

Activity Details	
Activity Name	POLE FITNESS
Date Of risk Assessment Completion	17/10/2018
Risk Assessment Review Date	
Ongoing Assessment	



The Risk Assessment process must be 'on-going' and 'dynamic'.

In other words, professional judgements and decisions regarding safety will need to be made during the activity. If the control measures aren't sufficient, the activity must not proceed.

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.

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.

## 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 and potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions?	Residual Rating	Who is responsible for the control?
<b>Area of Activity : TRANSPORT TO AND FROM VENUE AND EXTERNAL EVENTS/SOCIALS (VIA TAXI/MINIBUS/COACH)</b>						
RTA (as passenger)	Shock, minor injuries (cuts, scrapes, bruises), bleeding, heavy bleeding, whiplash, broken bones, death	All members	6	<ol style="list-style-type: none"> <li>1. Passengers should never distract the driver or divert their attention from the road.</li> <li>2. All passengers are expected to wear their seatbelts securely fastened from the beginning to the end of the journey.</li> </ol>	2	Individual members are responsible for their own controls and actions as a passenger.
RTA (as pedestrian)	Shock, minor injuries (cuts, scrapes, bruises), bleeding, heavy bleeding, broken bones, death	All members	6	<ol style="list-style-type: none"> <li>1. All members should be aware of their surroundings, making sure to cross roads with due care and stay out of the way of oncoming traffic.</li> <li>2. All members should use crossings where provided and always remain on footpaths. Roads should never be used as a route to walk on.</li> </ol>	2	Individual members are responsible for their own controls and actions as a pedestrian.
Trips/falls	Minor injuries (cuts, scrapes, bruises), sprains, broken bones	All members	2	<ol style="list-style-type: none"> <li>1. All members should be aware of their surroundings, particularly objects low to the ground or uneven surfaces.</li> <li>2. Members should wear suitable clothing and footwear for the journey to and from the venue (e.g. flat shoes).</li> <li>3. Members should take care entering and exiting vehicles.</li> </ol>	1	Individual members are responsible for their own controls and actions.
<b>Area of Activity : TRANSPORT TO AND FROM VENUE AND EXTERNAL EVENTS/SOCIALS (VIA CAR)</b>						
RTA (as passenger)	Shock, minor injuries (cuts, scrapes, bruises), bleeding,	All members riding as a	6	<ol style="list-style-type: none"> <li>3. Passengers should never distract the driver or divert their attention from the road.</li> </ol>	2	Individual members are responsible for

	heavy bleeding, whiplash, broken bones, death	passenger in a car driven by another member		4. All passengers are expected to wear their seatbelts securely fastened from the beginning to the end of the journey.		their own controls and actions as a passenger
RTA (as driver)	Shock, minor injuries (cuts, scrapes, bruises), bleeding, heavy bleeding, whiplash, broken bones, death	All members driving their own car	6	<ol style="list-style-type: none"> <li>Members who drive their own car will ensure their car is road safe and insured, with up-to-date MOT checks.</li> <li>Members who drive their own car will be expected to have a full, unsuspended driving license. This will be checked by a member of the Pole Fitness Society committee.</li> <li>Under no circumstances should members drive themselves, with or without passengers to the venue if they are unfit to drive. This may include but is not limited to; being over the drink-drive limit, being under the influence of drugs, having a medical condition that affects driving.</li> </ol>	2	<p>Members driving a car are responsible for ensuring it is road safe, that they hold the correct insurance and that they are fit to drive.</p> <p>The Pole Fitness committee are responsible for checking the above.</p>
RTA (as pedestrian)	Shock, minor injuries (cuts, scrapes, bruises), bleeding, heavy bleeding, broken bones, death	All members	3	<ol style="list-style-type: none"> <li>All members should be aware of their surroundings, making sure to cross roads with due care and stay out of the way of oncoming traffic.</li> <li>All members should use crossings where provided and always remain on footpaths. Roads should never be used as a route to walk on.</li> </ol>	2	Individual members are responsible for their own controls and actions as a pedestrian.
Trips/falls	Minor injuries (cuts, scrapes, bruises), sprains, broken bones	All members	2	<ol style="list-style-type: none"> <li>All members should be aware of their surroundings, particularly objects low to the ground or uneven surfaces.</li> <li>Members should wear suitable clothing and footwear for the journey to and from the venue (e.g. flat shoes).</li> <li>Members should take care entering and exiting vehicles.</li> </ol>	1	Individual members are responsible for their own controls and actions.

