

**Event Risk Assessment**

<b>Event/Group Details</b>	
Group Name	Lancaster Motorsport Society
Date of Assessment	1 <sup>st</sup> July 2023
Risk Assessment Review Date	1 <sup>st</sup> July 2024
<b>Ongoing Assessment</b>	
<p>The Risk Assessment process <u>must</u> be 'on-going' and 'dynamic'.</p> <p>In other words, professional judgements and decisions regarding safety will need to be made <u>during</u> the activity. If the control measures aren't sufficient, the activity must not proceed.</p> <p>All personnel involved with the running of the event must receive very clear guidance and instructions for the management of the event and be very clear about their own roles and responsibilities for each aspect of the event and carry these out under the guidance given.</p> <p>The whole team must be told that under no circumstances are they to admit liability in case of any accidents; all incidents or questions involving insurance must be referred to the Union the next day.</p>	

<b>Hazard</b>	<b>What are the risks &amp; potential injuries?</b>	<b>Who is at risk?</b>	<b>What are the controls and actions? (use numbers)</b>	<b>Controlled Severity</b>	<b>Controlled Likelihood</b>	<b>Controlled Risk Rating</b>	<b>Who is responsible for the control?</b>
Hay fever and other pollen related allergies	Inability to control the kart or see clearly, increased potential for accidents when sneezing	Participants suffering from hay fever or other allergies	1) Participants are advised to take hay fever medication if they could be affected by this.	0	2	0	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Health and safety officers will be aware of where to purchase hay fever medication</li> </ul>						

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Members may enter Lecture theatres, Seminar Rooms or other rooms in use by the university staff	Disruption to standard university operations	University Staff members and students attending lectures, seminars or workshops	<ol style="list-style-type: none"> <li>1) Members are not allowed to enter Lecture theatres or Seminar rooms unless booked before by the social sec</li> <li>2) Members will be disqualified from the event immediately if they enter a lecture theatre or seminar room that is in use while moving around campus.</li> </ol>	0	4	0	The exec members who are on site. All participants are to use common sense and check rooms before entering if possible.
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Lecture theatres and seminar rooms will be off limits to members during society events unless specifically told otherwise</li> </ul>						
Loud sound	Hearing loss, stress	All members	<ol style="list-style-type: none"> <li>1) Avoid noisy places where possible</li> <li>1) Members will be encouraged to use earplugs, protective ear muffs, noise cancelling headphones when near loud noises</li> <li>1) Members will also be encouraged to take breaks if necessary</li> <li>1) Increase distance from the source of the loud sound</li> </ol>	0	3	0	Exec members and all participants
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Where used amplified sound will be at an appropriate level of amplification, with the Health and Safety Officer ensuring that the sound is not too loud or people are not stood next to the speakers for extended periods of time.</li> </ul>						
Kidnapping	Risk of injury-distress, lost members, mental health problems,	All participating members and exec	<ol style="list-style-type: none"> <li>1) When moving around, members should remain in groups of 2 at a minimum.</li> <li>2) Members should remain vigilant to anyone around them who they do not know.</li> <li>3) Members should be on the lookout for anyone who is suspicious or acting suspiciously.</li> <li>4) Kidnapping insurance is recommended for members who are under a particularly large threat. These members know who they are.</li> </ol>	4	0	0	Exec members and all other participating members

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
			5) Kidnapping insurance is also recommended for all other members. 6) LU Security will be informed on 01524 594541 in the event that this occurs.				
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Members should remain vigilant in unknown places, surrounded by unknown people</li> <li>Members should remain in groups of 2 at a minimum.</li> <li>LU Security will be informed on 01524 594541 in the event that this occurs.</li> </ul>						
Lost property	Risk of injury-distress, financial loss.	All participating members and exec	1) When moving from a stationary spot all participating member will be advised to check for belongings they have left behind. 2) All members will have personal insurance to cover any lost property on the trip. 3) If a member loses an item then a member of the exec will remain with the member until the item has been found or a solution has been formed. An arranged meeting point will be discussed.	2	0	0	Members are responsible for their own possessions
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Members will be reminded to keep possessions in-sight where possible</li> <li>If a member loses an item then a member of the exec will remain with the member until the item has been found or a solution has been formed. An arranged meeting point will be discussed.</li> </ul>						
Uneven ground	Trips and falls Sprains, breaks and bruising	All participants and exec	1) Stay attentive to potential trip hazards on route. 2) Wear appropriate footwear during the event. 3) First aiders to be contacted by any participant or exec members to assess / treat injuries	1	2	2	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Stay attentive to potential trip hazards on route</li> <li>Exec members will warn others of potential trip hazards</li> </ul>						

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Lack of first aiders	Inability to help someone who has injured themselves during a society event	Exec	1) Ensure there is at least one attendee with first aid qualifications	2	1	2	Exec members and first aiders
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>The trip leader will ensure there is a first aider and first aid kit on every trip</li> </ul>						
Medical conditions	Asthma, hay fever, allergies, mental illnesses, infections, diabetes	All participants and exec	1) Ensure exec are aware of any medical conditions that may need attention at some point during the event. 2) Ensure participants have necessary medicine/medical equipment should it be required	2	1	2	Participants are responsible for their own medical requirements. First aiders
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Members will have to see the health and safety officer if they have a medical condition.</li> <li>If they have serious medical conditions, they must seek professional advice before attempting the activity, and advise the health and safety officer when they have done so.</li> <li>Any medication a member takes must be recorded and if the medication affects their abilities to take part in the activity then consideration must be taken by members of the exec.</li> </ul>						
Kit / equipment on the ground	Tripping over leading to injuries	All members	1. Move kit and equipment into the appropriate place when not in use	1	2	2	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Bags and other obstacles must be moved and stored against the wall or in a secure place; the executive will enforce this.</li> </ul>						

