

University of Lincoln Students' Union Annual Risk Assessment for Activities

Activity Details	
Activity Name	HEMA
Date Of risk Assessment Completion	29/04/2019
Risk Assessment Review Date	29/04/2020
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

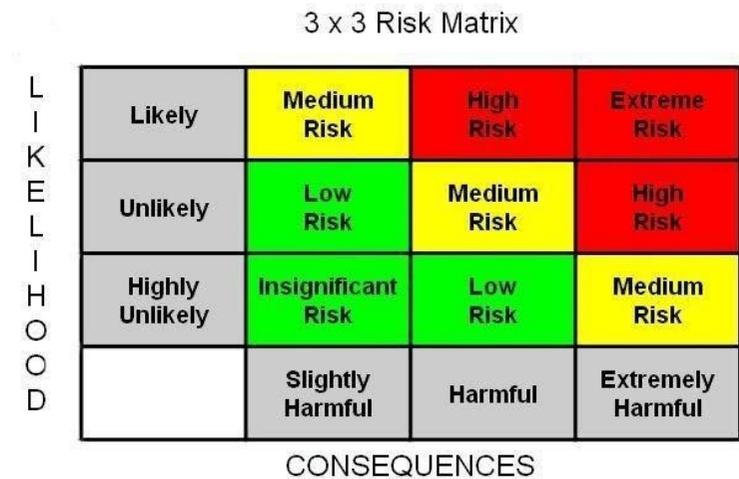
Like the normal Risk Assessment, the Annual Risk Assessment has the same sections requiring the same inputs. However the main difference of this assessment is that the hazards should be more general. It is there to cover all general activity that you undertake as a society. We have produced a template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



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

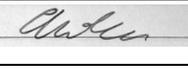
Risk Rating	Action	Risk Score
Insignificant Risk	No further action required unless incidents occur	1
Low Risk	No additional controls may be needed overall, but specific hazards may be reduced. Monitoring is required to ensure controls are maintained. Review if an incident occurs or more effective controls 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 : Engine Shed						
Drill with synthetic weapons	Bruising, minor cuts, grazes, sprains.	Those doing and teaching drills	Low Risk	This activity is done solo or with a partner with no contact or touch contact at most. This nullifies the risk of injury regardless of the type of weapon being used. The activity is supervised to ensure that members are careful during drills.	Low Risk	The committee
Drill with steel weapons	Bruising, minor cuts, grazes, sprains.	Those doing and teaching drills	Low risk	This activity is done solo or with a partner with touch contact at most. Appropriate safety equipment (helmet and gloves) will be worn during partner drills to avoid injury. The activity is supervised to ensure that members are careful during drills.	Low risk	The committee
Sparring with Rawlings (nylon) swords	Bruising, minor cuts, grazes, sprains.	The sparrers	Low Risk	Sparring adheres to strict rules enforced by the committee significantly lowering the risk of injury. The intensity and content of this activity is managed by the committee keeping it appropriate and the sparrers follow the code of conduct set by the committee allowing for safe sparring. The committee is investing in protective equipment to control the risks further.	Low Risk	The committee
High Intensity Sparring with Rawlings swords	Bruising, minor cuts, grazes, sprains and rarely broken fingers.	The sparrers	Medium Risk	Higher intensity sparring bears more risk to normal sparring. This is reserved purely for experienced members who understand the safe use of weapons and safe practice of martial arts. This activity is also not allowed unless protective equipment is worn at all times. In addition, though the speed of the sparring is high the contact is kept light as possible.	Low Risk	The committee

Sparring/training with bo staffs	Bruising, minor cuts, grazes, sprains and infrequently broken fingers.	The sparrers	Medium Risk	Using these weapons exposes the hands more than others making the risk to the hands greater and the level of injury slightly higher than other weapons (though still being mostly minor). Drill with these weapons as above is practiced in the safest way possible lowering possibility of injury. Sparring with wooden staffs requires the use of protective equipment for any sparrer and is to be kept until later in the year and newer members have experience with safe practices.	Low Risk	The committee
Sparring with metal swords	Bruising, grazes, strains, sprains, minor cuts. A hit to the hand or skin has a high chance of cutting or causing a break.	The sparrers	High Risk	This form of sparring is most authentic and dangerous. Injuries are more likely because of the use of metal and though minor they will take the form of broken fingers and light cuts that could bleed. This is only allowed if the sparrers are using sufficient protective equipment to ensure safe sparring. Metal swords may be used for demonstrative purposes however sparring will be kept to the most experienced members wearing body armour as well as normal protective equipment. This equipment lowers the frequency of injury to highly unlikely due to its protective quality.	Medium risk	The committee
Unarmed drills	Bruising, minor cuts, grazes, strains, sprains	The wrestlers	Low risk	Injury is more frequent in historical wrestling but the injuries suffered are minor. The society uses the foam mats under the stage to nullify the effects of falls and throws. Wrestling also disallows true strikes ensuring that the level of contact, though high, is unable to cause significant harm.	Low Risk	The committee

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	Alice White-Budd		29/04/2019
Treasurer	Jake Opsblum		29/04/2019
Social Secretary	Caitlin Pearce		29/04/2019
Societies Assistant	Jessica Skill		27/09/2019

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	The third meeting of the year shall address the basics of working with martial arts and teach new members how we conduct ourselves and the rules of practicing HEMA. Also when participating in any of the activities listed above, rules and safety reminders will be given.	President and Treasurer	29/04/2019