**Area of Activity : POLE STUDIO (UNIT 25, LN6 9UH)**

Falling off pole	Minor injuries (bruising), sprains, broken bones, concussion, death	All with a full membership attending a pole session	4	<ol style="list-style-type: none"> <li>1. There will be a qualified coach with first-aid training in the venue at all times.</li> <li>2. Equipment will be checked before use by the Pole Fitness Society.</li> <li>3. Members will be taught how to mount and dismount the pole correctly.</li> <li>4. Crash mats will be available for use at all times. They may be placed around the pole when learning new moves and by request for members who wish to use them.</li> <li>5. Waiver form must be signed by every individual taking part in sessions provided by the instructor. Forms are kept locked away and personal information is kept confidential.</li> </ol>	2	The Pole Fitness Society
Tripping over mats	Minor injuries (cuts, scrapes, bruises), sprains, broken bones	All with a full membership attending a pole session	4	<ol style="list-style-type: none"> <li>1. There will be a qualified coach with first-aid training in the venue at all times.</li> <li>2. Mats will be stored safely when not in use.</li> <li>3. Members will practice on the same pole from start to finish of the session to reduce the need to walk across the venue and/or in the path of other poles where crash mats may be placed beneath them.</li> <li>4. Members should remain clear of any poles they are not currently practicing on.</li> <li>5. Crash mats will be brightly coloured against the floor to increase visibility.</li> <li>6. Waiver form must be signed by every individual taking part in sessions provided by the instructor. Forms are kept locked away and personal information is kept confidential.</li> </ol>	2	<p>The Pole Fitness Society</p> <p>Individual members are responsible for ensuring their safety by staying clear of poles they are not practicing on and signing a waiver form.</p>
General trips/falls	Minor injuries (cuts, scrapes, bruises), sprains, broken bones	All with a full membership attending a	4	<ol style="list-style-type: none"> <li>1. There will be a qualified coach with first-aid training in the venue at all times.</li> <li>2. The Pole Fitness Society will ensure the area is</li> </ol>	2	The Pole Fitness society.

		pole session		<p>tidy before training. Anything that could cause a risk will be removed.</p> <ol style="list-style-type: none"> <li>3. All members should be aware of their surroundings, particularly objects low to the ground or uneven surfaces.</li> <li>4. Members should not wear socks, stockings or slippers when training in the venue to prevent slips on the laminate floor.</li> <li>5. Waiver form must be signed by every individual taking part in sessions provided by the instructor. Forms are kept locked away and personal information is kept confidential.</li> </ol>		Individual members are responsible for ensuring their safety by not wearing socks, stockings or slippers in the venue, being aware of surroundings and signing a waiver form.
Pole/training-related injuries	Bruising, burns, pulled muscles	All with a full membership attending a pole session	3	<ol style="list-style-type: none"> <li>1. There will be a qualified coach with first-aid training in the venue at all times.</li> <li>2. At least one member of the Pole Fitness Society committee will undergo first aid training held by the Students Union. The first aid kit granted after completion of this course will be brought to each session and used if needed. Items will then be replenished as soon as possible.</li> <li>3. All members attending training sessions will undergo a warm-up at the start of every session.</li> <li>4. Members will be taught how to mount and dismount the pole correctly.</li> <li>5. Members should take short rests throughout the session.</li> <li>6. Members with existing pole-related injuries should not attend sessions until they have healed so as not to worsen them.</li> <li>7. Waiver form must be signed by every individual taking part in sessions provided by the instructor. Forms are kept locked away and personal information is kept confidential.</li> </ol>	2	<p>Pole Fitness Society</p> <p>Individual members are responsible for ensuring their safety by not attending sessions with existing injuries.</p>

**Area of Activity : FUNDRAISING EVENTS**

Cash handling	Theft of money	All members running the fundraiser	2	<ol style="list-style-type: none"> <li>1. Money collected from fundraising events will be stored safely for the duration of the event and kept out of sight of the public.</li> <li>2. Money will only be taken out of the place in which it is stored to deposit money or take out change.</li> <li>3. Two people should remain at the fundraising event with the money at all times.</li> <li>4. As soon as the fundraising event is over, the money should be deposited immediately or as soon as possible. Two people should walk together to take the money to where it needs to be deposited (i.e. the Students Union Reception).</li> <li>5. In the highly unlikely event of mugging, the safety of the person(s) holding the money takes precedence. Goods should be handed over if threatened, particularly if a weapon is involved, and police will be called when it is safe to do so.</li> </ol>	1	All members running the fundraiser
Food consumption	Rash, anaphylaxis, illness, choking	All members, the general public / staff / students who buy the food the society is selling at fundraising events	3	<ol style="list-style-type: none"> <li>1. If selling homemade goods, those handling the food prep will thoroughly wash their hands with soap and water and will prepare the food in a clean and sanitised environment.</li> <li>2. If selling homemade goods, ingredients used will be noted including allergens. A list of ingredients and allergens will then be made available at the point of sale.</li> <li>3. If handling allergens (e.g. nuts or gluten) hands will be washed and surfaces sanitised before and after handling to prevent cross-contamination.</li> <li>4. If selling goods bought from a store, the ingredients and allergens list will be checked</li> </ol>	2	<p>Any individual who has made or bought food goods</p> <p>All members running the fundraiser</p>

