

University of Lincoln Students' Union
Annual Risk Assessment for Activities

Activity Details	
Activity Name	Men's Basketball
Date Of risk Assessment Completion	23/05/2018
Risk Assessment Review Date	23/05/2019
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.

Risk = Likelihood X Consequences

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

Likelihood	Score	The consequence		CONSEQUENCES 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?
Area of Activity : Training						
Slips, Trips and Falls	Slips and trips may occur on the court	Members Coach	4	<ol style="list-style-type: none"> 1.Keep all areas clean and tidy during sessions 2.Keep all fluids outside of court, notify sports hall of spillages and clean up promptly. 3.Keep area's well lit 4.Keep personal belongings to the side of the court. 	2	Committee Members, Coach & Captain.
Jewellery	Strangulation, bruises, scratches and potential eye injuries	Members Coach	6	<ol style="list-style-type: none"> 1.Ensure all jewellery is removed prior to training 2.Tape any piercings which cannot be removed 	2	Committee Members, Coach & Captain.
Dusty/Wet floor	Sprains, bruises, grazes, concussion	Members Coach	6	<ol style="list-style-type: none"> 1.The committee will ensure that the floor is clean, dry, and safe to use prior to training and games 2.The Sports centre will be asked to clean the floor before all training sessions 	3	Committee Members, Coach & Captain.
Objects/Balls on court	Bruises, grazes, sprains, concussion	Members Coach	4	<ol style="list-style-type: none"> 1.The committee must make sure all possessions and obstacles are removed from the court 2. Between drills all loose balls will be collected in and any balls not being used will be put in the ball bag so they cannot roll onto the court. 3. If a loose ball rolls onto the court, play will immediately be stopped. Once the ball is removed then play will resume 	3	Committee Members, Coach & Captain.
Incorrect Clothing/Footwear	Bruises, grazes, sprains, concussion	Members Coach	6	<ol style="list-style-type: none"> 1. Players must wear suitable footwear and clothing. Any player not wearing suitable footwear and clothing will not be able to participate in any activities. 2. Long hair must be tied back; the Exec will ensure players with long hair have it tied back. 	2	Committee Members, Coach & Captain.
Lack of experience/Fitness	Concussion, bruises, collision ,sprains	Members Coach	6	<ol style="list-style-type: none"> 1. Ensure that the coach can incorporate all abilities into practice. 2.Ensure practises are divided so players are training with those of their ability 3. Ensure all new members are taught the rules of the game and these are enforced by the Coach in training. 4. Advise on conditioning and nutrition to improve fitness. 	2	Committee Members, Coach & Captain


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?
Warm Up/Cool Down	Bruises, cramps, Pulled muscles, concussion, sprains	Members	6	1. Coach as well as committee will ensure that each training session and competitive games are started by a thorough warm up and followed by a warm down; all players must participate	2	Committee Members ,Coach & Captain
Dehydration	Nausea, injury to others through collapse, fainting	Members	6	1.Captain will ensure that water breaks are being taken during training 2.Committee will inform all members of the water fountains available in the Sports Centre	1	Committee Members, Coach & Captain
Equipment		Members	2	1.Ensure Sports Centre brings hoops up and down properly and check for any hiccups to avoid any mishaps for next time their needed. 2.Ensure equipment is put away properly and safely	2	Committee Members, Coach ,Captain & Sports Centre
Medical Conditions/Injuries	Medical conditions and injuries could cause impaired ability and result in collisions, triggering of medical condition, or worsening injuries.	Members	6	1.Players will be asked at their first session to inform the committee and Coach of any pre-existing medical conditions; they will then be told to confirm with their doctor or medical practitioner that they are able to play basketball safely with their condition; they will not be able to participate until this conformation has been received (this will be a verbal confirmation with the player unless it is a serious medical condition in which case a letter from the doctor will be required). 2.Players with medical conditions are told to ensure they have their medication with them at all training sessions and games. 3.The Coach will check at the start of every session whether there are any injuries from previous training sessions. The Coach will check with any player with an injury that their doctor or medical practitioner has cleared them to continue training (this will be a verbal confirmation with the player). 4.The committee will ensure there is always first aid provision at all training sessions and games; both home and away.	4	Committee Members, Coach &Captain

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						
Consumption of Alcohol	Passing out, slips, trips, falls, alcohol poisoning, aggressive/irresponsible behaviour.	Members	6	1. Responsible drinking will be promoted on all socials. 2. Committee member available to help members get home if need be	6	Committee Members
Area of Activity : Trips						
Away matches	Slips, falls, and sickness, Leaving people behind and unsafe travel	Members Coach	6	1. The General Code of Practice will be followed for transport 2. Team register to make sure number of player's match number of bodies present on coach. 3. First Aid kit brought to every game	4	Committee Members, Coach & Captain
Area of Activity : Competitions/Games						
Jewellery	Strangulation, bruises, scratches and potential eye injuries for players	Players, Referee	6	1. Referees at games are to make sure all jewellery is taken off.	2	Committee members, Coach, Captain & Referee
Lack of Referees	Uncontrolled games leading to collisions, sprains, bruising, fights	Spectators, referees, and Players	2	1. Ensure that games always have qualified referees to enforce the rules. 2. Ensure spectators do not enter the court area while play is in progress 3. The Coach will ensure that all team members are aware of rules of the game.	2	Presidents
Spectators	Spectators in the playing area or being hit by balls causing collisions; bruises, concussion, sprains.	Spectators, referees, and Players	2	1. Ensure there is a suitable area for spectators to be situated 2. Ensure spectators do not enter the court area while play is in progress	2	Committee Members & Referees
Objects/Balls on Court	Bruises, grazes, sprains, concussion	Players and Referee	4	1. If a loose ball does roll on to the court, play will immediately be stopped. Once the ball is removed then play will resume	2	Referees
Warm Up/Cool Downs	Bruises, cramps, Pulled muscles, concussion, sprains	Members	6	1. Coach as well as committee members will ensure that matches are started by a thorough warm up and followed by a warm down; all players must participate.	2	Committee Members, Coach & Captain
Position of Scoring table	Bruises, concussion, sprains	Players, scoring officials, Referees	2	1. The score table must be positioned at a safe distance from the court edge so that players will not run into it. 2. The electronic scoreboard must be safely set up and the cable must be in a	2	Committee Members, Scoring officials &

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?
				position where no-one will walk across it and potentially trip. 3.Any loose items on the table that fall off will be picked up immediately		Referees
Equipment	Concussion	Members	2	1.Ensure all equipment is put away properly and safely	2	Committee Members, Coach & Captain

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	Nick Ross	N. Ross	23/05/18
Sports Development Assistant	Amber Newton	A.Newton	01/07/2018
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 Coach	Inform at training	Committee	26/07/18