

Activity Details	
Activity Name	Gymnastics Society
Date Of risk Assessment Completion	25/05/18
Risk Assessment Review Date	25/05/19
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 Lincoln's 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	1
Unlikely	2	Harmful	2
Likely	3	Extremely Harmful	3

Note: The consequence descriptions for the above table are: Slightly Harmful: Bruising, minor cuts, grazes, Strains, Sprains; 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; Extremely Harmful: Permanent /partial/total disablement or other reportable injury/disease. Single Death or Multiple Death

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 & 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 in the gym						
Beam	Falls, sprains, breaks, grazes/ friction burns, bruising, minor cuts	All members	6	<ol style="list-style-type: none"> 1. Making sure the equipment has been checked before use by Lincoln Gymnastics Club. 2. Before use Committee members also visually check over equipment. 3. Crash mats placed around dismount zone. 4. All members are prepped how to mount and dismount equipment safely. 5. Having a qualified coach in the gym at all times. 	4	Lincoln Gymnastics Club, and Gymnastics Committee
Track	Falls, sprains, breaks, grazes/ friction burns, bruising, minor cuts	All members	6	<ol style="list-style-type: none"> 1. Making sure the equipment has been checked before use by Lincoln Gymnastics Club. 2. Before use Committee members also visually check over equipment. 3. Crash mats placed around dismount zone. 4. All members are prepped how to mount and dismount equipment safely. <p>Having a qualified coach in the gym at all times.</p>	4	Lincoln Gymnastics Club, and Gymnastics Committee
Floor	Falls, sprains, breaks, grazes/ friction burns, bruising, minor cuts	All members	6	<ol style="list-style-type: none"> 1. Making sure the equipment has been checked before use by Lincoln Gymnastics Club. 2. Before use Committee members also visually check over equipment. 3. Crash mats placed around dismount zone. 4. All members are prepped how to mount and dismount equipment safely. <p>Having a qualified coach in the gym at all times.</p>	4	Lincoln Gymnastics Club, and Gymnastics Committee
A Bars	Falls, sprains, breaks, grazes/ friction burns, bruising, minor cuts	All members	6	<ol style="list-style-type: none"> 1. Making sure the equipment has been checked before use by Lincoln Gymnastics Club. 2. Before use Committee members also visually check over equipment. 3. Crash mats placed around dismount zone. 4. All members are prepped how to mount and dismount 	4	Lincoln Gymnastics Club, and Gymnastics Committee

				<p>equipment safely. Having a qualified coach in the gym at all times.</p>		
P Bar	Falls, sprains, breaks, grazes/ friction burns, bruising, minor cuts	All members	6	<p>1. Making sure the equipment has been checked before use by Lincoln Gymnastics Club. 2. Before use Committee members also visually check over equipment. 3. Crash mats placed around dismount zone. 4. All members are prepped how to mount and dismount equipment safely. Having a qualified coach in the gym at all times.</p>	4	Lincoln Gymnastics Club, and Gymnastics Committee
Rings	Falls, sprains, breaks, grazes/ friction burns, bruising, minor cuts	All members	6	<p>1. Making sure the equipment has been checked before use by Lincoln Gymnastics Club. 2. Before use Committee members also visually check over equipment. 3. Crash mats placed around dismount zone. 4. All members are prepped how to mount and dismount equipment safely. Having a qualified coach in the gym at all times.</p>	4	Lincoln Gymnastics Club, and Gymnastics Committee
Vault	Falls, sprains, breaks, grazes/ friction burns, bruising, minor cuts	All members	6	<p>1. Making sure the equipment has been checked before use by Lincoln Gymnastics Club. 2. Before use Committee members also visually check over equipment. 3. Crash mats placed around dismount zone. 4. All members are prepped how to mount and dismount equipment safely. Having a qualified coach in the gym at all times.</p>	4	Lincoln Gymnastics Club, and Gymnastics Committee
Pommel	Falls, sprains, breaks, grazes/ friction burns, bruising, minor cuts	All members	6	<p>1. Making sure the equipment has been checked before use by Lincoln Gymnastics Club. 2. Before use Committee members also visually check over equipment. 3. Crash mats placed around dismount zone. 4. All members are prepped how to mount and dismount equipment safely. Having a qualified coach in the gym at all times.</p>	4	Lincoln Gymnastics Club, and Gymnastics Committee
High Bar	Falls, sprains, breaks, grazes/ friction burns, bruising, minor cuts	All members	6	<p>1. Making sure the equipment has been checked before use by Lincoln Gymnastics Club. 2. Before use Committee members also visually check over</p>	4	Lincoln Gymnastics Club, and


				<p>equipment.</p> <ol style="list-style-type: none"> 3. Crash mats placed around dismount zone. 4. All members are prepped how to mount and dismount equipment safely. <p>Having a qualified coach in the gym at all times.</p>		Gymnastics Committee
Metal Bar	Falls, sprains, breaks, grazes/ friction burns, bruising, minor cuts	All members	6	<ol style="list-style-type: none"> 1. Making sure the equipment has been checked before use by Lincoln Gymnastics Club. 2. Before use Committee members also visually check over equipment. 3. Crash mats placed around dismount zone. 4. All members are prepped how to mount and dismount equipment safely. <p>Having a qualified coach in the gym at all times.</p>	4	Lincoln Gymnastics Club, and Gymnastics Committee
Trampette	Falls, sprains, breaks, grazes/ friction burns, bruising, minor cuts	All members	6	<ol style="list-style-type: none"> 1. Making sure the equipment has been checked before use by Lincoln Gymnastics Club. 2. Before use Committee members also visually check over equipment. 3. Crash mats placed around dismount zone. 4. All members are prepped how to mount and dismount equipment safely. <p>Having a qualified coach in the gym at all times.</p>	4	Lincoln Gymnastics Club, and Gymnastics Committee
Area of Activity : Socials						
Intoxication	Members could suffer poisoning from intoxication or be injured from relating violent/disorderly behaviour.	All members	3	<ol style="list-style-type: none"> 1. Making members aware of the consequences of drinking large volumes of alcohol. 2. Making members aware that peer pressure against another members clear wishes will not be tolerated. 	1	Gymnastics Committee members, bouncers and bar/club security

Area of Activity : Competitions						
Travel to and from the competition	Accidents whilst driving	All members traveling	6	Make sure all drivers are responsible and that they hold the right paperwork	3	Gymnastics committee members
Gymnasium and equipment	Falls, sprains, breaks, grazes/ friction burns, bruising, minor cuts	All members competing	4	<p>Making sure the equipment has been checked before use by the hosting gymnastics club.</p> <p>Before use Committee members also visually check over equipment.</p> <p>Crash mats placed around dismount zone and around equipment.</p> <p>All members are prepped on how a competition runs and areas that they should not go into.</p> <p>Having a qualified coach.</p>		
Area of Activity : Training in the Platform						
Training Space	Falls, sprains, grazes, friction burns, bruising	All members	4	Make sure the area is tidy before training. Remove anything that could cause a risk	1	Gymnastics committee members
Area of Activity :						

Area of Activity :						

Sign Off 9

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	Emily Charman	E.Charman	25/05/18
Vice-President	Elle McGregor	E.McGregor	25/05/18
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	Briefing meeting on the first training day Copy will be posted onto the members Facebook page by September 2018	Emily Charman	25/05/18