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Lost members	<p>Risk of injury-distress, exposure.</p> <p>Members may get lost or separated from the group. Members may not turn up at the right place at the right time.</p>	Participants and exec members	<ol style="list-style-type: none"> <li>1) Exec members will be aware of where all participants are at all times.</li> <li>2) Exec members will take regular headcounts of the members throughout the journey to ensure they are all present.</li> <li>3) There will be designated meeting point(s) and designated times when transport(s) are leaving.</li> <li>4) It will be ensured that all participants are present before leaving or that alternative arrangements have been made for anyone not present.</li> <li>5) Participants who are travelling separately will meet the group at the designated accommodation at a pre-arranged time (if there are no delays which will be communicated through a suitable communications system).</li> <li>6) Exec members on the trip will have all participating members phone numbers and ensure all participating members phones work abroad.</li> <li>7) All participating members will have the trip leaders phone number as well as the trip co-leader (if applicable).</li> <li>8) The trip lead and co-leads will have a trip list of everyone on the trip and will check everyone is present upon arrival at the destination.</li> <li>9) The trip list will be securely stored on the University OneDrive.</li> </ol>	2	1	2	All exec members present

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
			10) If a participating member of the trip cannot be found then LU Security will be informed on 01524 594541.				
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>An exec member will collect a list of those present on the trip and ensure that everyone is accounted for after every stop and before returning home</li> <li>If a participating member of the trip cannot be found then LU Security will be informed on 01524 594541</li> </ul>						
Overcrowding	Increased risk to all participants, heat exhaustion, potential problems with evacuation (in case of fire etc), hitting, kicking, bumping into each other	All participants	<ol style="list-style-type: none"> <li>Members of the exec will ensure maximum capacity is not exceeded (see room booking) and if there are too many people, members will take it in turns to participate.</li> <li>Members will be made aware of possible fire escapes and evacuation procedures.</li> </ol>	2	1	2	Exec members and venue staff
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Maximum capacity will not be exceeded in any space.</li> <li>Members will be counted when entering the room and where necessary the social will be split across two rooms or members will take it in turns to participate.</li> <li>The secretary is responsible for booking rooms to accommodate large numbers of people when overcrowding may be a problem .</li> <li>Members will also be made aware of evacuation procedures and fire escapes in every venue.</li> </ul>						

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Cold weather	Slips, trips, hypothermia, cold related injuries	All participants and event organisers	<ol style="list-style-type: none"> <li>1) Not to run if/where there is risk of ice or wet surfaces.</li> <li>2) Suitable footwear (i.e. trainers) for conditions</li> <li>3) Wear suitably warm clothing</li> </ol>	1	2	2	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Appropriate clothing should be worn</li> </ul>						
Hot weather	Sunburn, heat stroke, dehydration	All participants and event organisers	<ol style="list-style-type: none"> <li>1) Inform all participants and exec to wear appropriate clothing and if necessary, sun cream</li> <li>2) Advise all participants and exec to stay in shaded areas as long as possible</li> <li>3) Water should be available and consumed regularly</li> </ol>	1	2	2	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• In hot weather appropriate sun protection should be worn</li> <li>• Water drinking will be encouraged and sources should be readily available</li> </ul>						
Darkness	Trips, falls, getting lost, breaks, sprains, exposure, phobias	All participants and exec	<ol style="list-style-type: none"> <li>1) All participants aware that campus may start to get dark in later hours (but event is not planned to go on for that long) and advised to use phone flashlights if too dark with streetlights.</li> <li>2) First aiders are available if necessary</li> </ol>	3	1	3	Exec members and marshals
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• First aiders will be available</li> <li>• Light sources will be utilised when visibility is reduced</li> </ul>						

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Insect bites and stings	Anaphylactic shock, infection, rash	All participants and exec	<ol style="list-style-type: none"> <li>1) Ensure participants bring / have access to medication if needed.</li> <li>2) First aiders are available if necessary</li> <li>3) Wear insect repellent if necessary</li> </ol>	3	1	3	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• First aid kit and any additional mediation available if necessary.</li> <li>• When in an unknown area, exec members should be aware of all venomous insects and animals.</li> </ul>						
Falling in open water	Hypothermia, drowning, phobias	All participants and exec	<ol style="list-style-type: none"> <li>1) Be wary when walking near water's edge.</li> <li>2) Walk sensibly and stick to main paths.</li> <li>3) Contact first aiders if a fall occurs in open water.</li> </ol>	3	1	3	Exec members and all participants
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• First aiders will be contacted in such scenarios, as well as medical professionals if required</li> </ul>						
Mugging	Risk of injury-distress, financial loss, lost property, mental health problems	All participating members and exec	<ol style="list-style-type: none"> <li>1) When moving around, members should remain in groups of 2 at a minimum.</li> <li>2) Members should remain vigilant to anyone around them who they do not know.</li> <li>3) Members should be on the lookout for anyone who is suspicious or acting suspiciously.</li> <li>4) LU Security will be informed on 01524 594541 in the event that this occurs.</li> </ol>	3	1	3	Exec members and all other participating members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Members should remain vigilant in unknown places, surrounded by unknown people</li> <li>• Members should remain in groups of 2 at a minimum.</li> <li>• LU Security will be informed on 01524 594541 in the event that this occurs.</li> </ul>						



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Cramps	Crashes, discomfort	All participating members	<ol style="list-style-type: none"> <li>1) The group will take regular breaks to prevent over exertion, pressure sores and exhaustion.</li> <li>2) Members are advised to massage limbs which are either cramping or feel like they might cramp.</li> </ol>	3	1	3	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Members will be encouraged to take regular breaks</li> </ul>						
Stairs	Slips and trips	All participants and event organisers	<ol style="list-style-type: none"> <li>1) Not to run down or up stairs.</li> <li>2) All members are to hold handrails while climbing or descending stairs and are not to be holding items in both hands</li> </ol>	2	2	4	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Caution when taking stairs is necessary</li> </ul>						
Dehydration	Dehydration of participants due to long stints without water	All participants and event organisers	<ol style="list-style-type: none"> <li>1) Participants to be recommended to take water with them</li> </ol>	2	2	4	Participants are responsible for their own water. Exec members to be aware where water is available
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Water drinking will be encouraged and sources should be readily available</li> </ul>						
COVID-19	Infection with the COVID-19 virus. Potential sickness or hospitalisation	All competitors, organisers and students on campus	<ol style="list-style-type: none"> <li>1) Participants are advised to stay vigilant with COVID-19.</li> <li>2) Helmets and other rented karting kit will be sterilised and cleaned by site staff members.</li> <li>3) All members will be encouraged to ensure they are fully vaccinated.</li> </ol>	2	2	4	Participants to stay vigilant with COVID and use common sense. hand washing etc

