

Club / Society: Creative Writing Society
Event / Activity: Weekly Meetings / Society Activity (General)
Date of Activity: N/A
RA Completed By: Vickky Firth

Location of Event / Activity: On Campus and Off Campus Meetings
Date of Risk Assessment: Wednesday 10th August 2016 (10/08/2016)
RA Verified By (SU Use Only):

Hazard	Who May be Harmed?	Risk Score (without EC)	Existing Controls (EC)	Risk Score (with EC)
Trips / Slips / Falls	All Society Members / Observers / External Speakers	6	<ul style="list-style-type: none"> ▪ Immediate first aid provision can be given to injured participants by society members / staff on YSJ University Campus / external venue staff ▪ Inspection of meeting area is completed prior to society meeting, any foreign objects in the room that may cause injury or increase the chance of trips / slips and falls ▪ Any members using ladders must do so safely, if society members have any questions regarding the safe use of ladders, this should be raised with the relevant member of staff at the Students' Union 	4
Muscle Strains / Bruising / Cuts / Bleeding	All Society Members / Observers / External Speakers	4	<ul style="list-style-type: none"> ▪ All participants must engage with an appropriate warm-up prior to any physical activity ▪ Members suffering from muscle strains / bruising / cuts are immediately given the appropriate first aid provision ▪ Any member suffering severe injury in activity must seek further medical attention ▪ Societies should have one first aid qualified individual present at each session (or the knowledge of how to call for emergency first aid) 	4
Head / Spinal Injury	All Society Members	4	<ul style="list-style-type: none"> ▪ If an individual is suspected to have suffered from a spinal / head injury the individual must NOT be moved ▪ Emergency services must be contacted immediately (999) 	4
Fire	All Society Members / Observers / External Speakers	5	<ul style="list-style-type: none"> ▪ All electrical equipment used must be PAT tested prior to its use at society meetings (ie stereo systems / CD players) ▪ All society members must understand and know the fire evacuation procedure and know where the nearest fire assembly point is ▪ In the case of a fire, all members, external speakers and observers must follow the evacuation procedure and inform security at the earliest possibility 	4

Use of Equipment / Storage of Equipment	All Society Members	5	<ul style="list-style-type: none"> No new equipment is to be ordered without authorisation from the SU (Matt Walton) Equipment must be PAT tested prior to use, no students should be bringing personal electronic equipment into society meetings without prior arrangement with staff from the Students' Union and permission from the University Health and Safety Advisor 	4
Trespassers	All Society Members / Observers / External Speakers	5	<ul style="list-style-type: none"> If an external trespasses during a society meeting / rehearsal University Security Staff must be informed immediately, members must not tackle or challenge the individual Any activity that is deemed suspicious to Society members should be reported to staff on duty (especially if training on University owned facilities) 	3
Members with Medical Conditions	All Society Members	6	<ul style="list-style-type: none"> Society Health and Safety Officers should keep a confidential file highlighting any medical conditions suffered by Society members, although this information should be kept confidential, when required, society Health and Safety officers should share this information with relevant others 	4
Food/Drink	All Society Members / Observers / External Speakers	3	<ul style="list-style-type: none"> Society Health and Safety Officers should keep a confidential file highlighting any Society members' allergies, although this information should be kept confidential, when required, society Health and Safety officers should share this information with relevant others 	1

Risk Assessment Severity and Likelihood Matrix

		Severity					
		Minor injuries or discomfort, no medical treatment or measurable physical effects	Injuries of illness requiring medical treatment, temporary impairment	Injuries or illness requiring hospital admission	Injury of illness requiring hospital admission, injury resulting in permanent impairment	Fatality	
		Not Significant (Severity = 1)	Minor (Severity = 2)	Moderate (Severity = 3)	Major (Severity = 4)	Severe (Severity = 5)	
Likelihood	Expected to occur regularly under normal circumstance	Almost Certain (Likelihood = 5)	Medium (Risk = 5)	High (Risk = 10)	Very High (Risk = 15)	Very High (Risk = 20)	Very High (Risk = 25)
	Expected to occur at some time	Likely (Likelihood = 4)	Medium (Risk = 4)	High (Risk = 8)	High (Risk = 12)	Very High (Risk = 16)	Very High (Risk = 20)
	May occur at some time	Possible (Likelihood = 3)	Low (Risk = 3)	Medium (Risk = 6)	High (Risk = 9)	High (Risk = 12)	Very High (Risk = 15)
	Not likely to occur in normal circumstances	Unlikely (Likelihood = 2)	Low (Risk = 2)	Low (Risk = 4)	Medium (Risk = 6)	Medium (Risk = 8)	High (Risk = 10)
	Could happen but probably never will	Rare (Likelihood = 1)	Low (Risk = 1)	Low (Risk = 2)	Low (Risk = 3)	Low (Risk = 4)	Medium (Risk = 5)

Please note that this risk assessment has been completed using the above matrix to calculate severity, likelihood and overall risk scores.

If you have any questions in regards to the completion of your risk assessment please contact k.swales@yorksj.ac.uk (Sport) or v.firth1@yorksj.ac.uk (Societies)