**Risk Assessment**

**Email address \***

gy11valt@leeds.ac.uk

**Your details**

**Society name \***

Data Science Society

**Society core committee members names and roles completing this risk assessment \***

Verity Tether - President

Amanda Otley - Digital Content Manager

**Communication**

The first thing you need to think about is how you are going to communicate your risk assessment to your members (and others).

**How you will communicate the risk assessment to all members (including new members) \***

e.g. when will you communicate, how will you confirm each member has seen it, paper and/or electronic copies, translation into additional languages, larger print versions

We will create an electronic copy of the risk assessment and attach it to our membership signup form. To ensure current members also see it, we will attach it to our weekly newsletter.

**How you will communicate the emergency procedure to all members (e.g. fire evacuation) \***

e.g. when will you communicate, how will you confirm each member has seen it, paper and/or electronic copies, translation into additional languages, larger print versions

As the emergency procedure changes with each event we run, we will ensure to start each event with a safety briefing.

**How will you ensure the safety and awareness of disabled members \***

e.g. access arrangements, modified activities, transport

We will only book University rooms with disabled access and facilities.

**How will you be aware of and ensure the safety of members' overall health and wellbeing \***

You need to keep a log of all medical conditions, allergies and current injuries, also e.g. modifying activities, altering access arrangements where necessary

When necessary, we will ensure that we are aware of relevant medical conditions, and that members feel comfortable in communicating concerns to us regarding their wellbeing. In order to look after members' wellbeing, our weekly newsletter will contain information about maintaining a work-life balance whilst at university.

**How will you ensure the safety and awareness of members of the public \***

e.g. are any activities likely to harm spectators, supporters or attendees

Whilst our events are unlikely to concern members of the public, as they take place on campus, we occasionally invite external speakers to present. When this is the case, we will ensure to give them the appropriate safety briefing, as well as providing them with relevant information prior to the event.

**Planning & People**

The second step is thinking about planning and delivery of your activities – with people at the centre.

**Please describe plans for appropriate first aid equipment and expertise \***

e.g. where will you source first aid equipment, who will be responsible for first aid, how many first aid trained people will there be

All events will take place on campus, near to first aid equipment. The person running the session will be in charge of locating a first aider.

**How will you control for unsafe behaviour and attitude of any person? \***

e.g. will you have plans to de-escalate situations, will you have plans to remove any person if necessary

If a member is acting in an inappropriate manner, we will ask them to leave. We will endeavour to have more than one committee member at each event to assist with de-escalation.

**How will you make sure different skills levels are managed? \***

e.g. assessing the skills of each member before an activity / training, appropriate activities planned relative to skills assessment

Each event is tailored to a specific skill level, and is advertised as such.

**How will you limit overcrowding and manage crowds effectively? \***

e.g. will you plan to locate people in specific spaces, how will you manage the number of people in these spaces, how will you communicate with crowds effectively

Each event is ticketed with a cap on the number of tickets available.

**Social events**

This is the fun bit. We have to make them safe though. For each of the listed risks which are applicable, please state how you would reduce them...

**General procedures**

**Blocked emergency exits**

e.g. ensuring spaces are tidy, not congregating near exits

We will ensure that members are aware of the emergency exits and do not block them.

**Money handling**

e.g. being aware of surrounding people, safely storing money, not drawing attention to cash

NA

**Theft / loss of personal items**

e.g. being aware of surrounding people, not drawing attention to items, checking location of items regularly

We will remind members not to leave their possessions unattended.

**Separation from group**

e.g. clear communication guidelines, emergency contact details awareness

Members will meet at the venue the event is being held in.

**During social event**

**Slip / trip / fall hazards**

e.g. routinely checking floors, slippery floors in bars/pubs/clubs, uneven surfaces, cables/wires on floors

As we will be using university rooms, trip hazards will be minimal. However, we will ensure that the room is tidy (especially looking for loose cables/wires in IT rooms) prior to and during the events.

**Injuries whilst under the influence of alcohol**

e.g. perhaps a sober society member on social, communication of code of conduct

The society does not hold events where alcohol is consumed. If a member is found to be overly intoxicated at an event they will be asked to leave.