				and then made available at the point of sale. If unsure about anything pertaining to the ingredients or allergens, the manufacturer should be contacted.		
Trips/falls	Minor injuries (cuts, scrapes, bruises), sprains, broken bones	All members	2	<ol style="list-style-type: none"> <li>1. All members should be aware of their surroundings, particularly objects low to the ground or uneven surfaces.</li> <li>2. The area around the fundraising stall should be kept clear of debris, objects and spilled food or drink that could cause trips, slips and falls.</li> </ol>	1	All members running the fundraiser
<b>Area of Activity : SOCIALS</b>						
Intoxication from alcohol	Illness, alcohol poisoning, death	All members with a full or social membership consuming alcohol at a society social event	2	<ol style="list-style-type: none"> <li>1. Competitive drinking will not be encouraged.</li> <li>2. Members should not peer pressure individuals to drink if they do not want to nor should they pressure individuals to drink more than they can handle.</li> <li>3. Water will always be made available.</li> <li>4. One member of the party will remain sober to take care of and ensure the safety of those drinking.</li> <li>5. Members unable to consume alcohol for any reason (e.g. on a course of medication) should not do so.</li> </ol>	1	Individual members attending the social are responsible for their own intoxication.
Injuries relating to consumption of alcohol	Minor injuries (cuts, scrapes, bruises), sprains, broken bones, concussion, death	All members with a full or social membership consuming alcohol at a society social event	2	<ol style="list-style-type: none"> <li>1. Competitive drinking and peer-pressuring will not be encouraged to reduce the likelihood of excessive drinking and drunkenness that often leads to injuries.</li> <li>2. Members should wear appropriate footwear for nights out. Flats are encouraged instead of high heels to reduce the risk of falling.</li> <li>3. Extra care and diligence will be taken in venues where the risk of injury is higher, particularly venues such as Bierkeller where guests are</li> </ol>	1	Individual members attending the social are responsible for their own intoxication.

				allowed to stand on the tables.		
General trips/falls in on-campus venues	Minor injuries (cuts, scrapes, bruises), sprains, broken bones, concussion	All members with a full or social membership attending a society social event	2	<ol style="list-style-type: none"> <li>1. The area where the social is taking place should be kept clear of debris and objects. The Pole Fitness committee members will check this.</li> <li>2. Any wires running along floors should be clearly marked with a bright and contrasting colour to the surface it is on. It should be taped down where possible.</li> <li>3. All members should be aware of their surroundings, particularly objects low to the ground or uneven surfaces.</li> </ol>	1	The Pole Fitness society
General trips/falls in external, off-campus venues.	Minor injuries (cuts, scrapes, bruises), sprains, broken bones, concussion	All members with a full or social membership attending a society social event	2	<ol style="list-style-type: none"> <li>1. The area where the social is taking place should be kept clear of debris and objects. The Pole Fitness committee members will check this and if it's possible to remove a hazard, will do so. If it is not, they will ask a member of staff or person of authority present at the venue to remove the hazard.</li> <li>2. All members should be aware of their surroundings, particularly objects low to the ground or uneven surfaces.</li> </ol>	1	The Pole Fitness society
Getting lost and disbanded from the group	Theft of possessions, mugging, kidnapping	All members with a full or social membership attending a society social event	1	<ol style="list-style-type: none"> <li>1. All members will be given contact details of the Pole Fitness Society committee members that are present. All committee members will carry a mobile phone that can receive texts and calls.</li> <li>2. Members will be encouraged to stick together in groups for trips and events outside of the university campus, particularly in an unfamiliar area.</li> <li>3. Members should not deviate from the group without first informing a committee member, particularly in an unfamiliar area.</li> </ol>	1	Individual members are responsible for their own safety.

## 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	Jess Taylor		17/10/18
Vice President	Lois Hill		17/10/18
Treasurer	Lucy Dunkerley		17/10/18
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	An email will be sent with the link to this form to any prospective members prior to the first session that they attend	Pole Fitness committee	17/10/18