


CLUB AND SOCIETY RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix						
Society Name:	Medical Students Representatives Council (MSRC)	Likelihood		Severity						
Category:	Academic	5	Inevitable	Likelihood		1	2	3	4	5
Author(s):	Varuni Bhatnagar	4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:	VARUNI BHATNAGAR 30/9/2024	3	Probable		2	2	4	6	8	10
Persons Responsible:	President: Sahar Ali Vice-President: Lucy Bird Secretary: Varuni Bhatnagar Treasurer: Alex Mircescu	2	Unlikely		3	3	6	9	12	15
		1	Remote possibility		4	4	8	12	16	20
				5	5	10	15	20	25	
Staff Sign Off:	[Signature] [Date]	Severity		Risk rating score		Action				
Staff Additional Check:	[Signature] [Date]	5	Very high - multiple deaths	1 - 4		Broadly acceptable - no action required				
Locations:	Worsley Building	4	Highly - death, serious injury, permanent disability	5 - 9		Moderate - Reduce risks if reasonably practicable				
		3	Moderate - Off Uni/work for at least 5 days	10 - 15		High risk - Priority action to be undertaken				
		2	Slight - First aid treatment	16 - 25		Unacceptable - Action must be taken immediately				
		1	Nil - Very minor							

Details of Activities:	MSRC is run by students, for the students. We are the voice of the student body, providing a link between the Medical School and the students to ensure everyone gets the most put of their time at Leeds Medical School. We listen to views, queries, and concerns about the course. We have friendly, approachable student reps in each year who can be contacted about any problems. We offer advice and liaise with the people who can sort out problems and put change into action. Activities done include committee meetings and societies fairs, the Worsley Awards Evening as well as events run by our MUMS reps.		
People who may be affected:	<ul style="list-style-type: none"> • Committee Members • Event Attendees 		

Identify Hazards	Estimate the risk				Evaluate the risk				Evaluate residual risk
Hazard	How may harm result?	Li ke lih ood	S e v er ity	Ra ti ng	Risk control measures	Li ke lih ood	Se ve rit y	Ra tin g	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
Slips, trips and falls	Spilling liquids causing a sliding hazard Untidy equipment	3	2	6	General good housekeeping. Flooring even and well maintained. Spillages cleaned up immediately. Wet floor signs used after mopping. All areas well lit, including stairs. No obstructions in	1	2	2	

	causing fall risk Object falls on someone's head				walkways such as boxes, trailing leads or cables. Staff keep work areas clear. Report any spillages or trip hazards.				
Fire	Students at society meetings could be burned or inhale smoke if they cannot exit safely or first aid is not readily available	2	3	6	Ensure all members are familiar with fire procedure in each location used and ensure there are sufficient room-specific procedures in place e.g. fire alarms. Ensure exits are not blocked by people, personal belongings and equipment Have awareness of first aid procedure on campus, have people in society who are first aid trained, know when to report to LUU and when to contact 999.	1	3	3	
Unsuitable room/overcrowd ing leading to injury	Students at society meetings could become squashed, overheat or claustrophobic if the advised numbers in a room are not adhered to	2	2	4	Check space before using it and keep tidy throughout, ensure there are suitable room-specific fire procedures, have set register to keep track of numbers, do not exceed room capacity	1	2	2	
Misuse of electrical equipment or broken electrical equipment	Students at society meetings could be injured if objects are unsafely placed or left lying around	2	2	4	Committee won't use specialised electrical equipment, power sockets won't be overloaded committee to ensure liquids are kept away from electrical equipment at all times, committee to ensure any electrical equipment has been PAT tested by the LUU Tech team	1	2	2	
Violence or unruly behaviour from member of society or members of the	Students at society meetings could get hurt	2	3	6	Confrontation, ensure members are aware of correct behaviour and consequences for incorrect behaviour, remove members if necessary, report to venue staff/LUU committee will make members aware of the society code of conduct	1	3	3	

[illegible]