

## University of Lincoln Students' Union

### Annual Risk Assessment for Activities

8Activity Details	
Activity Name	Sailing
Date Of risk Assessment Completion	29/05/18
Risk Assessment Review Date	01/05/19
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
--------------	---	---

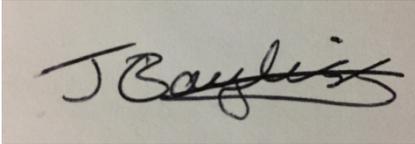
Hazard	What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
<b>Area of Activity : Sailing</b>						
Capsize	Becoming cold or hurting oneself falling into the water.	Anyone participating	3	Personal floatation devices always worn, safety boats, training people in capsize recovery.	1	Senior Instructor and dinghy instructors
Hypothermia	Shivering and eventual serious harm if precautions aren't taken.	Anyone participating	4	Wet suits etc, change of warm clothing, hot drinks, safety boat to take people in who are cold, inform people if they are cold to go inside and warm up.	2	Senior Instructor, dinghy instructors and individual.
Bang head on the boom	Bruising and possible swelling.	Anyone participating	3	Warn people to duck when boom comes across, safety boat supervision and instruction, helmets available and send beginners out with experienced sailors.	2	Senior instructors and dinghy instructors.
Sunburn/heatstroke	Burns on arms/ legs.	Anyone participating	2	Suncream, plenty of drinking water, safety boat to take people in who feel they are too hot.	1	Senior instructor, dinghy instructors and individual.
<b>Area of Activity : Sailing</b>						
Weil's disease	Headache, chills and muscle cramping.	Anyone participating	2	Cuts/grazes to be covered by plasters, informing sailors not to put their hands in their mouths when sailing and to wash their hands after being on the water.	1	Dinghy instructors and individuals.

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?
No safety boat cover	Serious danger of being unable to recover a capsized boat.	Anyone participating	1	NO person is to go on the water when no safety cover is available. Communication with the Lincoln District Sailing Association ensure cover is always available.	1	Senior Instructor, dinghy instructors and committee members.
Boats colliding	Bruising and cuts.	Anyone participating	3	Teaching right of way rules and awareness. More experienced sailors keep out of the way of beginners as they can be expected to have more control.	1	Senior instructor, dinghy instructors and anyone at the helm of a boat.
Deterioration of weather conditions whilst on the water.	Capsizing the boat and becoming cold and unable to right the boat.	Anyone participating	4	Check weather forecast before every session, personal floatation device and waterproof clothing, an action agreed on beforehand which tells people to return to shore by the instructor if people are out of hearing distance. If weather deteriorates fast remove sailors from dinghies with safety boats and take them ashore.	2	Senior instructor and dinghy instructors.
<b>Area of Activity : Sailing</b>						
Drowning	Death.	Anyone participating	3	Personal floatation devices always worn, correct procedure for exercise explained beforehand, good communication, looking where you and others are walking/ standing and following instruction of instructors.	1	Senior instructor dinghy instructors, sailors.

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?
Wet surfaces on site.	Shoes must be worn at all times on site and people must inform senior instructors of spillages.	Anyone participating	2	There already are wet and dry areas of the club house, wet floor signs, appropriate footwear with grip (trainers, sailing boots).	1	Senior instructor and dinghy instructors.
Injury or illness whilst afloat.	Allergic reactions to beestings	Anyone participating	2	Inform people to bring any medication with them (e.g. inhaler), safety boat manned by qualified in emergency situations to take people ashore, all instructors are first aid trained, first aid kit and emergency phone in club house kitchen.	1	All team members.
Injury whilst launching and recovering of boats.	Running over of feet by wheels on trailers or being hit by boom whilst rigging.	Anyone participating	1	Floation devices always worn, correct procedure for exercise explained beforehand, good communication, looking where you and others are walking/ standing and following instruction of instructors.	1	Senior instructor, dinghy instructors and other sailing team members.
<b>Area of Activity :</b>						

## 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	James Bayliss		29/05/18
Treasurer	Alex Rabbitt		12/11/2018
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	Copy will be available to all members on the page for the team on the SU's website.	(Treasurer) 	12/11/18