

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Dodgeball
Date Of risk Assessment Completion	9/05/18
Ongoing Assessment	
<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 activity must receive very clear guidance and instructions for the management of the activity 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 Lincolns Students' Union as soon as possible, no later than the working next day.</p>	

What is an Annual Risk Assessment?

An Annual Risk Assessment is a risk assessment done once a year that covers all regular society or sport activity during that year period. It is designed to cover the regular activities that your society or sport undertakes (E.g. Meetings, Training, Competitions, and Trips in the UK). Larger-scale events and activities will need to be risk assessed separately and in more detail depending on the type of event (E.g. Trips abroad or to high risk sites, Guest Speakers).

How to fill out the Annual Risk Assessment

Like the normal Risk Assessment, the Annual Risk Assessment has the same sections requiring the same inputs. However the main difference of this assessment is that the hazards should be more general. It is there to cover all general activity that you undertake as a society.

We have produced a template Annual Risk Assessment for you to use, this contains a wide selection of hazards that the majority of societies will encounter through the year. If your society does more activities with additional hazards, or the hazards are slightly different to the ones listed, you must **add these or make the necessary changes**.

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.

3 x 3 Risk Matrix

L I K E L I H O O D	Likely	Medium Risk	High Risk	Extreme Risk
	Unlikely	Low Risk	Medium Risk	High Risk
	Highly Unlikely	Insignificant Risk	Low Risk	Medium Risk
		Slightly Harmful	Harmful	Extremely Harmful
	CONSEQUENCES			

Risk = Likelihood X Consequences

Likelihood	Score	The consequence		Score
Highly Unlikely	1	Slightly Harmful	Bruising, minor cuts, grazes, Strains, Sprains,	1
Unlikely	2	Harmful	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	2
Likely	3	Extremely Harmful	Permanent /partial/total disablement or other reportable injury/disease. Single Death or Multiple Death	3

Risk Rating	Action	Risk Score
Insignificant Risk	No further action required unless incidents occur	1
Low Risk	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.	2
Medium Risk	Efforts should be made to reduce the risk over a defined period of time.	4
High Risk	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.	6

Extreme Risk	The activity should cease until risks have been reduced to an acceptable level.	9
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Hazard	What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
Area of Activity :						
Injuries as a result of Gameplay	Being hit by the balls, resulting in bruising /cuts/ grazes/ strains/ sprains	All participants	3	All players are made aware of rules and potential consequences of gameplay. A high standard of rules will be implemented to ensure that all play falls within safe standards	2	Committee
Improper Warm up/ Cool down	Pulled Muscles and greater risk of other injuries.	All participants	2	The team coach will lead warmups and cool downs in every session	1	Coach
Faulty Equipment	Bruising/ cuts/ sprains/ strains	All participants	2	All equipment is checked regularly, including before use in each training session.	1	Committee
Injuries as a result of falls	Falling to the ground while dodging balls, potential bruising, cuts, bone damage	All participants	4	All participants will be taught correct techniques to avoid injury while dodging balls. Use of PPE such as kneepads, will be encouraged, however cannot be controlled due to individual preference.	2	Committee
Area of Activity :						
Risks caused by the playing surface	Hard surface to land on in sports hall in the event of slips, which could result in bruising and grazes.	All participants	2	Any problems with the surface such as spillages, will be immediately reported to staff and gameplay will be stopped until it is safe to continue. All participants will be told to inform committee or staff of slips hazards as soon as possible in order to stop gameplay.	1	Committee/ All Members
Member/s Getting lost	Distress to affected party.	All participants	2	All participants will be made aware of arrangements and timing of the arrangements. Head counts will occur periodically to ensure that all members are still present.	1	Committee/ All members
Lack of First Aid training	If first aid is not forthcoming, injuries may be underestimated or go untreated which may cause the injury to become worse.	All participants	2	Ensure that first aiders are always on site during training and any attended tournaments.	2	Committee


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Jewellery	Injuries may occur on contact with jewellery, cuts from contact, restricted blood flow from swelling, torn ears from caught ear rings.	All participants	2	All participants will be informed of the risks of wearing jewellery during gameplay. Checks will be made to ensure that nobody is wearing jewellery during play.	2	Committee
Area of Activity :						
Dehydration/fatigue	Dizziness, fainting, poor/dangerous decision making due to fatigue	All participants	2	Teams will be encouraged to take breaks where possible, as well as drink lots of water between games. During tournaments, teams will be asked to spend time outside of the sports hall between games in order to cool down. Substitutes are also available for any effected players.	2	Committee
Cones for marking pitches	Slips, trips and falls may occur, resulting in bruising, cuts and grazes.	All participants	2	Cones will be a bright colour in order to draw maximum attention, as well as being placed in a consistent manner, to allow participants to learn where the equipment will be placed	2	All members
Injury to non-players	Non-players may be struck by balls. These people may not be paying attention resulting in worse injuries, bruising, cuts and grazes. Potential head injury if spectators/non-players are stood near walls	All participants (Playing + Non-playing)	4	All non-players will stand in designated areas away from the game taking place. All spectators will be advised of the dangers of their position.	2	Everyone present
Injury to players due to contact with walls	If courts are positioned too close to walls, players will be more likely to make contact with walls, leading to potential broken bones, cuts and bruising and grazes	All players	4	All pitches will be positioned away from any objects that players could hit. During training drills, players will also be instructed to avoid playing too close to other obstacles.	2	Committee/All members

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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

Authorisation			
Position	Print Name	Sign	Date
President	Keiren Robertshaw	K. Robertshaw	9/05/2018
Vice-President	Sam Wagland	S. Wagland	9/05/2018
Treasurer	Aaron Powell	A. Powell	9/05/2018
Team Coach	Matt Healey	M. Healey	9/05/2018
Social and Fundraiser Secretary	Olivia Wilbur	O. Wilbur	9/05/2018
Female Officer	Kiah Coldrick	K. Coldrick	9/05/2018
Sports Development Assistant	Amber Newton	A. Newton	02/06/2018
Activities Manager	Lorna Cruickshank		7 November 2018

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

Communication			
Who needs to understand this assessment?	How will this be communicated to them?	Person Responsible	Date

All Members	Copy will be published for all members to view. Also read in the next all members meeting as well as committee meeting	President, Vice President, Team Coach	13/05/2016
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