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
			4) The safety officer(s) must keep up to date with the current COVID-19 restrictions and travel plans must be arranged to meet these restrictions. 5)				
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Appropriate protective gear will be worn if necessary</li> <li>• The safety officer(s) must keep up to date with the current COVID-19 restrictions and travel plans must be arranged to meet these restrictions.</li> </ul>						
Moving furniture	Back injuries, dropping stuff on members feet or hands, muscle damage, scrape, cuts, bruises	All participants	1) Never move furniture alone 2) Don't move anything beyond your capabilities	2	2	4	Exec members and all participants
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Health &amp; safety officers will ensure no member is attempting to move furniture beyond their capabilities</li> <li>• Members will help each other move furniture</li> </ul>						
Antisocial/violent behaviour	Bruises, broken bones, concussion, sprains	All members, exec and venue staff	1) Members will be warned of severe repercussions if they facilitate violent conduct 2) Remove violent members from socials or other events 3) Call the police, venue staff or campus security if required 4) Suspend member until disciplinary action has been decided 5) Exec members will diffuse situations early in order to prevent any escalations.	4	1	4	Exec members

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Code of Practice	<ul style="list-style-type: none"> <li>Exec members will instruct members that violent conduct will not be tolerated under any circumstance with the exception of self-defence.</li> <li>Marshals will immediately remove individuals who threaten them or others.</li> <li>Members will face a disciplinary hearing and potential disciplinary action depending on their behaviour.</li> <li>Marshals and track staff may ban members from the site.</li> <li>All members must accept the decisions made by the management or security staff of any venue they are visiting</li> </ul>						
Lack of support for a serious incident	<p>Incidents escalating leading to degradation of injuries</p> <p>Incidents escalating leading to damage to the University reputation</p>	Group members and members of the exec	<ol style="list-style-type: none"> <li>Those involved with organising the trip will be fully briefed as to the emergency procedures highlighted in this risk assessment.</li> <li>In the event of an emergency or serious incident, the Group Organiser(s) will contact LU Security on 01524 594541; <ol style="list-style-type: none"> <li>Stating their activity is related to LUSU</li> <li>Basic details and scope of the incident</li> <li>Their contact details</li> </ol> </li> </ol>	4	1	4	Health and safety officer(s) and exec
Code of Practice	<ul style="list-style-type: none"> <li>First aiders and health and safety officers will be available and will know how to proceed with events beyond their capabilities (i.e. who else to call)</li> <li>Those involved with organising the trip will be fully briefed as to the emergency procedures highlighted in this risk assessment.</li> </ul>						
Electrical equipment	Electric shocks or burns from using faulty electrical equipment	Exec members	<ol style="list-style-type: none"> <li>All portable electrical equipment used must be tested for electrical safety at correct intervals and labelled with the date of the test.</li> <li>Electrical cables and plugs should be regularly visually inspected by the user for damage.</li> <li>Any defective equipment should be reported and taken out of use until repaired.</li> </ol>	4	1	4	Exec members

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
			4. Electrical equipment must always be operated in accordance with manufacturers' instructions.				
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>The president/health and safety will do a visual check of electrical equipment and make sure there is no damage.</li> <li>Any damage should be reported and the equipment should not be used if it is damaged.</li> <li>Electrical equipment must always be operated in accordance with manufacturers' instructions.</li> </ul>						
Terrorism or civil unrest	Death, serious injuries, dismemberment, mental health problems,	All members	<ol style="list-style-type: none"> <li>Participants must be aware at all times of their surroundings and report any suspicious activity to police or exec members who will then report it to the police.</li> <li>Any suspicious items will be reported to the police.</li> <li>A safe location will be established when travelling that all members are aware of. If safe and possible to do so, all members must report to the safe location where exec members will be there to handle concerns, minor injuries and give reassurance.</li> <li>LU Security will be informed on 01524 594541 in the event that this occurs.</li> </ol>	5	1	5	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Ensure exec are up to date with recent news coverage</li> <li>Alertness to suspicious behaviour is necessary</li> <li>Any occurrences that members feel require reporting, will be done so accordingly</li> <li>A safe location will be established when travelling that all members are aware of</li> <li>LU Security will be informed on 01524 594541 in the event that this occurs.</li> </ul>						

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Rowdiness and group noise	Disruption to non-participants and 3rd parties	All 3rd party students and non-participants	<ol style="list-style-type: none"> <li>1) Not to make loud unnecessary noise around teaching spaces</li> <li>2) All participants to be told via digital communication and in person briefing to not be loud and disruptive</li> </ol>	2	3	6	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• All members must behave responsibly whilst out on socials</li> <li>• All members must adhere to the LUSU code of practice whilst out on socials</li> </ul>						
Traffic/road safety	Personal injury / traffic collisions	All participants and event organisers	<ol style="list-style-type: none"> <li>1) Team Leaders/Exec will maintain safe road crossing standards, crossing at safe, designated crossing points.</li> <li>2) Participants to be encouraged to cross the roads safely</li> </ol>	3	2	6	Exec members and safety officers
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Suitable behaviour must be maintained on trips and socials, especially when on main roads and other public areas</li> </ul>						
Pedestrians / members of the public	Disruption and potential injury to non-participants	All 3rd party students and non-participants	<ol style="list-style-type: none"> <li>1) All participants reminded not to block or get in the way of others trying to walk across campus</li> <li>2) Participants to be encouraged to be spatially aware of their surroundings and to give non-participants space to walk</li> </ol>	2	3	6	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• All members must adhere to the LUSU code of practice</li> </ul>						
Over exertion	Fatigue, fainting, increased risks from other hazards	All participants and exec	<ol style="list-style-type: none"> <li>1) If participants feel over exerted and they cannot continue, they are to let event organisers aware and cease participation in the event.</li> <li>2) First aiders to be contacted in the case of fainting</li> </ol>	3	2	6	Exec members and all participants

