

## University of Lincoln Students' Union

### Annual Risk Assessment for Activities

Activity Details	
Activity Name	American football
Date Of risk Assessment Completion	24/04/18
Risk Assessment Review Date	24/04/19
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?
<b>Area of Activity : games/matches</b>						
Injury due to sport	<ul style="list-style-type: none"> <li>• Grazes cuts bruises</li> <li>• Cuts fractures and concussions (rare)</li> <li>• Broken bones (rare)</li> </ul>	Players	4	<ul style="list-style-type: none"> <li>• There are many coaches who are currently qualified and experienced to teach players a good safe technique to use throughout the game</li> <li>• Nobody will be asked to perform a task they obviously can't or don't want to do</li> </ul>	2	Committee and coaches
Incorrect equipment	All equipment will be checked before any is allocated to players, this includes helmets, pads and lower padding.	Members	2	<ul style="list-style-type: none"> <li>• All kit has already been checked by various committee members who are qualified to do so by their BAFA level 1</li> <li>• Any broken/unsafe kit will not be used to play or train in</li> <li>• New kit is always being bought to further prevent any harm to our member.</li> </ul>	2	Committee and coaches
Conditions	Slips trips and falls. Possible twisted or rolled ankles	Players	1	<ul style="list-style-type: none"> <li>• If weather conditions are bad a discussion before the game between the coaches and committee of both teams will determine the course of action.</li> <li>• American football is never, EVER played during a thunder storm. The game would be temporarily halted until 1/2 hour after the last lightning strike.</li> </ul>	1	Coaches of both teams, committee and referees
Travelling	Getting lost/left behind	Anyone travelling	1	<ul style="list-style-type: none"> <li>• Contact information is readily available for committee and coaches</li> <li>• We travel as a group and perform registers to and from the venues</li> </ul>		
<b>Area of Activity : socials</b>						
Consumption of alcohol	Slips, trips and falls and in extreme cases alcohol poisoning	members	6	<ul style="list-style-type: none"> <li>• Responsibility will be enforced on socials</li> <li>• Nobody will be forced to do anything they don't want to</li> </ul>	6	Committee
<b>Area of Activity : training</b>						

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?
Incorrect equipment	All equipment will be checked before any is allocated to players, this includes helmets, pads and lower padding.	Participants	2	<ul style="list-style-type: none"> <li>All kit has already been checked by various committee members who are qualified to do so by their BAFA level 1</li> <li>Any broken/unsafe kit will not be used to play or train in</li> <li>New kit is always being bought to further prevent any harm to our member.</li> </ul>	2	Committee and coaches
Poor technique	Back and knee strain Possible neck strains	Anyone training	2	<ul style="list-style-type: none"> <li>Qualified coaches, committee members and experienced players will always be there to help less experienced players to play safe, heads up football</li> <li>A number of sessions will be dedicated to the execution of good, safe technique</li> <li>Any player that shows signs of poor technique that could lead to an injury will be told and shown how to improve</li> <li>No player with dangerously bad form will play until they are deemed safe</li> </ul>	2	Committee, coaches and senior players

## 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	Luke Craner	L.Craner	24/04/18
Vice President	Elliot Marris	E.Marris	24/04/18

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 coaches	A meeting prior to the first practice session after the rookies have joined the team	President	24/04/18