

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Cheerleading
Date Of risk Assessment Completion	30/05/18
Risk Assessment Review Date	30/05/18
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 – Engine Shed, Sports Centre and Open Gym						
Slips, trips or falls	Bruises, cuts, sprains, grazes, choking, concussion.	All members and coaches.	Medium	<ol style="list-style-type: none"> 1. Practice mats will be clear of obstacles and positioned correctly. 2. No jewellery is to be worn. 3. Appropriate clothing will be worn. 4. No food or chewing gum will be consumed whilst training. 5. Hair must be tied up and away from athletes' faces. 	2	Members and coaches.
Falls from stunts	Bruises, cuts, sprains, grazes, broken bones and concussion.	All members and coaches.	High	<ol style="list-style-type: none"> 1. No stunting until properly warmed up and stretched. 2. No stunting without spots or appropriate matting. 3. Athletes will be trained by qualified coaches and will not progress to more difficult stunts until all drills are perfected. 4. Flyers will be taught how to fall, along with bases taught how to catch in the event of an accident to avoid maximum injury. 	4	Members and coaches,
Tumbling	Bruises, cuts, sprains and grazes.	All members and coaches.	Medium	<ol style="list-style-type: none"> 1. Only members who are confident with their ability will perform tumbling skill on hard floor (with mats). 2. Athletes will be properly warmed up. 	2	Members and coaches
Stunting	Bruises, cuts, sprains, grazes, broken bones and concussion.	All members and coaches.	High	<ol style="list-style-type: none"> 1. No stunting until properly warmed up and stretched. 2. No stunting without spots or appropriate matting. 3. Athletes will be trained by qualified coaches and will not progress to more difficult stunts until all drills are perfected. 	2	Members and coaches.
Area of Activity :Social events						
Injuries and accidents	Bruises, cuts, sprains, grazes, choking.	All members and coaches.	Medium	<ol style="list-style-type: none"> 1. No stunting will take place on socials. 2. No initiations or forcing members to drink alcohol. 3. A buddy system will be put into place at the beginning of the year to ensure that new members aren't left alone. 	2	Members and coaches.
Drink spillages, slip hazard	Bruises, sprains, broken bones, concussion.	All members and coaches.	Medium	<ol style="list-style-type: none"> 1. Report any spillages to site/bar staff for them to clear area. 2. Avoid area until spillage has been cleared. 	4	Members and venue 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 : Fundraisers						
Injuries and accidents.	Bruises, cuts, sprains, grazes and broken bones.	All members and coaches.	Medium	<ol style="list-style-type: none"> 1. Performances will only take place at non-alcoholic events. 2. Sufficient and appropriate matting will be used for all performances. 3. Athletes will be properly warmed up and stretched before performing. 4. Only well executed and confident skills will be performed. 5. Audiences will be positioned at a safe distance from the performance area. 	2	Members and coaches.
Bake sales	Choking, allergic reactions.	All members and coaches.	Low	<ol style="list-style-type: none"> 1. Ensure all food is prepared and cooked properly. 2. Ensure those selling the food are aware of the ingredients used and can explain this to potential consumers. 	1	Committee members
Theft of money	Money box being stolen	All members and coaches.	low	<ol style="list-style-type: none"> 1. All fundraising money will be kept in a safe deposit box, with only the Treasurer and President able to access it. 2. Once money has been collected it will be handed into the SU reception at the earliest and most convenient opportunity. 3. The safety deposit box will be with the President or Treasurer at all times. 	1	Treasurer and President.
Area of Activity : Competitions and Open gym						

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?
Travelling	Broken bones, whiplash, concussion and other injuries.	All members and coaches	Low	<ol style="list-style-type: none"> 1. A coach company will be used transport athletes to competitions. 2. All athletes will wear seat belts and follow the coach company policy. 	2	Coaching company and committee members.
Performing	Bruises, cuts, grazes, sprains and broken bones.	All members and coaches.	Medium	<ol style="list-style-type: none"> 1. Athletes will be properly warmed up throughout the day. 2. Athletes will have sufficient time to eat and drink water in order to maintain their energy levels. 3. Sufficient warm up time will be given to athletes in preparation for competition performance. 4. Only confident and consistent stunts will be performed at competition, to reduce stress levels and chance of injury to athletes. 5. A training session before competition will be used as a dress run through for competition in order to prepare athletes. 	2	All members and coaches.
Area of Activity :						

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 :						

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	LUCY DAVIES	L.Davies	01/07/17
Vice President	DAVINA CHLOE TOOFAN	D.Toofan	01/07/17
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 given to all members after try-outs.	President, head coach, assistant coach and vice president.	September 2017