

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Men's Futsal
Date of Risk Assessment Completion	29/4/18
Risk Assessment Review Date	29/11/18
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 : Sports Centre (Matches & Training)						
Sports Centre Floor	1) Slips/trips 2) Broken bones 3) Sprains 4) Torn Muscles/Ligament 5) Dehydration 6) Fainting/Loss of Consciousness from exertion 7) Impacts	All Members attending the match/training session	Low Risk	Correct footwear and clothing Correct warm-ups/warm-downs Keep everyone hydrated with drinks Trained first aider onsite	Low Risk	Committee
Sports Centre Equipment - Goals - Cones - Curtain - Benches	1) Hit by the goals 2) Slip over cones 3) Fall over benches 4) Knock against the benches	All Members attending the match/training session	Low Risk	Correct footwear Teach the members how to correctly assemble the goal Caution the members about the danger the goals, cones, curtains and benches occur Trained first aider onsite	Low Risk	Committee
Area of Activity : Transport						
Bus to away matches	Members could suffer injury whilst aboard vehicles and entering and exiting onto roads. Risks include: 1) Road crash, resulting in death, breaks, bruising, sprains, Whip Lash, Concussion, Loss of Consciousness	All members travelling to competitions	Medium risk	Driver is experienced and in a fit state to drive. Anyone with travel sickness is made aware of and appropriate measures such as tablets and regular road stops are ensured. Drinks and food will be available throughout the journey Regular stops throughout the journey	Low risk	Drivers and Passengers


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?
	2) Nausea/Vomiting from travel sickness 3) Dehydration					
Area of Activity : Showers both Home and Away						
Wet floor	1) Slip 2) Shampoo in eyes 3) Shower head falling off	All members showering	Low Risk	Warn members of the risks of the showers	Insignificant Risk	Committee
Area of Activity : **Other**						
Medical Conditions	Depending on medical condition: 1) Death - 1 2) Cardiac Arrest - 1 3) Breathing Problems (asthma etc.) - 1 4) Fainting – 1 5) Fit/Seizure	Those with a condition. Potentially anyone.	Medium Risk	Medical Forms prior to any training/joining the club. Checking with you doctor prior to embarking on any medical regime. Trained first aiders on site (socials, training, traveling and competitions) For those with a condition, ensuring they have appropriate medication/medical equipment with them. E.g. inhalers, tablets etc. Ensuring awareness of a person's condition to all committee, coaches and first aiders.	Low Risk	Committee, First Aiders, Coaches

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?
Committee Meetings	1) Tripping - 1 2) Falling - 1 3) Disorderly Behaviour - 1 4) Missing/lost members - 1 5) Alcohol Consumption - 1 6) Fire - 1 7) Medical Conditions – 1	Committee members and all meeting attendees	Low Risk	Floors are kept clean and tidy Disorderly behaviour is forbidden and all members are made aware of that, reprimands will be handed out accordingly if rules are broken Missing/Lost members will be contacted via phone, should they not be available meeting shall continue and contact a different time Alcohol consumption will be moderated, but it is preferred not to be consumed at meetings. Fire hazards are handled by respective building staff (e.g. tower bar staff) but at home, ensure all electrical items not in use are off (e.g. lights, stove, gas etc.) All medical conditions will be made aware of and that person will be monitored accordingly.	Low Risk	Committee members and all meeting attendees
Activity: Socials						
Socials (drinking involved)	1) Injuries 2) Over intoxication 3) Disorderly behaviours 4) Missing members 5) Inappropriate behaviour	All members attending the social	Medium risk	1) Injuries will be dealt with by appropriate authorities, on site first aider or first aid trained committee member (if no alcohol consumed). 2) Members will be reminded to moderate their own drinking and that they represent the society. Anyone (looking like they may becoming) over intoxicated will receive a verbal warning to moderate their drinking. 3&5) all disorderly and inappropriate behaviour is forbidden and all members are/will be aware of this, reprimands will be handed out accordingly. 4) Missing members will be contacted by phone and regular location updates are posted in	Low risk	Committee members and all members attending the social.

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?
				the group chat with all members. Members are asked to inform us when they leave so we can keep track of who is there and not.		
Activity: Food and drink						
Eating and drinking	<ul style="list-style-type: none"> 1) Choking 2) Allergies 3) Cutlery & crockery 4) Drink spillage 	All members attending	Low risk	1) Chocking will be dealt with by trained committee members or onsite first aiders. 2) Members are expected to keep track of their own allergies, but are asked to inform us in the case of severe allergies. 3) Cutlery may be sharp, with misuse this can lead to members harming themselves or others. Any behaviour with misuse is forbidden and members will be reminded/reprimanded. Crockery may be chipped so will be checked and swapped if needed. 4) Drink spillages will be cleared up to prevent any situations developing.	Low risk	Committee members and all members attending.
Activity: Fund raising						
Cash handling	<ul style="list-style-type: none"> 1) Counting money 2) Receiving money 3) Giving change 	Committee members (mainly treasure)	Low risk	1) The person handling money will never be left alone with the cash to avoid any allegations without support. 2) The person handling money will not be left alone when receiving money to avoid allegations of any sort. 3) The person handling money will have access to a calculator to use if needed in order to ensure the correct amount of change is given. They will never be left alone with cash.	Low risk	Committee (mainly treasurer)

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	Alexander John	Alexander John	29/4/18
Vice President	Harry Edelman	Harry Edelman	29/4/18
Sports Development Assistant	Amber Newton	A.Newton	02/05/2018
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	A copy of this risk assessment has been put on our club group page for everyone to access at all times.	Alexander John	29/4/18