

University of Lincoln Students' Union

Annual Risk Assessment for Activities

| Activity Details | |
|--|----------|
| Activity Name | Airsoft |
| Date Of risk Assessment Completion | 29/10/18 |
| Risk Assessment Review Date | 01/09/19 |
| Ongoing Assessment | |
| <p>The Risk Assessment process must be 'on-going' and 'dynamic'.</p> <p>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.</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 |

3 x 3 Risk Matrix

| | | | | |
|------------|-----------------|--------------------|-------------|-------------------|
| LIKELIHOOD | 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 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 |

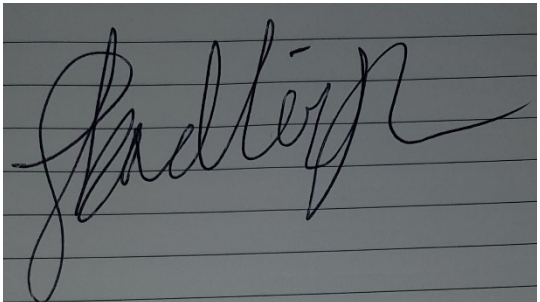
| Hazard | What are the risks & potential injuries? | Who is at risk? | Risk Rating | What are the controls and actions? (use numbers) | Residual rating | Who is responsible for the control? |
|--|--|-----------------|-------------|---|-----------------|-------------------------------------|
| Area of Activity : Combat Zone/The Farm | | | | | | |
| Slips, trips or falls | Bruises, cuts, sprains, grazes, concussion. | All Members | 2 | <ul style="list-style-type: none"> Natural environment/woodland. Appropriate clothing will be worn. Appropriate footwear will be worn. Hair must be tied up and away from member's faces. | 2 | Committee |
| Unsuitable terrain | Bruises, cuts, sprains, grazes, concussion, broken bones. | All Members | 3 | <ul style="list-style-type: none"> Variable weather conditions can present additional hazards. Members are encouraged to take additional care and not run in adverse conditions. | 2 | Committee |
| Inadequate warm up | Pulled muscles, strains, sprains, cramp | All Members | 3 | <ul style="list-style-type: none"> Ensure members are aware of the dangers of not warming up properly. The committee should plan for adequate warm up time in their session. The committee should monitor the members to ensure they are all partaking in the warmup correctly. | 2 | Committee |
| Inadequate lighting | Bruises, cuts, sprains, grazes, broken bones and concussion. | All Members | 1 | <ul style="list-style-type: none"> Ensure all areas of the venue are well lit. Do not attempt to run the session if there is not adequate lighting. In darker areas advise members to take additional caution. | 1 | Committee |
| Loud Noises | Headaches, Loss of Hearing. | All Members | 2 | <ul style="list-style-type: none"> Ensure members are aware of potential loud noises caused by RIFs or overly enthusiastic members. If any members are susceptible to reactions, then ensure they have any medication on them at all times. Avoid unnecessary exposure to loud noises. | 2 | Committee |
| Travelling | Slips, trips, falls, bruises, sprains. | All Members | 2 | <ul style="list-style-type: none"> All members will ensure they only cross roads where there is a zebra, toucan or pelican crossing and is safe to do so (i.e. when the traffic lights are on red and the crossing shows the green man) All members will stay as a group and do a head count before they leave and once they arrive to the destination. All members will wear appropriate shoes and clothing to walk to the venue. Committee will be in presence at all times when walking to and from the venue. | 2 | Committee |
| Disorderly Behaviour | Aggressive Behaviour, Cuts, Bruises, Broken Bones, Police Interference | All Members | 1 | <ul style="list-style-type: none"> Refer any individuals to the Activities Code of Conduct. Members will be given and initial verbal warning before being asked to leave if they are causing unnecessary disruption or not following the instructions of the onsite marshals. | 1 | Committee, members |

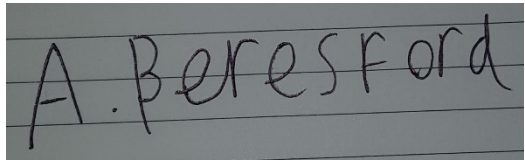
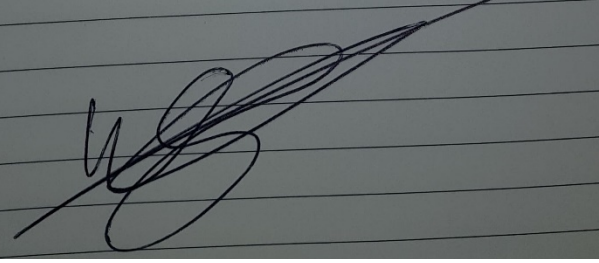

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|---|---|-------------|---|---|---|--------------------|
| | | | | <ul style="list-style-type: none"> If anything of significance occurs, the Activities Department will be notified. | | |
| Fire Risks | Cuts, Bruises, Minor Burns, Major Burns, Death | All Members | 3 | <ul style="list-style-type: none"> Ensure all members are aware of where Fire assembly points are in the venues. In case of a fire, all members should follow the directions of the person in charge at the venue. All members will participate a head count before they leave and once they arrive to the destination. All Members will be given a safety briefing both the committee and venue staff on fire procedures | 1 | Committee |
| Unsupervised Property | Theft, Bruises, Cuts, Broken Bones | All Members | 1 | <ul style="list-style-type: none"> Ensure everything is kept in eyes sight at all times. Ensure any personal belongings are not on show. Before leaving ensure that everyone has their belongings. | 1 | Committee, Members |
| Trips hazards from poor equipment placement | Bruising, minor cuts, strains, sprains | All Members | 2 | <ul style="list-style-type: none"> Ensure members keep their gear under benches or away from major footways Members will be encouraged to keep RIFs and other gear in appropriate bags/containers. | 1 | Committee, members |
| Challenging or inappropriate behaviour | Verbal/physical abuse | All Members | 1 | <ul style="list-style-type: none"> Ensure that members are aware of disciplinary measures prior to each event. Person in question taken to one side, cautioned and/or removed from premises as appropriate. If the behaviour is serious then committee must let ULSU Activities department know immediately. | 1 | Committee |
| Wearing Jewellery | Minor to more serious cuts and bruises/choking | All Members | 3 | <ul style="list-style-type: none"> Ensure the removal of all Jewellery before each session or advise members to tape over any piercings which cannot be taken out. | 1 | Committee, members |
| Chewing gum/eating | Choking | All Members | 3 | <ul style="list-style-type: none"> Ensure members know that chewing gum or eating while playing is dangerous. No food will be allowed in the designated game zones to avoid this. | 1 | Committee, members |
| Pre-existing medical condition (Asthma, Epilepsy, Allergies, Prior Injury etc.) | Short of breath, Asthma attack, Epileptic Fit, Seizures, Muscle constraints, Further Injury | All Members | 6 | <ul style="list-style-type: none"> Members are to notify committee or coaches before they begin. A First Aider should be present at the venue at all times. Ensure relative Members have appropriate medication/medical equipment with them. E.g. inhalers, tablets, Epi Pens etc. | 2 | Committee, members |
| Dehydration | Dizziness, fainting, fatigue | All Members | 2 | <ul style="list-style-type: none"> Remind members to bring a drink along with them and allow regular breaks for members to have a drink. Do not force members to over exert themselves and only work to their limits. Members and committee performing will ensure they take regular breaks and will not over exert themselves. | 1 | Committee, members |

| | | | | | | |
|---|--|-----------------------|---|--|---|--------------------|
| Damage to eyes | Projectile or foreign object embedded in eyes, Temporary loss of vision, Blindness | All Members | 6 | <ul style="list-style-type: none"> Compulsory use of eye protection to all users, minimum standard required is safety glasses EN166. Full face protection to under 18 year olds. Continual enforcement of venues eye protection policy | 2 | Committee, members |
| Projectile impact on skin | Minor bruising, small cuts | All Members | 4 | <ul style="list-style-type: none"> Members are recommended to wear long sleeve tops, full trousers and gloves to minimise projectile contact with the skin. All RIFS to be used on site are subject to vigorous chronograph testing, this ensures they meet site requirements and are therefore safe for use. Minimum engagement distances (25m) | 2 | Committee, member |
| Area of Activity : Socials (Riley's and Mailbox) | | | | | | |
| Slips, trips or falls | Bruises, cuts, sprains, grazes, concussion. | All Members | 1 | <ul style="list-style-type: none"> Monitor energetic individuals and discourage erratic behaviour. Potentially dark environment Report spillages and potential trip hazards to centre staff At least 1 first aid trained committee member and first aid kit on site. | 1 | Committee, members |
| Disorderly or inappropriate behaviour | Aggressive behaviour, cuts, bruises, broken bones, police interference | All Members | 2 | <ul style="list-style-type: none"> Refer any individuals to the Activities Code of Conduct. Members will be given an initial verbal warning before being asked to leave if they are causing unnecessary disruption or not following the instructions of centre If anything of significance occurs, the Activities Department will be notified. Monitor alcohol consumption of members. | 2 | Committee, members |
| Intoxication | Dizziness, nausea, vomiting, Loss of coordination, Aggressive behaviour, loss of consciousness | All Members | 3 | <ul style="list-style-type: none"> Monitor alcohol consumption of members. Provide water to members beyond their boundaries. Discourage excessive drinking and/or drinking games. | 2 | Committee, members |
| Pool/Snooker | Hit with cue, flying balls | All Members | 1 | <ul style="list-style-type: none"> Ensure adequate space around pool table. Members are instructed not to sit on pool tables in line with venue policy. | 1 | Committee, members |
| Food Allergies | Allergic reaction | People with allergies | 3 | <ul style="list-style-type: none"> Ask members to make the committee aware of any allergies and make sure that the venue or the take away are aware of them and that there are suitable food options for them. If food is provided by us, we should label all food with potential allergens to ensure that people can recognise safe foods. | 1 | Committee |
| Food contamination | Food poisoning | Everyone | 2 | <ul style="list-style-type: none"> Only eat at places with a hygiene rating of 5 by checking this prior to booking. Food provided by us should be prepared in a clean and hygienic environment and reaches health and safety guidelines such as temperature of food when cooking or storing. | 1 | 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 | Jonathan Hadleigh |  | 29/10/18 |

| | | | |
|--------------------|-------------------|---|-----------------|
| Vice-President | Archie Beresford |  | 29/10/18 |
| Treasurer | William Smith |  | 29/10/18 |
| 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 | A day before and the morning of a game there will be a safety briefing addressing all the risks and the consequences for those that break the rules | Committee | 29/10/18 |
| Members | For all socials the Members will be briefed on what is happening and of any potential risks. | Committee | 29/10/18 |

