

University of Lincoln Students' Union

Annual Risk Assessment for Activities

| Activity Details | |
|--|-----------|
| Activity Name | BADMINTON |
| Date Of risk Assessment Completion | 12/11/18 |
| Risk Assessment Review Date | 09/05/19 |
| 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, | 3 |
| 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 | 1 |

| 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 | | | | | | |
| SLIPS/TRIPS/FALLS (MINOR) | Sprains and other minor injuries, e.g. cuts, grazes, cramp, bruises | Everyone | 6 | <p>Make sure that everyone wears appropriate footwear.</p> <p>Make sure that all members participate in a warm up to prevent minor injuries.</p> <p>Make sure that the floors are suitably cleaned beforehand to make sure that there is no debris on the floor.</p> <p>Make sure that members are aware of the possible risks of falling.</p> <p>Make sure that first aid equipment is to hand, and you have a first aid trained member in the group.</p> | 4 | Members Sports Hall staff |
| SLIPS/TRIPS/FALLS (MAJOR) | More serious injuries, e.g. dislocated joints, twisted ankles, breaking bones | Everyone | 6 | <p>Make sure that everyone wears appropriate footwear.</p> <p>Make sure that all members participate in a warm up to prevent muscle injuries.</p> <p>Make sure that the floors are suitably cleaned beforehand to make sure that there is no debris on the floor.</p> <p>Make sure that members are aware of the possible risks of falling.</p> <p>Make sure that first aid equipment is to hand, and you have a first aid trained member in the group.</p> | 4 | Members Sports Hall staff |
| BEING HIT WITH RACKETS | Possible minor injuries, e.g. graze or bruises | Everyone | 6 | <p>Make sure that all members are told the correct distance to stay away from the courts when not playing, to avoid being accidentally hit.</p> <p>When other club's members walk through to get things out of the lock-up, make sure they are also told to keep back away from the courts.</p> | 2 | Members Other sport's clubs members walking through the hall |
| FIRES | If trapped, burns, inhalation of fumes | Everyone | 4 | <p>Make sure that all members are told of the correct fire exit procedures and are aware of the nearest fire exits.</p> <p>Make sure that the venues used abide by the fire safety regulations.</p> <p>Have a register for members to sign on arrival, so that if evacuated we can check that all members have left the building.</p> | 2 | Members Sports Centre staff |
| | | | | | | |

| 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 : SOCIALS | | | | | | |
| ALCOHOL/ INTOXICATED STUDENTS | Poisoning from intoxication Minor injuries from drunken behaviours | Everyone | 4 | Make sure that all venues we go to have free water available to people to drink. No one is pressured to drink and there will be no drinking competitions. Make sure that all venues we go to are properly licenced. All members should be aware that they should consume alcohol responsibly. | 2 | Members |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Area of Activity : HOME COMPETITONS | | | | | | |
| SLIPS/TRIPS/FALLS (MINOR) | Sprains and other minor injuries, e.g. cuts, grazes, cramp, bruises | Everyone. | 6 | Make sure that everyone wears appropriate footwear. Make sure that all members participate in a warm up to prevent minor injuries. Make sure that the floors are suitably cleaned beforehand to make sure that there is no debris on the floor. Make sure that members are aware of the possible risks of falling. Make sure that first aid equipment is to hand, and you have a first aid trained member in the group. | 4 | Members Sports Hall staff |
| SLIPS/TRIPS/FALLS (MAJOR) | More serious injuries, e.g. dislocated joints, twisted ankles, breaking bones | Everyone. | 6 | Make sure that everyone wears appropriate footwear. Make sure that all members participate in a warm up to prevent minor injuries. Make sure that the floors are suitably cleaned beforehand to make sure that there is no debris on the floor. | 4 | Members Sports Hall staff |

| 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? |
|---|---|-----------------|-------------|---|-----------------|---|
| | | | | Make sure that members are aware of the possible risks of falling. Make sure that first aid equipment is to hand, and you have a first aid trained member in the group. | | |
| BEING HIT WITH RACKETS | Possible minor injuries, e.g. grazes or bruises | Everyone | 6 | Make sure that all members are told the correct distance to stay away from the courts when not playing, to avoid being accidentally hit. When other club's members walk through to get things out of the lock-up, make sure they are also told to keep back away from the courts. | 2 | Members Other sport's clubs members walking through the hall |
| | | | | | | |
| Area of Activity : AWAY COMPETITIONS | | | | | | |
| SLIPS/TRIPS/FALLS (MINOR) | Sprains and other minor injuries, e.g. cuts, grazes, cramp, bruises | Everyone. | 6 | Make sure that everyone wears appropriate footwear. Make sure that all members participate in a warm up to prevent minor injuries. Make sure that the floors are suitably cleaned beforehand to make sure that there is no debris on the floor. Make sure that members are aware of the possible risks of falling. Make sure that first aid equipment is to hand, and you have a first aid trained member in the group. | 4 | Members Sports Hall staff |
| SLIPS/TRIPS/FALLS (MAJOR) | More serious injuries, e.g. dislocated joints, twisted ankles, breaking bones | Everyone. | 6 | Make sure that everyone wears appropriate footwear. Make sure that all members participate in a warm up to prevent minor injuries. Make sure that the floors are suitably cleaned beforehand to make sure that there is no debris on the floor. Make sure that members are aware of the possible risks of falling. Make sure that first aid equipment is to hand, and you have a first aid trained member in the group. | 4 | Members Sports Hall staff |