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Code of Practice	<ul style="list-style-type: none"> <li>Members of the executive will encourage people to take regular breaks in order to recuperate and emphasise the importance of staying hydrated.</li> <li>If participants feel over exerted and they cannot continue, they are to let event organisers aware and cease participation in the event.</li> </ul>						
Exhaustion and fatigue	<p>Increased potential for accidents.</p> <p>See "On track crashes or incidents" for this increased hazard.</p> <p>Loss of consciousness, headaches, fainting</p>	All participants	<ol style="list-style-type: none"> <li>Members must pay attention to the race briefing at the start of the event and listen to the marshals and captains about how the event will be run as well as the specific rules for that event.</li> <li>Members are advised to take regular breaks from karting and assess their own physical abilities.</li> <li>Stint times are advised to be a maximum of 1hr 30 mins in endurance racing.</li> <li>See "On track crashes or incidents" for the actions taken to mitigate the risk of this hazard.</li> <li>If members appear to be falling asleep behind the wheel then the race directors will black flag the driver. (A black flag is shown to a driver who must serve a penalty. The driver may be removed from the stint and/or banned from the event)</li> </ol>	3	2	6	Exec members and all participants
Code of Practice	<ul style="list-style-type: none"> <li>Regular breaks are essential</li> <li>Stint times are advised to be a maximum of 1hr 30 mins in endurance racing.</li> <li>If members appear to be falling asleep behind the wheel then the race directors will black flag the driver</li> </ul>						

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<b>Area of Activity : Socials</b>							
Eye strain from watching the races and sim racing	Tiredness, blurred vision, increased sensitivity to light, headache, sore eyes	All participants	<ol style="list-style-type: none"> <li>1) Take breaks if needed</li> <li>2) Members who are prescribed seeing glasses are advised to wear these if the conditions are suitable.</li> <li>3) Members are to be seated a safe distance away from screens to reduce risk of eye strain</li> </ol>	0	2	0	Exec members and all participants
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Members are to be seated a safe and practical distance away from screens to reduce risk of eye strain</li> </ul>						
Alcohol/drugs	Alcohol poisoning, overdose, cuts, increased risks from other hazards, psychological distress, liver disease	All participants	<ol style="list-style-type: none"> <li>1) No alcohol or drugs are permitted to be consumed during the event.</li> <li>2) If participants are found consuming alcohol or drugs they will be disqualified and not allowed to continue</li> </ol>	2	1	2	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• One of the exec will remain sober (within drink-drive limit) for every 10-20 people, dependent on location, during each social to supervise the group and ensure the members follow safety procedures</li> <li>• It is understood that no drinking games involving alcohol will be undertaken during socials</li> </ul>						
Walking around campus	Trips and falls, falling into water, hay fever	All participants and exec	<ol style="list-style-type: none"> <li>1) Stick to main paths.</li> <li>2) Walk sensibly.</li> <li>3) Stay away from water's edge.</li> <li>4) First aiders available - security or porters</li> </ol>	3	1	3	All participants and exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Stick to main paths</li> </ul>						

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	<ul style="list-style-type: none"> <li>First aiders will be available</li> </ul>						
Food preparation and consumption (inside and outside)	Food poisoning, cancer, allergic reactions, bloating, psychological distress, fires, burns, cuts, vomiting, smoke inhalation, weather conditions (barbecue), hay fever, coeliac disease, lactose intolerance, diabetes, indigestion	All participants and event organisers	1) Ensure there is a supervisor with a basic food hygiene certificate present	4	2	8	Supervisor and exec members
Code of Practice	<ul style="list-style-type: none"> <li>All persons receiving food to be asked for allergy/intolerances</li> <li>All food to be prepared and stored safely</li> <li>All food served by a trained person</li> <li>Accidents reported to LUSU via <a href="http://lusu.co.uk/accident">lusu.co.uk/accident</a></li> </ul>						



Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
<b>Area of Activity : Karting</b>							
Karting (general)	Dehydration, blisters, pressure sores, chafing, spinal injuries, broken bones, eye injuries, sunburn, heatstroke, hypothermia, COVID-19, hypothermia	All participants and event organisers	<ol style="list-style-type: none"> <li>1) Watch safety video at the karting organisation</li> <li>2) Event organisers should be aware of local health facilities.</li> <li>3) Please see the applicable sections for further mitigating steps to prevent injuries.</li> </ol>	1	5	5	Exec members and all participants
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Participants will be made to watch the safety video before participating</li> <li>• Event organisers should be aware of local health facilities.</li> </ul>						
Kit and clothing (when karting)	Bruising, burns, broken bones, loss of consciousness, death	All participants	<ol style="list-style-type: none"> <li>1) Ensure full race suit and helmet are worn correctly</li> <li>2) Ensure that the racing suit and helmet fit properly</li> </ol>	3	1	3	Exec members and all participants
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• No damaged equipment is to be handed out to any driver.</li> <li>• Any damaged equipment is to be checked by either the marshals or the Health and Safety Officer, then either fixed or replaced.</li> <li>• No player is to participate unless they are in full safety gear that meets the standard</li> </ul>						

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Fires	Burns, death, permanent disfigurement	All participants	<ol style="list-style-type: none"> <li>1) Fireproof clothing is advised.</li> <li>2) Full racing suits must be worn when karting or on track.</li> <li>3) Marshal posts are equipped with fire extinguishers and are trained to use them.</li> <li>4) When refuelling, during an endurance race, a member of the team must man a fire extinguisher in accordance with the British Universities Karting Championship regulations.</li> <li>5) Participants will be made aware of every possible emergency exit.</li> <li>6) LU Security will be informed on 01524594541 in the event of a severe fire and if a member or members are injured.</li> </ol>	4	1	4	Marshals and exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Members will wear full racing suits and will be advised to wear non-flammable clothing underneath their racing suits as is advised by Alpinestars' racing suit owner's manual.</li> <li>• Marshals will have fire extinguishers ready to be used.</li> <li>• When refuelling, a member of the team will man a fire extinguisher in the event of a fuel spill.</li> <li>• Participants will be made aware of emergency exits.</li> <li>• Participants will be made aware of how to put out a chemical fire if they are caught alight.</li> <li>• LU Security will be informed as soon as safe to do so in the event that a serious fire ignites.</li> </ul>						
Stones and other debris on track	Eye injuries if the debris is picked up by kart in front	All participating members	<ol style="list-style-type: none"> <li>1) Watch and pay attention to the safety video during the race briefing at the start of the karting event.</li> <li>2) Keep the visor closed at all times, except when the visor is fogging at which point the member is authorised to open the visor a finger width. This correlates with the advice given during trackside briefings by marshals and members of staff.</li> </ol>	4	1	4	Exec members

