

University of Lincoln Students' Union

Annual Risk Assessment for Activities

| Activity Details | |
|--|------------------|
| Activity Name | Women's Football |
| Date Of risk Assessment Completion | 15/5/18 |
| Risk Assessment Review Date | May 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> | |

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 |
|--------------|---|---|


| 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 : Training | | | | | | |
| Slips, Trips and Falls | Slips and trips may occur on the astro, or in the clubhouse at home games | Members, Coach | 4 | <ol style="list-style-type: none"> 1.Keep all areas clean and tidy during sessions 2.Ensure correct footwear 3.Keep area's well lit 4.Keep personal belongings to the side of the pitch 5. Make sure everyone is aware of the plastic sheeting in order to reduce the number of falls in the clubhouse. | 2 | Committee Members, Coach & Captain. |
| Jewellery | Strangulation, bruises, scratches and potential eye injuries | Members Coach | 6 | <ol style="list-style-type: none"> 1.Ensure all jewellery is removed prior to training 2.Tape any piercings which cannot be removed | 2 | Committee Members, Coach & Captain. |
| Objects/Loose Balls on Pitch | Bruises, grazes, sprains, concussion | Members Coach | 4 | <ol style="list-style-type: none"> 1.The committee must make sure all possessions and obstacles are removed from the pitch 2. Between drills all loose balls will be collected in and any balls not being used will be put in the ball bag so they cannot roll onto the court. 3. If a loose ball rolls onto the pitch, play will immediately be stopped. Once the ball is removed then play will resume | 3 | Committee Members, Coach & Captain. |
| Incorrect Clothing/Footwear | Bruises, grazes, sprains, concussion | Members Coach | 6 | <ol style="list-style-type: none"> 1. Players must wear suitable footwear and clothing. Any player not wearing suitable footwear and clothing will not be able to participate in any activities. 2. Long hair must be tied back; the Exec will ensure players with long hair have it tied back. | 2 | Committee Members, Coach & Captain. |
| Warm Up/Cool Down | Bruises, cramps, Pulled muscles, concussion, sprains | Members | 6 | <ol style="list-style-type: none"> 1. Coach as well as committee will ensure that each training session and competitive games are started by a thorough warm up and followed by a warm down; all players must participate | 2 | Committee Members ,Coach & Captain |
| Dehydration | Nausea, injury to others through collapse, fainting | Members | 6 | <ol style="list-style-type: none"> 1.Captain and coach will ensure that water breaks are being taken during training 2.Committee will inform all members of the water fountains available in the Sports Centre | 1 | Committee Members, Coach & Captain |

| 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? |
|--|---|-----------------|-------------|---|-----------------|-------------------------------------|
| <p>Medical Conditions/Injuries</p> <p>Pre-event injuries</p> | <p>Medical conditions and injuries could cause impaired ability and result in collisions, triggering of medical condition, or worsening injuries.</p> | Members | 6 | <p>1.Players will be asked at their first session to inform the committee and Coach of any pre-existing medical conditions; they will then be told to confirm with their doctor or medical practitioner that they are able to play football safely with their condition; they will not be able to participate until this conformation has been received (this will be a verbal confirmation with the player unless it is a serious medical condition in which case a letter from the doctor will be required).</p> <p>1a. Defibrillator access at home ground, call 111 to gain code.</p> <p>1b. Keys to ambulance access gate is available just inside the clubhouse door.</p> <p>2.Players with medical conditions are told to ensure they have their medication with them at all training sessions and games.</p> <p>3.The Coach will check at the start of every session whether there are any injuries from previous training sessions. The Coach will check with any player with an injury that their doctor or medical practitioner has cleared them to continue training (this will be a verbal confirmation with the player).</p> <p>4.The committee will ensure there is always first aid provision at all training sessions and games; both home and away.</p> | 4 | Committee Members, Coach & Captain |
| Area of Activity : Socials | | | | | | |
| Consumption of Alcohol | <p>Passing out, slips, trips, falls, alcohol poisoning, aggressive/irresponsible behaviour.</p> | Members | 6 | <p>1. Responsible drinking will be promoted on all socials.</p> <p>2.Committee member available to help members get home if need be.</p> | 6 | Committee Members |
| Area of Activity : Trips | | | | | | |

| 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? |
|--|--|---|-------------|---|-----------------|---|
| Away matches | Slips, falls, and sickness, Leaving people behind and unsafe travel. | Members Coach | 6 | 1.The General Code of Practice will be followed for transport 2. Team register to makes sure number of players match number of bodies present on coach. 3.First Aid kit brought to every game | 4 | President, Coach & Captain |
| Area of Activity : Competitions/Games | | | | | | |
| Jewellery | Strangulation, bruises, scratches and potential eye injuries for players | Players, Referee | 6 | 1. Referees at games are to make sure all jewellery is taken off. | 2 | Committee members, Coach, Captain & Referee |
| Lack of Referees | Uncontrolled games leading to collisions, sprains, bruising, fights | Spectators, referees, and Players | 2 | 1. Ensure that games always have qualified referees to enforce the rules. 2.Ensure spectators do not enter onto the pitch while play is in progress 3.The Coach will ensure that all team members are aware of rules of the game. | 2 | President, Coach |
| Spectators | Spectators in the playing area or being hit by balls causing collisions; bruises, concussion, sprains. | Spectators, referees, and Players | 2 | 1.Ensure there is a suitable area for spectators to be situated 2.Ensure spectators do not enter onto the pitch while play is in progress. 3. Ensure that there is a first aider present. | 2 | Committee Members & Referees |
| Objects/Balls on Court | Bruises, grazes, sprains, concussion | Players and Referee | 4 | 1.If a loose ball does roll on to the pitch, play will immediately be stopped. Once the ball is removed then play will resume | 2 | Referees, players |
| Warm Up/Cool Downs | Bruises, cramps, Pulled muscles, concussion, sprains | Members | 6 | 1.Coach will ensure that matches are started by a thorough warm up and followed by a warm down; all players must participate. | 2 | Coach & Captain |
| Equipment | Concussion, trips | Members | 2 | 1.Ensure all equipment is put away properly and safely 2.Ensure all corner flags and goal nets are securely in the ground. | 2 | Committee Members, Coach, referee. |
| Goal Nets | Falling when putting them up as members may be lifted by other members | Members | 4 | 1. Ensure that members are using steps or ladders if available. 2. First aider available if accident is to occur. | 2 | Members, coaches |

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 | Hayley Moxom | H.Moxom | 15/05/18 |
| 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 Coach | Briefing meeting and hand-outs given on the second training session with new members. | President | This will happen on the date of the 2 nd training session in September. |