| 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? |
|-------------------------------------|---|-----------------|-------------|---|-----------------|---|
| BEING HIT WITH RACKETS | Possible minor injuries, e.g. grazes or bruises | Everyone | 6 | Make sure that all members are told the correct distance to stay away from the courts when not playing, to avoid being accidentally hit. When other club's members walk through to get things out of the lock-up, make sure they are also told to keep back away from the courts. | 2 | Members Other sport's clubs members walking through the hall |
| TRAVEL INCIDENTS | Car crash resulting in minor to sever injuries. | Everyone | 4 | Make sure that a reliable and licenced company are used, who are authorised by the Students Union. Make sure that members are aware of the possible risks before travelling. Make sure that a first aid kit available when travelling away. | 2 | Licenced driver Company used |
| LONE ACTIVITY | Members could injure themselves when alone, or get lost or left behind. | Everyone | 2 | Make sure that a contact number is available for all members so that if necessary everyone can be contacted. Make sure that there is a list of all members on the trip to check that all members are present before leaving. Make sure that there is a first aid kit available to use. | 1 | Members Group leaders (President/Vice/ Social sec) |
| Area of Activity : TRIPS | | | | | | |
| TRAVEL INCIDENTS | Car crash resulting in minor to sever injuries. | Everyone | 4 | Make sure that a reliable and licenced company are used, who are authorised by the Students Union. Make sure that members are aware of the possible risks before travelling. Make sure that a first aid kit available when travelling away. | 2 | Licenced driver Company used |
| LONE ACTIVITY | Members could injure themselves when alone, or get lost or left behind. | Everyone | 2 | Make sure that a contact number is available for all m embers so that if necessary everyone can be contacted. Make sure that there is a list of all members on the trip to check that all members are present before leaving. Make sure that there is a first aid kit available to use. | 1 | Members Group leaders (President/Vice/ Social sec) |
| ALCOHOL/ INTOXICATED STUDENTS | Poisoning from intoxication Minor injuries from drunken behaviours | Everyone | 4 | Make sure that all venues we go to have free water available to people to drink. No one is pressured to drink and there will be no drinking competitions. | 2 | 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? |
|---|---|-----------------|-------------|--|-----------------|---|
| | | | | Make sure that all venues we go to are properly licenced. All members should be aware that they should consume alcohol responsibly. | | |
| | | | | | | |
| Area of Activity : SLAVE FOR A DAY FUNDRAISING | | | | | | |
| RISK OF GOING INTO PRIVATE DWELLINGS | Volunteers pressured into task they do not want to do | Everyone | 6 | Make sure people volunteer in pairs, if possible go with someone DBS checked, set times for volunteering, set tasks for volunteers, and sign a "contract" agreeing to tasks. | 3 | Members, group leaders (fundraiser/ President/Vice) |
| WASHING UP | Using to hot water, minor injuries from cutlery/cooking utensils, getting tired | Everyone | 4 | Wear washing up gloves, ensure all members take care when washing up, volunteer will stop when tired, make sure a first aid kit is available | 2 | Members, group leaders (fundraiser/ President/Vice) |
| HOOVERING | Tripping over wire, getting tired, | Everyone | 2 | Ensure volunteers are aware of the risk, and are careful not to injure themselves or others around them, make sure a first aid kit is available | 1 | Members, group leaders (fundraiser/ President/Vice) |
| MAKING HOT DRINKS | Burning self on water, dropping tea | Everyone | 2 | Ensure all volunteers are aware of the risks and what to do if the situation occurs, make sure a first aid kit is available | 1 | Members, group leaders (fundraiser/ President/Vice) |
| COOKING | Minor to severe burns and cuts, undercooked food, | Everyone | 4 | Ensure all volunteers know how to cook the particular food (set menu), be careful when cooking, make sure a first aid kit is available | 2 | Members, group leaders (fundraiser/ President/Vice) |
| TAKING NOTES IN LECTURES | Volunteers missing lectures, lecture notes not being accurate | Everyone | 2 | Ensure volunteers do not miss their own lectures, they have to agree to a certain length of time, volunteers are not responsible for the notes | 1 | Members, group leaders (fundraiser/ President/Vice) |

| 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? |
|---------------|--|-----------------|-------------|---|-----------------|---|
| MAKING A BED | Trips and falls | Everyone | 2 | Ensure volunteers take extra care when making a bed, changing sheets etc. | 1 | Members, group leaders (fundraiser/ President/Vice) |
| DOING WASHING | Trips and falls, mixing colours | Everyone | 2 | Make sure volunteers know not to mix colours, take care when doing washing. | 1 | Members, group leaders (fundraiser/ President/Vice) |

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 | Emily Mercer | E.Mercer | 12/11/18 |
| Sports Development Assistant | Amber Newton | A.Newton | 02/05/2018 |
| 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 | <p>Briefing meeting with committee members making them aware of the risk assessment.</p> <p>Brief explanation of risks to newest members at first training session.</p> <p>Put a copy of the risk assessment on the dashboard so everyone can access it if necessary.</p> | | |