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
			3) Staff members have first aider(s) on site and ready to provide first aid				
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Members will receive a briefing before every track session.</li> <li>Members should keep their visor shut at all times, unless their visor is fogging, to prevent stones and debris from coming into contact with their face.</li> <li>In the event that a member is struck by debris with their visor open they must return to the pit lane if possible. If it is not possible then the member must stop nearby a marshal post where they must explain the problem. If it is not possible to drive then the member must remain in the kart and put their hand in the air, signalling to a marshal. The session will be stopped by the marshals showing a red flag.</li> </ul>						
Jewellery and long hair (when karting)	Cuts, grazes and skin damage, strangulation, hair caught or ripped out, torn ear lobes/belly button	All participants	<ol style="list-style-type: none"> <li>Ensure hair is tied up or tucked into the race suit</li> <li>Ensure jewellery is removed or tucked into the race suit</li> <li>Watch and pay attention to the safety video during the race briefing at the start of the karting event.</li> </ol>	3	2	6	Exec members and all participants
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>No jewellery or watches are to be worn while on track with the exception of timing devices during endurance karting.</li> <li>Loose items must be tucked away, secured or removed.</li> <li>Marshals and exec members will be vigilant and check for loose items, clothing or hair before members leave the pit lane.</li> </ul>						
Visor fogging	Crashes and collisions	All participating members	<ol style="list-style-type: none"> <li>Watch and pay attention to the safety video during the race briefing at the start of the karting event.</li> <li>When the visor begins to fog up, the racer must lift the visor no more than a finger width up to allow fresh air to cool the visor.</li> <li>Members are advised this each time before they get into the karts. Members are also advised that if they choose to purchase a</li> </ol>	4	2	8	Exec members

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
			helmet, they should regularly use antifog spray and purchase a helmet with a Pinlock visor system.				
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Members will receive a briefing before every track session.</li> <li>Members will be shown how to defog their visors quickly and effectively.</li> <li>Members are advised to slow down if they are not able to see clearly.</li> </ul>						
On track crashes or incidents	<p>Stationary karts on track which could lead to a further incident.</p> <p>Severe injuries can occur such as but are not limited to: Broken wrists, ankles, necks, spines ribs, etc. as well as spinal injuries.</p> <p>Minor injuries can occur such as but are not limited to: Sprained joints, bruises, minor cuts</p>	All participants, event organisers and track staff	<ol style="list-style-type: none"> <li>1) Watch and pay attention to the safety video during the race briefing at the start of the karting event.</li> <li>2) Event organisers should be aware of local health facilities.</li> <li>3) Marshals will begin waving a yellow flag or a red flag depending on the incident. In the event of a yellow flag being waved members must slow down, not overtake, remain calm, obey the track rules, and observe all commands given by the marshals. In the event of a red flag, all members must obey the track rules regarding a red flag. <ol style="list-style-type: none"> <li>a. At Teamsport, this means coming to a controlled stop as soon as safe to do so.</li> <li>b. During the British Universities Karting Championship (BUKC), A red flag means coming to a controlled stop near a marshal post and to the side of the racetrack. At this time, the marshals will instruct the members what to do.</li> </ol> </li> <li>4) All members will be advised to start slowly and build up their pace to remain within their comfort zone.</li> </ol>	3	3	9	Exec members and all participants

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
			5) Wear full protective kit: racing suits, approved helmets, gloves and closed, suitable shoes or footwear. 6) Staff members have first aider(s) on site and ready to provide first aid. 7) At BUKC events, an ambulance will likely be present to provide rapid emergency response to those injured on track.				
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Members will be advised on the dangers of karting.</li> <li>First aiders will be present at all times when karting with paramedics being on scene at certain events.</li> <li>In the event of an accident or spin, marshals will wave the yellow flag in that sector or corner depending on the track or the regulations of that race or championship.</li> <li>In the event of a serious accident, marshals will stop the race or the session by waving the red flag. Depending on the rules and regulations, which members will be made aware of, members will be required to stop as soon as safe to do so or members will be required to slow down to a safe speed and stop where directed to by marshals.</li> </ul>						
Hot engines	Burns	All participating members	1) Watch and pay attention to the safety video during the race briefing at the start of the karting event. 2) Advise all members not to touch the engines and keep their hands clear of the engines unless told otherwise by a track marshal or in an emergency.	3	3	9	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>No member should ever touch the engine and members must keep their hands clear of the engines at all times. Except when participating in endurance racing where handling the engine may be necessary. Under these circumstances:</li> <li>All participants must wear gloves when handling the engine.</li> <li>Participants must keep their hands clear of the exhaust as this will and should be expected to always be hot.</li> </ul>						

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Low visibility	Crashes and collisions	All participating members	<ol style="list-style-type: none"> <li>1) Watch and pay attention to the safety video during the race briefing at the start of the karting event.</li> <li>2) Members are advised to slow down when visibility deteriorates due to changing weather conditions or smoke.</li> </ol>	3	3	9	Exec members
Code of Practice	<ul style="list-style-type: none"> <li>• Members will receive a briefing before every track session.</li> <li>• Members will be shown how to defog their visors quickly and effectively.</li> <li>• Members are advised to slow down if they are not able to see clearly.</li> </ul>						
Endurance Racing	Exhaustion, fatigue, blisters, pressure sores, chafing, noxious gases, heatstroke, sunburn, dehydration, low visibility, increased risk of severe injuries such has: broken bones, spinal injuries, bruised ribs,	All participating members	<ol style="list-style-type: none"> <li>1) Ensure that all members are aware of the hazards that have been set out in this risk assessment.</li> <li>2) Mitigating steps will be taken and have been taken to reduce major hazards. Please see the following sections for more details:               <ol style="list-style-type: none"> <li>a. "Exhaustion and fatigue"</li> <li>b. Noxious gases</li> <li>c. Low visibility</li> <li>d. On track crashes or incidents</li> </ol> </li> <li>3) Abide by all rules and regulations for that race. (Please find the rules and regulations in the associated document(s) "BUKC 24hr Rules and Regulations 2023" as well as a further supporting document "BUKC 24hr Information for Members 2023", these documents are valid for the year of 2023 and into 2024 until they get replaced by the BUKC event organisers)</li> <li>4) Rib protectors are advised and worn by many members competing in endurance racing. However, these are not mandatory.</li> </ol>	3	3	9	Exec members and captains

