

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Athletics
Date Of risk Assessment Completion	10.05.2018
Risk Assessment Review Date	10.05.2019
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.

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?
Area of Activity : Training Track/Training Field/Lincoln Road Runs						
Training Track	1) Slips/trips – 2 2) Broken bones - 1 3) Sprains - 2 4) Torn Muscles/Ligaments - 2 5) Dehydration - 3 6) Fainting/Loss of Consciousness from exertion. – 1	All Members	Medium Risk	No training in poor weather Correct Warm-Ups/Warm-Downs Correct coaching Correct footwear at training Ensuring everyone has a drink Trained first aiders on site	Low risk	Committee and coaches
Training Field	1) Injury from javlin/shotput/long jump/discus - 1 2) Sprains - 2 3) Torn Muscles/Ligaments - 2 4) Dehydration, Fainting/Loss of Consciousness from exertion. – 1	All members	Medium Risk	Checking all equipment is safe to use Correct Warm-Ups/Warm-Downs Correct Footwear and clothing All training is held in the correct area e.g. discus (discus cage) Ensuring everyone has a drink Trained first aiders on site	Low risk	Committee, coaches and members taking part in activity
Casual Road runs	1) Trips and falls – 1 2) Broken bones - 1 3) Sprains - 1 4) Torn Muscles/Ligaments - 2 5) Dehydration - 2	All members	Medium Risk	No training in poor weather Correct Warm-Ups/Warm-Downs Correct Footwear and Clothing The casual run routes are safe Ensuring everyone has a drink Trained first aiders on site	Low risk	Committee and members participating

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?
	6) Fainting/Loss of Consciousness from exertion. - 1 7) Traffic Incident - 1					
Area of Activity : Indoor/Outdoor Athletic Arenas						
Competitions Indoor Bucs Outdoor Bucs Cross country Bucs Varsity	1) Sprains - 2 2) Broken bones - 1 3) Torn Muscles/Ligaments - 2 4) Dehydration - 2 5) Tripping - 1 6) Falling - 2 7) Slipping - 1 8) Fainting/Loss of Consciousness from exertion. - 1	All members competing	Medium risk	Ensure all of our members are fit before allowing them to compete and are carrying no injuries Trained first aiders on site Correct Warm-Ups/Warm-Downs Correct Equipment Correct Footwear and Clothing	Low risk	Committee members staff at competitions
Area of Activity : Socials						
Socials	1) Intoxication related injuries(falls, trips broken bones, nausea, vomiting) - 2 2) Victims of Violence/Aggressive behaviour - 2 3) Missing/Lost Members - 2	All members on socials who are drinking	Medium risk	Ensure that members do not excessively drink Socials will not encourage competition through drinking. If an individual does not want to drink they will not be bullied/pressured into doing so If an individual is too drunk, they shall be escorted home and supervised If an individual is attacked, bouncers/club staff will protect and police will be notified Each member of the club will have peoples phone numbers, contacting them if necessary If someone loses consciousness, an ambulance will be called and staff	Low risk	Committee members


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?
	4) Loss of Consciousness - 1 5) Involuntarily consuming illegal substances - 1 6) Medical Conditions - 1 7) Disorderly Behaviour – 1			notified Ensure members of the group don't leave their drinks lying around Monitor your drink at all times If there are any present medical conditions, the committee/squad members will be made aware of it and the individual will be monitored throughout the night. If an individual is being disorderly, they will be removed from the premises and reprimanded by club.		
Area of Activity : University Buses/Student Cars						
Transport to away competitions	Members could suffer injury whilst aboard vehicles and entering and exiting onto roads. Risks include: 1) Road crash, resulting in death, breaks, bruising, sprains, Whip Lash, Concussion, Loss of Consciousness - 1 2) Nausea/Vomiting from travel sickness - 1 3) Dehydration - 2	All members travelling to competitions	Medium risk	Driver is experienced and in a fit state to drive. Anyone with travel sickness is made aware of and approach measures such as tablets and regular road stops are ensured. Drinks and food will be available throughout the journey Regular stops throughout the journey	Low risk	Drivers and Passengers
Transport to away training	Members could suffer injury whilst aboard vehicles and entering and exiting onto roads. Risks include:	All members travelling to competitions	Medium risk	Driver is experienced and in a fit state to drive. Anyone with travel sickness is made aware of and approach measures such as tablets and regular road stops are ensured. Drinks and food will be available throughout the journey Regular stops throughout the journey	Low risk	Drivers and Passengers

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?
	1) Road crash, resulting in death, breaks, bruising, sprains, Whip Lash, Concussion, Loss of Consciousness - 1 2) Nausea/Vomiting from travel sickness - 1 3) Dehydration - 2					
Area of Activity : **OTHER**						
Medical Conditions	Depending on medical condition: 1) Death - 1 2) Cardiac Arrest - 1 3) Breathing Problems (asthma etc.) - 1 4) Fainting – 1 5) Fit/Seizure	Those with a condition. Potentially anyone.	Medium Risk	Medical Forms prior to any training/joining the club. Checking with you doctor prior to embarking on any medical regime. Trained first aiders on site (socials, training, traveling and competitions) For those with a condition, ensuring they have appropriate medication/medical equipment with them. E.g. inhalers, tablets etc. Ensuring awareness of a person’s condition to all committee, coaches and first aiders.	Low Risk	Committee, First Aiders, Coaches
Committee Meetings	1) Tripping - 1 2) Falling - 1 3) Disorderly Behaviour - 1 4) Missing/lost members - 1 5) Alcohol Consumption -	Committee members and all meeting attendees	Low Risk	Floors are kept clean and tidy Disorderly behaviour is forbidden and all members are made aware of that, reprimands will be handed out accordingly if rules are broken Missing/Lost members will be contacted via phone, should they not be available meeting shall continue and contact a different time Alcohol consumption will be moderated, but it is preferred not to be consumed at meetings.	Low Risk	Committee members and all meeting attendees

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?
	1 6) Fire - 1 7) Medical Conditions – 1			Fire hazards are handled by respective building staff (e.g. tower bar staff) but at home, ensure all electrical items not in use are off (e.g. lights, stove, gas etc.) All medical conditions will be made aware of and that person will be monitored accordingly.		

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	Ellie Victoria Rodgers	E.Rodgers	10.05.2018
Vice-President	Samantha Ellen Lucas	S.Lucas	10.05.2018
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	All members will be informed and given a copy of risk assessment in September 2018	Vice- President	10.05.2018