

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Climbing
Date Of risk Assessment Completion	18/04/18
Risk Assessment Review Date	18/04/19
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
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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 : Indoor Climbing						
General/ Various Injuries	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All involved	Medium	Follow advice from the showroom, suitable clothing to be worn, must pass training from the showroom prior to climbing, wear appropriate shoes	Low	Committee, Showroom
Falling from height/serious injury	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All involved	Low	Follow advice from the showroom, suitable clothing to be worn, must pass training from the showroom prior to climbing, wear appropriate shoes	Low	Committee Showroom
Falling objects/ serious injury	Concussion/ bruise's/ cuts/ broken bones	All involved	Low	People to take loose objects out of their pockets before climbing, secure equipment on harnesses, Clothing checked before climbing and wear appropriate shoes, training received before climbing.	Low	Committee, Showroom
Faulty belaying/ serious injury	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	Participants	High	Train how to belay correctly.	Medium	Showroom, Committee
Snagging/ Minor injuries	Whiplash/ Bruises/ grazes/ cuts/ breaks/ dislocation/	participants	Low	Take jewellery off prior to climbing, wear appropriate clothing, trained to set up harnesses and tie on appropriately,	Low	Committee, Showroom
Mentally & Physically Stuck Climbers	scrapes	Participants	Low	Training, not put pressure on climbers to go high or too difficult a route.	low	Committee
Medical Conditions & Fitness	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All Involved	Medium	Ask members if they have any medical conditions, tailor climbing to their needs, let showroom staff know if necessary.	Low	Committee
Fire and evacuation	Burns, smoke inhalation, death	All Involved	Low	Follow instructions by showroom, know where fire exits are, know who has attended the session	low	Committee Showroom
Pendulum falling/ minor injury	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	Participants	Medium	Training, only experienced members should climb advanced routes or lead climb.	low	Committee Showroom
Equipment Failure	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All Involved	Low	Showroom check all their equipment for safety, personal/society equipment should be rated and checked regularly.	low	Committee Showroom

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?
Going under or over a climber	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All Involved	Medium	Training, Visual check and spotters checking.	Low	Committee, Members
General members of the public	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All involved	Medium	Showroom checks and trains them to correct standard, avoid them if not following protocol.	Low	Committee Showroom
Tripping Hazards	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All Involved	Low	Storage available for items, showroom will mark out any tripping hazards or wet floor etc.	Low	Members, Showroom
Area of Activity : Outdoor Climbing						
General/ Various Injuries	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All involved	Medium	Follow advice from the showroom, suitable clothing to be worn, must pass training from the showroom prior to climbing, wear appropriate shoes. A first aid kit will be taken on the trip.	Low	Committee / Leaders
General falling from height/serious injury	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All involved	Low	Follow advice from the showroom, suitable clothing to be worn, must pass training from the showroom prior to climbing, wear appropriate shoes, training received before climbing, wear Helmets and assess rock face. Only experienced members should climb advanced routes or lead climb, members assess own ability.	Low	Committee / Leaders / Members
Falling from height bouldering (low climbing without a rope)	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	Participants and spotters	High	Suitable clothing to be worn, wear appropriate shoes, assess rock face. Bouldering mats must be used and 'spotters' (members ready to ensure the climber falls on the mat) must be present and alert. Members must assess injury potential and suitably minimise the risk of that particular boulder route with mats and spotters before climbing. Members must assess own ability particularly on routes with less optimal tops.	Medium	Committee / Leaders / Members
Falling from height with leader placed protection (Trad climbing)	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	Participants and belayers /spotters	High	Only experienced members should trad climb. Before first trad climb with the society climbers should have climbed at least 6 routes outdoors at least 3 grades harder without struggling or falling on a top rope /seconding a leader. Climber should have seconded while taking out leader placed protection on at least 6 routes and shown understanding of the protection and also not	Medium	Committee / Leaders, 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?
				fallen. Members must assess own ability to climb the route and place suitable protection before trad leading a route as well as be competent at creating a safe anchor system to bring up a second.		
Falling objects/ serious injury	Concussion/ bruise's/ cuts/ broken bones	All involved	Low	People to take loose objects out of their pockets before climbing, secure equipment on harnesses, Clothing checked before climbing and wear appropriate shoes, training received before climbing, wear Helmets and assess rock face.	Low	Members
Faulty belaying/ serious injury	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	Participants	High	Train how to belay correctly for top-rope and lead climbing. Members assess own competency at Showroom before belaying outdoors.	Medium	Showroom / Committee / Leaders / Members
Snagging/ Minor injuries	Whiplash/ Bruises/ grazes/ cuts/ breaks/ dislocation/	participants	Low	Take jewellery off prior to climbing, wear appropriate clothing, trained to set up harnesses and tie on appropriately,	Low	Committee / Leaders / Members
Mentally & Physically Stuck Climbers	Scrapes	Participants	Low	Training, not put pressure on climbers to go high or too difficult a route. Members assess own ability.	low	Committee / Leaders / Members
Medical Conditions & Fitness	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All Involved	Medium	Ask members if they have any medical conditions, tailor climbing to their needs, let showroom staff know if necessary. Members make committee aware of any issues that could pose a hazard.	Low	Committee / Leaders
Fire and evacuation	Burns, smoke inhalation, death	All Involved	Low	Follow instructions by committee / leaders, know where fire exits / escape paths are, know who has attended.	low	Committee / Leaders / Members
Pendulum falling/ minor injury	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	Participants	Medium	Training, only experienced members should climb advanced routes or lead climb. Members assess own ability.	low	Committee / Leaders / Members
Equipment Failure	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All Involved	Low	Showroom check all their equipment for safety, personal/society equipment should be rated and checked regularly, members check for obvious damage before use.	low	Committee / Leaders / Showroom / 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?
Going under or over a climber	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All Involved	Medium	Training, Visual check and spotters checking.	Low	Committee, Members
General members of the public	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All involved	Medium	Most climbing groups have experienced members, avoid them if not following safe protocol. Cease activity and talk to member of public if members put in danger.	Low	Committee / Leaders / Showroom Members
Tripping Hazards	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All Involved	Low	Not have belongings or items near climbers.	Low	Members, Committee / Leaders
Weather	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All Involved	Medium	Check weather before, making sure its safe enough to climb. Don't climb if weather turns bad.	low	Committee / Leaders Showroom
Anchor System/equipment	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All Involved	High	Experienced members assess/ set up anchor systems and equipment. All equipment triple checked and if not guaranteed 100% bolted anchor, a fully redundant anchor system will be set up. Members point out any damage or fault with system.	Medium	Committee / Leaders, Members
Lowering off end of rope	Bruises/ grazes/ cuts/ breaks/ dislocation/ death	All Involved	Medium	Tie a knot in the end of a rope to prevent a lowering off the end incident.	Low	Climber + Belayer
Area of Activity : Travel						
Travelling to / from the activity	Whiplashed Broken Bones Concussion Other injuries Death	Everyone	Low	Should vehicles be required, these will be hired via an authorised company who will provide the necessary insurance and tax etc. All drivers will hold a current full and valid driving license. Should a member use their personal vehicle for society activity, the individual will hold the appropriate license, tax and insurance cover for the journey.	Low	Participants Committee Students Union