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
			5) First aid kit will be with the team, this will include basic first aid essentials to clean blisters and apply blister plasters when blisters form. 6) The first aid kit will also include chafing cream and/or powder for those experiencing chafing				
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Members will be made aware of the risks involved in endurance racing.</li> <li>Rules and regulations will be explained to all members and all members will be expected to abide by these rules and regulations.</li> <li>First aider(s) from the society and a first aid kit will be on site during these races.</li> <li>An ambulance and medical staff will be on site when it is deemed necessary.</li> <li>Rib protectors will be advised by captains in time for members to purchase them if they wish to do so.</li> </ul>						
Weather conditions or slippery surfaces on track	Increased risk of crashing, aquaplaning, slips and trips, sunburn, heatstroke, dehydration, skidding	All participants	1) Indoor karting is preferred in more hazardous weather conditions. 2) Under extremely severe and dangerous weather conditions, racing will be cancelled or postponed by the race organisers. 3) During the event, if an oil spill occurs or if the weather conditions change, a slippery surface flag will be shown. This flag is a yellow and red striped flag and will be flown by the marshals.	3	3	9	Marshals and exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Under severe weather conditions racing will be paused and racing will be reconsidered.</li> <li>During the event, if it begins to rain or if oil is spilt on track then the slippery surface flag will be flown by marshals.</li> <li>All members will be advised on what the flags mean including the slippery surface flag.</li> <li>If the track conditions become too severe, the red flag will be shown and all members will follow the rules of the red flag procedure.</li> </ul>						

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Noxious gases such as: Carbon Monoxide Nitrous Oxide Hydrocarbons  Poor ventilation	Headaches, nausea, dizziness, vertigo, muscle pain, personality changes, premature death, asphyxia, hypoxia, mental disorders, neurological damage, heart rhythm disorders, lung irritation, choking, shortness of breath, cardiac arrest, miscarriage, brain damage	All participants	<ol style="list-style-type: none"> <li>1) Carbon monoxide free rooms are often available at indoor karting tracks and members are advised to visit these regularly or remain inside these rooms when not racing or observing.</li> <li>2) Members are advised of the risk and advised to get clean fresh air outside if they feel any of the symptoms of carbon monoxide poisoning.</li> <li>3) Outdoor karting is preferred when available as these have less fumes. However, this is more expensive and has other risks.</li> <li>4) Indoor tracks have adequate ventilation to vent the toxic gases out and bring fresh air into the building.</li> <li>5) Members and members are advised not to race if they have a known medical condition or are pregnant as advised in the race briefing at the start of the karting event.</li> <li>6) If the room is crowded or too warm, exec will increase ventilation by opening windows or doors</li> </ol>	3	3	9	Site staff and exec members present
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• If the room is crowded or particularly warm windows and doors will remain open and regular breaks will be taken with the secretary monitoring the number of people attending lessons.</li> <li>• The president and health and safety officers will speak with porters where possible to try and regulate the heating.</li> <li>• Members are advised of the risk and advised to get clean fresh air outside if they feel any of the symptoms of carbon monoxide poisoning.</li> </ul>						



Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Moving karts	Getting run over, broken bones, sprains, bruises, death, concussion	All participating members	1) Remain in the kart at all times unless directed otherwise by a marshal. Unless 2) In the instance of racing in the British Universities Karting Championship (BUKC) or other race where permission is explicitly granted by race control. <ol style="list-style-type: none"> <li>a. In the BUKC, members are expected to recover their karts themselves. Members are expected to observe for a safe time to leave the kart and recover their kart to the racetrack and not cause any further incidents.</li> </ol>	3	5	15	Site staff, marshals and exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• All participants must remain in the karts at all times with certain exceptions.</li> </ul> These are but are not limited to: <ul style="list-style-type: none"> <li>• Racing in the British Universities Karting Championship.</li> <li>• When marshals or emergency services instruct the member or members to leave the kart.</li> </ul>						
<b>Area of Activity : Road Trips</b>							

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Foreign location	Risk of injury-distress, exposure.  An unfamiliar environment, new culture and a different language. There is also the danger of injury and traffic.	All participating members and the members of the exec	<ol style="list-style-type: none"> <li>1) All participating members will be given the trip lead and co-leads' mobile numbers and the exec will have all the members on the trip mobile numbers</li> <li>2) There will be regular checks throughout travel excursions that everyone is present; headcounts will be used for large groups.</li> <li>3) All members will be told that if they are separated they must try to contact the exec first and if that does not succeed, return to the designated safe location discussed prior to leaving. Members will be given the address of the safe locations and will be expected to be able to use mobile phones to navigate the area.</li> <li>4) When the group is out on an excursion, a designated meeting point will be stated to return to the group. This will be the point to return to if a member is separated while on the excursion.</li> <li>5) If the exec notice a member is missing, they will attempt to contact them; if this is not possible they will go back to the designated safe location and wait for them.</li> <li>6) When crossing roads as a group the leaders will ensure that it is safe to cross. Members will be reminded that traffic is on the opposite side if in a foreign country.</li> <li>7) Members will be told that they must behave responsibly at all times and remain with the group when appropriate. If a member wants to leave the group, they must inform the trip</li> </ol>	2	1	2	Event organisers/trip leaders

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
			<p>leader where they are going, when they will be back and where they will meet the group.</p> <p>8) Prior to the trip, tour leads must make sure that all members receive a travel pack containing all important documents and safe locations.</p>				
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>All members will follow the LUSU code of practice when travelling</li> <li>Regular headcounts and welfare checks will be enforced</li> <li>Designated meeting points will be created and all members will be informed of them</li> <li>All members will have contact information of at least one of the trip organisers</li> </ul>						
Insufficient money for emergencies			<ol style="list-style-type: none"> <li>Members will be told to bring emergency money on all trips in the event they are separated from the group.</li> <li>Members will be told that they must have access to significant emergency funds (£1000 either on credit card or debit card) in case an operation is required. Most insurance companies requires the cost to be paid upfront and claimed back afterwards.</li> <li>Members will be told that if they become separated from the group without money they must phone the exec members first to notify them of their location, then, if possible, go back to the hostel.</li> </ol>	2	1	2	
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Members will be advised to bring extra money in case of an emergency</li> <li>Members will be told that if they become separated from the group without money they must phone the exec members first to notify them of their location, then, if possible, go back to the hostel.</li> </ul>						

