

University of Lincoln Students' Union Annual Risk Assessment for Activities

Activity Details	
Activity Name	Squash
Date Of risk Assessment Completion	15/11/2018
Risk Assessment Review Date	15/11/2019
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.

Guide

3 x 3 Risk Matrix

This guide to help risk assessors determine the risk rating of each hazard identified should be 'Suitable and Sufficient'. That is to say:

- Identify the risks arising in connection with the activity.
- Level of detail included should be proportionate to the risk.
- Consider all those who might be affected i.e. staff, students, etc.
- Be appropriate to the activity and should identify the period of time for which it remains valid.

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Likely	Medium Risk	High Risk
Unlikely	Low Risk	Medium Risk
Highly Unlikely	Insignificant Risk	Low Risk
	Slightly Harmful	Harmful

CONSEQUENCES

Score	The consequence	Score
	Slightly Harmful Bruising, minor cuts, grazes, Strains, Sprains,	1
	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
	Extremely Harmful Permanent /partial/total disablement or other reportable injury/disease. Single Death or Multiple Death	3

Action	Risk Score
No further action required unless incidents occur	1
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
Efforts should be made to reduce the risk over a defined period of time.	4
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
The activity should cease until risks have been reduced to an acceptable level.	9

What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating
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Playing on squash courts

Members could get hit by racket, trip on others and run into each other causing injury.	All members on court.	4	When there are more than 2 people on a court, we will ensure members play three-quarters games and ensure people not playing are standing in the quarter that is not in play.	2
Members could get hit by racket, trip on others and run into each other causing injury. Or they could get hit hard by squash ball.	All 4 members on court	3	Make members aware of how to play doubles and ensure that they call a 'let' if there is ever any chance of injury such as player in-front of them when hitting the ball.	1
Members could get hit by racket or ball.	Members participating in match.	2	Ensure members are fully aware of the rules of play which ensures they are at minimal risk of injury. Ensure that all players know when to hit the ball and when to ask for a 'let' or a 'stroke' in order to not put themselves or their opponents at risk.	1
Members could slip on any sweat that is on the floor.	Members participating in match; members waiting to play on said court.	1	Ensure the floors are wiped after every game and match to reduce the risk to both the active players and future ones	1
Absolutely no food on court, even chewing gum, as the intensity of the game could allow players to easily choke	Members playing squash on court	2	Ensure any and all members about to play squash take no consumable items on court and that they remember to check for themselves.	1

Members outside of squash courts

Members may get hit by ball.	Members outside of courts.	2	Ensure members shout to alert members when a ball is going out of court and that observers are aware of the risks and are on alert for any stray squash balls that may come off court accidentally.	1
Members may get hit by racket or ball if members are playing outside of court.	Members outside of courts.	3	Ensure members do not use their rackets outside of squash courts and that observers are aware of the risks and are on alert for any stray squash balls that may come off court accidentally.	1

Members may accidentally drop food from the balcony onto someone from above	Members outside of courts.	2	Ensure all members and viewers do not take any food or drinks up onto the balcony, perhaps by preventing bags from being taken up there at all.	1

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Whilst traveling to and from games




Members suffer injuries from a road accident	Members going to away games	3	Ensure that members wear seatbelts while traveling. Ensure that all members are aware of the risks that come with travelling in a vehicle to away games.	2
Members suffer injuries perhaps from standing while moving or >1 person per seat	Members going to away games	2	Ensure that members are each in their own seats and do not move while the vehicle is moving.	1
Members may trip over each other's racket bags while getting on or off the bus	Members going to away games	2	Ensure that all bags are not in the centre aisle	1

Whilst on an external event with the society (I.E the Christmas meal)

Members may accidentally choke on food whilst at a society meal	Members attending said meal	3	Ensure that all members are aware of the risks, and ensure that at least one member or committee member is first-aid trained so as to intervene in an event such as this	2
Members may fall over due to loss of motor skills due to alcohol	Members on any squash social	2	Ensure that all members are advised not to drink too much, and ensure that at least one committee member present is fully sober in order to help those who have drunk too much	2

I believe this assessment to cover all significant risks associated with the above activity and accept their responsibilities for

Is are in place

	Print Name	Sign	Date
	Sam Thompson		15/11/2018
	Robert MacFarlane		15/11/2018
	Lorna Cruickshank		7 November 2018

this risk assessment will be communicated to all parties who must complete

Understand this	How will this be communicated to them?	Person Responsible	Date
	Briefing meeting on taster sessions and whenever new members joins.	Committee (Mainly president)	15/11/2018