

Activity Details	
Activity Name	Paintball
Date Of risk Assessment Completion	17/05/2018
Risk Assessment Review Date	17/05/2019
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>	

## University of Lincoln Students' Union

### Annual Risk Assessment for Activities

#### 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	6

	or control risks.	
Extreme Risk	The activity should cease until risks have been reduced to an acceptable level.	9

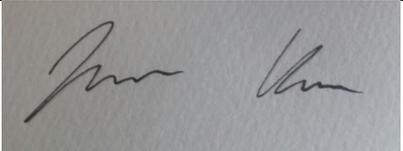
Hazard	What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
<b>Area of Activity : Combat Zone</b>						
Traveling	Whiplash Travel Sickness Broken Bones Other injuries Death	Everyone	3 (medium)	We use licensed taxi's recommended by the SU. Paintball equipment is placed in the boot of the taxis and members are expected to behave responsibly when travelling, so as not to distract the driver. At least one member of the committee in each of the taxis as to help avoid or deal with any problems that may arise during the journey	3	Drivers and Committee Members
Minor injuries	Bruising scrapes Scratches Minor cuts	Everyone	3 (medium)	Bruising is almost unavoidable when playing paintball however all participants are well aware of the expected risks. Other minor injuries are less common however they may still occur if a player is to trip or fall.  Suitable protective gear is provided by combat zone to avoid and reduce the risk of these injuries and a first aid kit is on hand at the HQ if needed.	3	Combat zone staff
Medium injuries	Broken bones Twisted ankle Concussion	Everyone	4 (medium)	Due to the nature of playing paintball in a forest the ground is never completely cleared. Therefore, although unlikely, a player may fall and cause serious injuries to themselves. The ground is normally cleared and obstacle free and participants are aware of the risk before playing. Combat Zones staff are equipped to deal with such injuries if they occur.  Ensure all participants are aware of the risk and they are all wearing appropriate protective equipment.	4	Combat zone staff and Committee members
Major injuries	Death loss of sight	Beginners	3 (medium)	All participants are clearly instructed to never take off their mask after leaving the HQ there is clear signs and tape showing areas where masks have to be worn. They are also instructed to never take a paintball gun into the HQ. Failure to follow these instructions will result in the individual being removed from the playing area, sent home or even banned from the site. Aside from Combat zones regulations as a society we will not tolerate any member braking these rules as this not only puts themselves in danger they may also cause threat to others as well	3	Combat zone staff and Committee members

Area of Activity : Socials						
Consumption of alcohol	Passing out, slips, trips, falls, throwing up. Aggressive and irresponsible behaviour	Members	3 (medium)	All members are encouraged to drink responsibly and committee members are asked to keep an eye on anyone that may have drunk too much. If necessary committee members are prepared to walk (or carry) people home as well contacting people to check that they got home okay or if they got dropped off that they were okay the next day. Also on every social at least one of the committee members will be designated as staying completely sober to have better judgement in situations that could arise.	3	Committee members
Area of Activity : Student Cup & Speedball training and other Competitions						
Traveling	Whiplash Travel Sickness Broken Bones Other injuries Death	Everyone	3 (medium)	We use a range of public and personal transport to get to other paintball venues across the country. While travelling all members are expected to be responsible for their own paintball gear and wellbeing. Apart from any injuries that may be self-inflicted while moving between transports. We expect the driver to be licensed and responsible not only for us but other passengers as well	3	Individuals drivers
Minor injuries	Bruising scrapes Scratches Minor cuts	Everyone	4 (medium)	Bruising is almost unavoidable when playing paintball however all participants are well aware of the expected risks. Other minor injuries are less common however they may still occur if a player is to trip or fall.  Teams are required to have full sets of protective gear when playing on the pitch whether lent borrowed or owned by the player. If for any reason a player was to enter a pitch without full protective gear they would be taken off by a marshal.  Unlike Woodball, Speedball is played on AstroTurf with inflatables reducing the risk of environmental threats such as fallen branches and rabbit holes. If needed a first aid kit would be on site and staff would be expected to be first aid trained	4	Marshals & Staff Committee members Participants
Major injuries	Death loss of sight	Beginners	3 (medium)	All participants are clearly instructed to never take off their mask after entering the pitch and to wear chin straps if the mask has them. They are also instructed to never take a paintball gun of the pitch without a barrel sock. Failure to follow these instructions could result in the individual being removed from the playing area, sent home or even banned from the site this could also apply to the whole team. As a society we will not tolerate any member breaking these rules as this not only puts themselves in danger they may also cause threat to others as well	3	Marshals & Staff Committee members Participants

Dehydration	Nausea, injury to others through collapse, fainting	Members	1 (low)	To make sure when attending events or training that members will be reminded by the committee to bring water along and extra just in case someone else forgets. As if it's a site that we are not used to, we may be unsure where drinking water taps are.	1	Committee 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 2017/18	RUTH DENHAM		17/05/2018
Treasurer 2018/19	KORNEL JUHASZ		17/05/2018
Sports Development Assistant	Amber Newton	A.Newton	02/07/2018
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
Members	Briefing and outlining before taking part Copy posted in members group	Ruth Denham (President)	17/05/2018