**Excessive alcohol consumption, alcohol poisoning and associated illnesses**

e.g. communication of code of conduct, emergency contact details and procedure

NA

**Spiking of drinks**

e.g. being aware of surrounding people, not letting drink out of sight, buying own drinks

NA

**Abuse and violence (verbal, physical, sexual)**

e.g. not being separated from the group, limiting engagement in confrontations, not causing offence to others

A code of conduct form is available on our website, expressing that abuse and violence will not be tolerated. If a committee member identifies any sign of abuse at an event, they will ask the perpetrator to leave and record it in a secure location.

**Safety of vulnerable groups (persons with disabilities and/or medical conditions)**

e.g. not being separated from group, access arrangements

As previously stated, the events will only be held in accessible rooms. When signing up for events, each member will be asked if they have special requirements that we can prepare for.

**Strobe and other lighting**

e.g. awareness of member sensitivity, effective planning and delivery of social, emergency contact details and procedure

NA

**Excessive noise / loud music**

e.g. awareness of member sensitivity, effective planning and delivery of social, emergency contact details and procedure

NA

**Inappropriate behaviour / offence caused to others**

e.g. effective planning and delivery of activity, removal of member from social, de-escalation techniques

If behaviour is identified as inappropriate, the perpetrator will be asked to leave, and the behaviour will be recorded.

**Illness and injury associated to adverse weather conditions (e.g. sunburn, heat stroke, hypothermia, dehydration)**

e.g. awareness of member sensitivities, effective planning and delivery of social, emergency contact details and procedure

NA

**Transport and movement**

**Transport to and from social event**

e.g. group travel, individual travel, transport checks, planning of route, effective planning and delivery of social

As previously stated, members will make their own travel arrangements.

**Navigation during day and night**

e.g. planning of route, not being separated from group

Members will make their own way to events.

**Indoor hazards**

If your activity is indoors then there is a lot to consider.

**How will you make sure the room is suitable for your activity?**

e.g. is there enough space, are surfaces even, are there enough fire escapes, any potential slips, trips or fall hazards?

We will use university facilities, and will ensure that the correct number of tickets are available for each event, to remove the risk of overcrowding.

**How will you place your equipment, reducing trip hazards and ensuring tidiness?**

e.g. routinely checking floors, have you planned where to place equipment, who will place this there, storage of boxes/bags

No additional equipment is required at our events.

**What about the comfort of the room?**

e.g. temperature of the room, lighting, ventilation, nearest toilet facilities

We will tell members where the nearest toilet facilities are at the start of the session.

**Outdoor and sports activities**

Like indoor activities, there is a lot to consider when your activity is outside or involving sport and competition. For each of the listed risks which are applicable, please state how you would reduce them...

**Ensuring health and wellbeing during training and competition**

**Slips, trips and falls**

e.g. routinely checking floors, uneven surfaces, limiting distractions

NA

**Personal injury - fracture / sprains / cuts**

e.g. emergency contact details and procedure

NA

**Contact sport injury**

e.g. ensuring competence of members, emergency contact details and procedure

NA

**Impact from sports equipment**

e.g. being struck by a ball

NA

**Collisions conflict / contact with surrounding objects or people**

e.g. cordoning off space, managing crowds

NA

**Collisions / conflict with other players**

e.g. awareness of rules/procedure, emergency contact details and procedure

NA

**Overexertion, tiredness and cramp**

e.g. awareness of member sensitivities, ensuring periods of rest, first aid procedure

NA

**Jewellery and piercings issues**

e.g. removal of jewellery such as necklaces and rings, covering of piercings

NA

**Illness and injury associated to adverse weather conditions**

e.g. sunburn, heat stroke, hypothermia, dehydration

NA

**Training environment precautions**

e.g. safety of roads, fields, parks, indoor areas, and any other reasonable training location

NA

**Night time training**

e.g. safety of route, effective planning of route, appropriate kit/attire worn, emergency contact details and procedure

NA

**Playing environment precautions**

**Playing surface checks**

e.g. surface to hard or soft, hard and sharp objects on pitch, appropriate kit/attire worn, pitch checking procedure