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?
				Vehicles should be fitted with an appropriate first aid kit, be in good working order and hold current MOT certificate status. Both driver and passengers will wear seatbelts at all times.		
Area of Activity : Area of Activity : Hiking / Trekking / Camping						
Slips, trips and falls	Broken Bones Concussion Other injuries Death	Everyone	Medium	<p>For hiking activity, an appropriate route will be selected based on the participant's skills level, weather conditions and aims and objections of the trip.</p> <p>Prior to the event, participants will be fully briefed as to what kit / clothing is required and should participants fail to bring these they will be unable to participate.</p> <p>Routes will only be walked if the weather conditions are permissible; if snow / ice is present than additional appropriate equipment will be used. All participants will wear appropriate footwear (such as hiking boots) to allow for sufficient foot / ankle support.</p> <p>At least two participants will be required to carry a mobile phone for emergency purposes. At least one first aid kit must be taken on the trip by the group.</p>	Medium	Participants Committee
Hypothermia	Shock Cardiac Arrest Death	Everyone	Medium	<p>The weather forecast and conditions will be checked by the society on the day to ensure it is safe to proceed.</p> <p>Routes will only be walked if the weather conditions are permissible; if snow / ice is present than additional appropriate equipment will be used. All participants will wear appropriate footwear (such as hiking boots). In addition, participants will be required to wear / carry with them warm and waterproof clothing with an additional change of clothes if on a site with poor access to suitable shelter and amenities. Hats, gloves, coats and scarfs will also be carried by the individual should the weather conditions dictate.</p>	Low	Participants Committee Students Union

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?
				In addition to appropriate clothing, participants will be required to carry with them sufficient levels of food and drink in addition to emergency supplies. At least two participants will be required to carry a mobile phone for emergency purposes. At least one first aid kit must be taken on the trip by the group.		
Food Poisoning		Everyone	Low	When camping, the majority of meals will be pre-cooked boil in the bag foods, thus minimising risk of undercooking and food poisoning. When 'fresh' food stuffs are used, simply and easy to cook ingredients / menus will be used.	Low	Participants
Fire		Everyone	Low	When camping, all stove use will be carried out away from the tents and in an open area. When staying in a hostel / hut, all appropriate fire precautions and drills will be followed.	Low	Participants
Area of Activity : Socials						
Drunk & Disorderly behaviour	Broken Bones Concussion	Anyone participating / involved	Medium	Liaise with Bar staff to identify over intoxicated participants and cease serving further drinks to him/her. If behaviour persists, ask site staff to eject him/her from the event.	Low	Committee Members, alongside judgement of site/bar staff
Ice Skating fall	Bruises/ grazes/ cuts/ breaks/ dislocation/ concussion	Anyone participating / involved	Medium	Follow instructions from staff, wear appropriate clothing, stay near the side until competent.	Medium	Ice rink staff, Participants

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
2018/2019 President	Bartholomew Hill	B.Hill	18/04/18
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	Posted on Facebook group page	B.Hill	18/04/18