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Free time	Risk of injury-distress, exposure	All participating members and the exec	<ol style="list-style-type: none"> <li>1) Members will be told the designated safe location and the time to meet after free time. Members must check in with exec members after this.</li> <li>2) Exec members will attempt to contact any members who do not return on time.</li> <li>3) When possible, everyone will wait until all members have returned; if a significant amount of time passes the members present will continue on to the next activity while an exec member remains behind to wait or return to the safe location to meet them.</li> </ol>	2	1	2	Exec members
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Members will be told the designated safe location and the specific time to meet after their free time. Members must check in with exec members after this.</li> <li>• Exec members will attempt to contact any members who do not return on time.</li> <li>• When possible, everyone will wait until all members have returned; if a significant amount of time passes the members present will continue on to the next activity while at least one exec member remains behind to wait or return to the safe location to meet them.</li> </ul>						
Police	Arrest, detainment, prosecution	All participants and exec members	<ol style="list-style-type: none"> <li>1) Members must remain within the law at all times.</li> <li>2) Members and members will be informed of different driving laws for the different countries. This will be supplied in the information packs prior to departure.</li> </ol>	3	1	3	Exec members and all participants
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• Members will be advised the different laws for the countries that will be travelled to.</li> <li>• All participants are expected to abide the laws of foreign countries.</li> <li>• If a member is arrested or detained, LU Security will be informed on 01524594541.</li> <li>• Legal council will be arranged for the member if required.</li> <li>• Information packs will be distributed to the members prior to departure and it is expected that all members will make themselves familiar with all of the information in the pack.</li> </ul>						

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Changing weather conditions while on the road	Increased risk of crashes and collisions,	All participants and exec members	<ul style="list-style-type: none"> <li>Sunglasses may be advised</li> <li>Car must have fully functioning wind screen wipers</li> <li>Safety of tyres will be assessed</li> </ul>	2	2	4	Exec members and all participants
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Travelling may be postponed if weather conditions are too extreme</li> <li>LU security, police and paramedics will be informed in cases of serious incidents</li> </ul>						
Travel by train (general)	Trips and slips, falling onto train tracks, weather conditions (snow, ice, rain, hail, sun), sunburn, heatstroke, hypothermia allergies to sunscreen, mugging, kidnapping, COVID-19, stroke, dehydration, breaking down, fires, hay fever, terrorism, sexual assault, assault, lost members	All participants and exec members	<ol style="list-style-type: none"> <li>Members must remain behind the yellow line when not boarding the train.</li> <li>Members must be vigilant to their surroundings.</li> <li>Members must bring suitable clothing for varying and predicted weather conditions.</li> <li>Those with allergies must bring hypoallergenic alternatives.</li> <li>Exec members will advise members not to flash expensive items such as phones, wallets, watches or keys excessively.</li> <li>Members must remain with the group at all times. If a member becomes separated then an exec member will attempt to contact them and follow the procedure listed under lost members.</li> <li>LU Security must be informed on 01524594541 if a serious incident occurs or if a student goes missing.</li> </ol>	2	2	4	Exec members and all participants

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Code of Practice	<ul style="list-style-type: none"> <li>All members will follow the LUSU code of practice when travelling.</li> <li>LU Security must be informed if a member goes missing.</li> <li>Members will be advised on the risks of trains and live tracks.</li> <li>Members must remain behind the yellow lines at all times when not boarding or disembarking the train. Exec members should be highly vigilant during these times.</li> <li>A member of the exec should be first on the train and a member of the exec should be last on the train.</li> <li>When disembarking, a member of the exec should be first off the train and a member of the exec should be last off the train.</li> <li>A headcount will take place before boarding the train, after boarding the train and after disembarking the train.</li> <li>If a member needs the toilet or wishes to purchase something while on board the train or before boarding the train, a member of the exec must be notified. If the member fails to return before the group leaves the location, a member of the exec must remain in the same position and wait for the member to return.</li> </ul>						
Train Tracks	Electrocution, death, broken bones, bruises, derailed train	All participants and exec members	<ol style="list-style-type: none"> <li>Staff at the station will be made aware of any situations necessary and help will be enlisted</li> <li>First aiders will be available</li> <li>Members must remain behind the yellow line when not boarding the train.</li> </ol>	4	1	4	Exec members and all participants
Code of Practice	<ul style="list-style-type: none"> <li>Staff at the station will be made aware of any situations necessary and help will be enlisted</li> <li>First aiders will be available</li> <li>All members will follow the LUSU code of practice when travelling.</li> <li>LU security will be informed</li> </ul>						
Car or vehicle crashes or collisions	Death, serious injury, dismembered	All participating members	<ol style="list-style-type: none"> <li>All participating members will be advised to drive carefully, especially when signs indicate that the area is an accident prone one.</li> <li>Members will be expected to remain within the speed limits and obey the law.</li> <li>In the event of an accident, emergency services will be called. In the event that emergency services are unable to be reached. A personal locator beacon owned</li> </ol>	4	1	4	Exec members and all members

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
			<p>by Michael Goodman will be activated by Michael Goodman.</p> <p>4) LU Security will be informed on 01524 594541 in the event that an accident or crash occurs.</p>				
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• All members are required to stay seated and wear seatbelts during the journey</li> <li>• Members must not distract the driver during the journey</li> <li>• The members of private vehicles must produce valid insurance and MOT to the exec before using their cars on any trips</li> <li>• Only members with clean driving licenses may drive on club trips</li> <li>• LU Security will be informed on 01524 594541 in the event that an accident or crash occurs.</li> </ul>						
Broken down vehicles	Death, stranding, lost members, serious injury, dismemberment	All participating members	<ol style="list-style-type: none"> <li>1) Members driving must maintain their vehicles to a high standard and have a valid MOT. Random vehicle checks may take place by an experienced member of the exec.</li> <li>2) Regular services are expected and must be shown on all vehicles transporting members.</li> <li>3) When organising a road trip that extends to beyond the United Kingdom borders, the organisers and Trip Lead must organise roadside assistance for all vehicles driving in convoy. This paperwork will be stored under a secure folder in the University OneDrive. Copies of the paperwork will accompany the Trip Lead in their personal vehicle.</li> <li>4) The society will have additional funds available to effectively insure ourselves in the event of a minor incident. This funding will come from effective profits from the road trip sales.</li> </ol>	4	1	4	Exec members and all members