NA

**Sliding on Astroturf or tarmac**

e.g. communicating risk, first aid location

NA

**Coaching**

**Assessment of member level of skill / technique appropriate to coaching / training**

e.g. ensuring training and coaching is at appropriate level

NA

**Coach unavailable / unsupervised training**

e.g. back-up training plan, communicating risk of unsupervised training

NA

**Appropriate space for training**

e.g. checks to space, cancellation procedure

NA

**Procedures**

**Transport to and from sporting activity**

e.g. group travel, individual travel, transport checks, planning of route, effective planning and delivery of activity

NA

**Away fixture safety and emergency procedure**

e.g. who is responsible for receiving information, procedure communication

NA

**Accident reporting**

e.g. reporting procedure, timeliness

NA

**Separation from group or losing contact**

e.g. clear communication guidelines, emergency contact details awareness

NA

**Equipment**

Equipment is essential for anything, but it can be risky. How can we use the stuff we need as safely as possible?

**How will you set up, pack away and transport equipment safely? \***

e.g. manual handling training, teamwork, equipment instructions

NA

**How will you ensure all equipment, kit and attire is suitable for the activity? \***

e.g. equipment instructions and recommendations, advice and technique, assessment of equipment

Where necessary, we will inform members that laptops are needed for an event, possibly with software pre-loaded.

**What about if equipment fails or is damaged? \***

e.g. removal of equipment from use, fixing of equipment procedure

As we will be using University facilities, maintenance of the equipment is presumed to be maintained. If anything is unusable, a member could share with others or use the demonstrator's facilities.

**How will you move heavy equipment and safely use equipment with moving parts?**

e.g. manual handling training, teamwork, experience

NA

**If required, how will you ensure you have adequate protective equipment?**

e.g. equipment instructions and advice, experience, safety equipment assessment

NA

**Are there any other equipment hazards to be aware of?**

e.g. electrical hazards, noise from equipment, risk of trapping body / clothing in equipment, hazardous substances

NA

**The Environment**

We also need to make sure we are minimising our damage to the environment, to make sure our legacy as a Union is as sustainable as possible.

**How will you undertake journeys to ensure they are as sustainable as possible? \***

e.g. reducing the use of a car as much as possible, using public transport where possible, hiring a coach, walking / cycling as much as possible

As our events are held at university, the majority of members live nearby or are already on campus, minising car use.

**How will you limit rubbish, waste and litter from your activity? \***

e.g. think about reducing waste, disposing correctly and where this will be stored

No rubbish is created at our events.

**How will you limit damage to the environment? \***

e.g. think about damage to the venue or site, how to reduce impact on plants and animals, might there be contamination from spillages, noise and light pollution, erosion of land from high activity areas such as paths and tents

We will ensure that members treat the venue and facilities with respect.

**Animals**

Does your activity include any animals? Cuddly, furry friends are great after all, but we need to make sure everyone can enjoy them safely.

**Will animals likely be involved in your activity / social? \***

*  Yes
*  No

**Staying Away**

Are you planning on staying away or needing accommodation for any activity? If so, there are a few things you need to consider.

**Will you be staying away / overnight during your activity / social? \***

*  Yes
*  No

**Have we missed anything?**

Write the risk and description, leaving spaces between each risk identified.

**Last but not least, if there is anything we have missed that you think might cause harm or be a risk, please add it here…**

e.g. high temperatures, glazing/mirrors, pyrotechnics, lasers, smoke and fog, hangings, drapes and inflatables

NA

**Date of completion \***

                                                                                                                                                                                                               

**Important links for you to consider before your activities and events**

Food hygiene: [https://www.luu.org.uk/clubs-socs-info/food-hygiene/](https://www.google.com/url?q=https://www.luu.org.uk/clubs-socs-info/food-hygiene/&sa=D&ust=1570189407316000&usg=AFQjCNFrmdr_9twrpmZzEdSlG93mE-IBqw) Accident reporting: [https://www.vantage-sentinel.com/leedsuni/](https://www.google.com/url?q=https://www.vantage-sentinel.com/leedsuni/&sa=D&ust=1570189407316000&usg=AFQjCNGiZXrtw22Iu8WSQhF8Jeam-Qm89w)