

# Leeds University Union

## Risk Assessment

Name of Group	Lippy-No Gloss magazine	Date of Assessment	03/08/2011			
Hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?			
			Action required	By whom	when	Done
Meetings on campus - falls	Members of society/committee members – minor injuries	Will book rooms approved by university and remove objects that could induce accidents i.e. falls	If fall happens then must seek first aid help and ensure wellbeing of injured person and record accident.	President: Hollie Gowan & Other committee members	As appropriate	N/A
Meetings on campus – [paper]cuts/scrapes etc from craft sessions/general handling of paperwork/general surroundings	Members of society/committee members – minor injuries	Ensuring there is a first aid kit equipped with plasters, anti septic wipes is provided in each session.	If it happens ensure that the person's wound is properly cleaned and bandaged – if necessary, seek further help.	President: Hollie Gowan & other committee members	As appropriate	N/A

**Carried out by**

**Hollie Gowan**

**Review Date**

<p>Meetings off campus – falls &amp; general safety</p>	<p>Members of society &amp; committee members – members of public</p>	<p>Provide ample information on location and provide committee members to guide people there or welcome - going through the area beforehand making sure area is safe and no obvious H&amp;S risks.</p>	<p>First aid information of location beforehand in case, make sure the person is well cared for and accompany to further first aid if needed.</p>	<p>President: Hollie Gowan &amp; other committee members</p>	<p>As appropriate</p>	<p>N/A</p>
<p>Socials on campus – accidents/alcohol related incidents</p>	<p>Members of society &amp; committee members – and other students</p>	<p>Provide union staff members with information about social and trust in judgement about serving people. Have at least one allocated sober committee member</p>	<p>Inform staff members and find qualified first aider to assist – find door staff if incident is between other student and society member.</p>	<p>Hollie Gowan &amp; other committee members</p>	<p>As appropriate</p>	<p>N/A</p>

		at all times.				
Socials off campus – general accidents/alcohol-related incidents	Members of society & committee members – and members of public	Provide location staff with information beforehand of event. Have at least one sober committee member at all times. Make sure of whereabouts of all members at all times.	Find qualified first aider in location. Accompany to further first aid treatment if needed.	President: Hollie Gowan & other committee members.	As appropriate	N/A
Give it a Go events	Society members & committee members – other students	Organise a Give it a Go that has an individual risk assessment – make sure event is properly organised in a safe space and with ample	If on campus find qualified first aider/If off campus find pre-acknowledge first aider in location and get treatment for	President: Hollie Gowan & other committee members	As appropriate	N/A

		precautions to H&S	individual. Accompany if further treatment needed.			