**Department/Club/Society: Low Risk Society**

**Event/Activity & Location: Activities Pod, The Hubs Date of Risk Assessment: 01/09/2019**

**Date of Event/Activity: Every Tuesday 7pm-9pm during term time Completed by: Sally Carter**

Please look at the Risk Assessment Guidance Document before completing this form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action by when?** | **Done** |
| Overcrowding | Society members may get injured if the room is not big enough to safely fit all the attendees in | The room we have booked should comfortably fit the amount of people we expect to attend. We are aware of who the first aiders are (Hubs staff) and where we can find them if needed.  | We will book a larger room if more people are turning up than can safely fit. We will cancel an event/ meeting if it becomes unsafe.  | The committee | Weekly, after each meeting |  |
| Untidy room  | Members might fall if the room is untidy resulting in injuries such as cuts, bruises, sprains, broken bones | The space we have booked has adequate space for members and their belongingsWe are aware of who the first aiders are (Hubs staff) and where we can find them if needed. | Committee members will remind members to put their belongings under their chairs/ tables to reduce the risk of people tripping. Committee members will pick anything up that might be tripped over. | The committee | During each meeting |  |
| Faulty electrical equipment | Members could get electric shocks | Nothing | Any electrical equipment that we buy/ use for the society (eg. committee members laptops and chargers) will be PAT testedCheck electrical equipment before using it. Tell members not to use a piece of electrical equipment if it might be faulty. Report faulty electrical equipment to the helpdesk so it can be repaired. | The committee | During each meeting |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |