

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Kofukan Karate
Date Of Risk Assessment Completion	08/11/2018
Risk Assessment Review Date	08/11/2019
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.

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

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 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: Training Sessions @ Deans Sports College & University Sport Centre						
Minor injury	Incorrect technique or use of too much force could result in bruising or sprain	Any members participating	3	Constant supervision by Sensei to prevent too much force or incorrect technique. Sensei is trained in first aid, and a first aid kit is available during training should it be necessary.	1	Committee and Sensei
Head injury	Forceful kicks/punches or falls could result in bumped heads/concussion	Any members participating	4	All participants are taught to control kicks/punches. All sparring is done on foam mats to prevent injury if someone falls. Participants are taught the best ways to fall to reduce risk of injury further. Sensei is trained in first aid, and a first aid kit is available during training. Further medical assistance can be sought if necessary, although highly unlikely to be needed.	1	Committee and Sensei
Serious Injuries	Breaks, loss of consciousness etc.	Any members participating	3	Highly unlikely as takedowns are done with foam mats, there are no throws involved, and Sensei must be notified of any prior injuries and so is aware of any risk. First aid and further medical assistance available if needed.	1	Committee and Sensei
Injuries at BUCS/ Kyu grade competitions	Various. Mainly bruising, sprains, or breaks.	Anyone competing.	5	You must comply to competition rules and regulations when competing. Paramedics are always on-site during kumite (sparring). Gear such as chest guards, gum shields, mitts and shin guards are compulsory. All participants are informed of competition rules and regulations prior to competing.	2	Committee
Injuries involving Jewellery	Jewellery could cause cuts, scratches or puncture wounds, should it be pulled or ripped off.	Any member participating	4	Members must remove all jewellery prior to training.	1	Individual
Medical Conditions	Member may forget their medication such as inhaler	All members participating	4	Ensure that all participants have correct medication before the start of training.	1	Individual
Choking	Members may be chewing gum or food while training	All members participating.	6	Ensure that all participants who are training are not eating or chewing gum before starting training.	2	Individual

Area of Activity: Socials						
Allergy	Allergies to food or drink may occur during relevant socials	Any members attending	3	Members will be informed of any ingredients that may carry an allergy risk, such as nuts and wheat, and will be asked to make Committee aware prior to social.	1	Committee
Getting Lost	If the social is in an unfamiliar area member may get lost	Any members attending	2	Committee will have mobile numbers of all attending members. All members will be made aware of a meeting place to go to if they become separated from the group. If in a new area, map will be provided by committee.	1	Committee
Intoxication	If the social is in a venue that serves alcohol members may become intoxicated	Any drinking members	2	Designated committee members will abstain from drinking if in a venue that serves alcohol. Committee will supervise to ensure no one becomes dangerously intoxicated. In the case of a member	1	Committee

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?
				becoming intoxicated committee members will ensure they are safe, that they get home safely.		
Injury	Members may be mildly injured, such as scrapes or bruises	Members	1	Members will be informed of any potential dangers the committee is aware of. A basic first aid kit will be taken by committee members. All committee will have a phone present in case it is necessary to call for medical assistance.	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	Finn Catterall	F.Catterall	07/11/2018
Treasurer	Arran Banks	A.Banks	05/11/2018
Vice President	Maaya Onishi	M.Onishi	08/11/2018

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	New members will be shown the risk assessment on joining the club. Current members will be shown on the next training	All Committee	06/11/2018