind the group to act with confidentiality, information will be give to society committee during training on the steps to follow if you are concerned by another student. | 2 | 2 | 4 | For sensitive topics content warnings should be given before the conversation, resource (film etc.) begins, allow people time to leave.If the society committee feel any sensitive topics have arisen to signpost attendees to the University wellbeing page for guidance. | 2 | 1 | 2 | Society Committee |  |
| **Conflict or violence** | Society Members, Students, Visitors to the society meeting area. | Conflict or violence amongst society members could cause emotional distress or physical injury. | Any students who wishes to make a complaint about another student should contact the Students’ Union Advice Centre where they will be supported by a trained member of advice staff to explore what the issues are, what options are open to them in terms of resolution and to put in a formal complaint/begin a formal investigation if required. In the event of an emergency situation the society should immediately contact Campus Support by calling **01695 657585** (or dialling **2222** from an internal phone).You should call Campus Support if urgent first aid is required or if a there has been an accident. | 3 | 1 | 3 |  |  |  |  | Society Committee |  |
| **Weather** | Society Members, Students, Visitors to the society meeting area. | In cases where societies meet outside adverse weather can cause burns, illness, injury, slips and falls. | Lead Organizer/society committee to ensure the weather is suitable for the meeting/activity planned for the day, if not the meeting or activity should be cancelled. | 2 | 2 | 4 | Committee/event lead to warn members prior to attending to prepare for adverse weather by wearing appropriate clothing and footwear. | 1 | 2 | 2 | Society Committee |  |
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 \*Risk Factor / Residual Risk Factor (R) = Likelihood (L) x Consequence (C). Refer to Risk Matrix on final page.

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| Assessment conclusion:(i.e. have all foreseeable hazards been identified and control measures put in place to ensure that the risk is as low as reasonably practicable, provided all additional control measures identified have been put in place?) | YES  |
| Signature of Committee Member: |  |
| Review Date *(1 year from now*): |   |
| Name of authorizing SU Staff member: |  |
| Date Checked: |  |

 Risk Matrix

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**Risk = Likelihood x Consequence**

**Likelihood:**

1 Rare - this will probably never happen

2 Unlikely - do not expect it to happen / recur but it is possible it may do so

3 Possible - might happen or recur occasionally

4 Likely - will probably happen / recur but it is not a persistent issue

5 Almost Certain - will undoubtedly happen / recur, possibly frequently

**Consequence:**

1 Insignificant – no or minimal injury / insignificant damage to equipment or property

2 Minor – minor damage to property, or minor injury or illness requiring minimal medical intervention

3 Moderate - injury requiring medical assistance and could result in time off work, damage to property requiring repair

4 Major – major injury or damage to property, leading to prolonged time off work, increased time in hospital, and likely prosecution

5 Critical – incident leading to multiple permanent injuries, irreversible health effects, or death. Permanent loss of facility, or persecution

**Risk Factor / Residual Risk Factor:**

NO ACTION (1-2): No further action, but ensure controls are maintained and reviewed

MONITOR (3-6): Look to improve at next review or if there is a significant change

ACTION (8-12): Improve within a specified timescale

URGENT ACTION (15-16): Take immediate action and stop activity if necessary; maintain existing controls rigorously

STOP (20-25): Stop activity immediately