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Code of Practice	<ul style="list-style-type: none"> <li>The members of private vehicles must produce valid insurance and MOT to the exec before using their cars on any trips</li> </ul>						
Insufficient travel insurance cover	Escalation of injuries, stranding	All participating members and exec	<ol style="list-style-type: none"> <li>All part members must have adequate travel insurance in place to cover the visiting country(ies) or they will be excluded from travel.</li> <li>All part members will submit this information to the Trip Leader and organisers prior to departure.</li> <li>The Trip Leader must maintain valid and up to date copies of this paperwork in their personal vehicle.</li> </ol>	2	2	4	All exec and participants
Code of Practice	<ul style="list-style-type: none"> <li>All part members must have adequate travel insurance in place to cover the visiting country(ies) or they will be excluded from travel.</li> </ul>						
Mountain passes	Severe crashes, dismemberment, death	All participants and exec members	<ol style="list-style-type: none"> <li>Members will be advised to reduce their speeds when traversing mountain passes.</li> <li>A personal locator beacon will be equipped to a vehicle making the journey. This personal locator beacon is equipped with a GPS beacon and radio transmitter.</li> <li>First aiders will be present in varying capacities across multiple vehicles in the event that the vehicle carrying the main first aider is the one involved in the incident.</li> </ol>	3	3	9	Exec members and all participants
Code of Practice	<ul style="list-style-type: none"> <li>Members are expected and will be advised to drive slowly and significantly within the speed limits during these times.</li> <li>Members will be advised to keep a greater following distance in the event of an accident.</li> <li>In the event of an accident, emergency services will be called. In the event that emergency services cannot be reached, a personal locator beacon, owned by Michael Goodman, will be activated by either Michael Goodman or a trained member of the exec. This beacon will give the exact location of the beacon and will notify emergency services.</li> </ul>						



Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Sexual assault	Mental health problems, serious injuries, hospitalisation	All members	<ol style="list-style-type: none"> <li>1) All members are to be advised to remain highly vigilant when in new and unknown areas.</li> <li>2) Members are advised to be aware of where their friends are and to remain with the group at all times.</li> <li>3) Members are advised to be aware of where their friends are and be in groups of at least 2 when leaving the accommodation.</li> <li>4) In the event that this does occur, the exec members must be informed and police and paramedics must be called to the scene to assess injuries.</li> <li>5) LU Security will be informed on 01524 594541 in the event that this occurs.</li> </ol>	5	2	10	Exec members and all participants
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>• There will be a no tolerance policy when it comes to sexual assault.</li> <li>• Members accused will be barred from the society until a disciplinary hearing has taken place, from there a course of action will be devised.</li> <li>• Police, paramedics and LU security may be informed.</li> <li>• Health and safety officers will be aware of different support services for the victim.</li> <li>• LU Security will be informed on 01524 594541 in the event that this occurs.</li> </ul>						
<b>Area of Activity : Other</b>							
Injuries from sim racing	Eye strain, joint problems, back and wrist injuries, discomfort, muscle/tendon wear, force feedback from wheels	All participants	<ol style="list-style-type: none"> <li>1) Participants will take regular breaks.</li> <li>2) Members who are prescribed seeing glasses are advised to wear these if the conditions are suitable.</li> <li>3) Participants will be advised to take their hands off the wheel when they anticipate hitting a wall/crashing</li> </ol>	1	1	1	Exec members, first aiders and all participants

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Code of Practice	<ul style="list-style-type: none"> <li>• Regular breaks will be enforced</li> <li>• A brief about safety whilst sim racing will be told to each participant</li> </ul>						

## Sign Off

The undersigned believe this assessment to cover all significant risks associated with the above activity and accept their responsibilities for ensuring associated controls are in place

<b>Authorisation</b>			
<b>Position</b>	<b>Print Name</b>	<b>Sign</b>	<b>Date</b>
President	James Greenwood	James Greenwood	01/07/2023
Safety Officer(s)	Connie Bell and Michael Goodman	Connie Bell and Michael Goodman	01/07/2023

Please detail how this risk assessment will be communicated to all parties who must comply:

<b>Communication</b>			
<b>Who needs to understand this assessment?</b>	<b>How will this be communicated to them?</b>	<b>Person Responsible</b>	<b>Date</b>
Members	Briefing meeting on <b>AND</b> Code of Practice sent to every member on WhatsApp and Social media posts.	Connie Bell, James Greenwood and Michael Goodman	01/07/2023

## Risk Rating Guide

Below is a simple guide to help risk assessors determine the risk rating of each hazard identified.

A Risk Assessment should be 'Suitable and Sufficient'. That is to say:

- ◆ It should identify the risks arising in connection with the activity.
- ◆ The level of detail included should be proportionate to the risk.
- ◆ It must consider all those who might be affected i.e. staff, students, etc.
- ◆ It should be appropriate to the activity and should identify the period of time for which it is to remain valid.

### Risk = Likelihood X Severity

Likelihood	
Very Unlikely	0
Unlikely	1
Possible	2
Likely	3
Very Likely	4
Certain	5

The Severity		
No Action	No injury	0
First Aider	Bruising, minor cuts, grazes	1
Doctor	Strains, Sprains, concussion	2
A & E 1	Loss of consciousness, blood loss, burns, breaks or injury resulting in Visit to A&E. Other non-permanent chemical effects. Corrosive toxic, flammable substances, mild chemical irritation of eyes or skin. Harmful, irritant substances	3
A & E 2	Permanent /partial/total disablement or other reportable injury/disease	4
Death	Single Death or Multiple Death	5

Likelihood	Severity					
	Death 5	A&E2 4	A&E1 3	Nurse 2	First Aid 1	No Action 0
<b>Certain - 5</b>	25	20	15	10	5	0
<b>Very Likely -4</b>	20	16	12	8	4	0
<b>Likely - 3</b>	15	12	9	6	3	0
<b>Possible - 2</b>	10	8	6	4	2	0
<b>Unlikely - 1</b>	5	4	3	2	1	0
<b>VeryUnlikely-0</b>	0	0	0	0	0	0

Risk Rating	Score	Action
Trivial Risk	0 - 2	No further action required unless incidents occur
Low Risk	3 - 4	No additional controls may be needed overall, but specific hazards may be reduced. Monitoring is required to ensure controls are maintained. Review if an incident occurs or more effective controls become available.
Moderate Risk	5 - 10	Efforts should be made to reduce the risk over a defined period of time.
High Risk	12 - 16	Work should not be started until the risk has been reduced. If work is in progress Urgent action should be taken to reduce or control risks.
Intolerable Risk	20 - 25	The activity should cease until risks have been reduced to an acceptable level.