

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Juggling Society
Date Of risk Assessment Completion	28/10/2019
Risk Assessment Review Date	28/10/2020
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

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

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			

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 :						
Fire Performance	Burns	Members	4	<p>Suitable clothing must be worn and that the committee member responsible for the fire session must be aware of the correct burns procedure (see attached). Any incident requiring medical attention will be reported to the Students Union Office and security.</p> <p>Committee members will have the number for security on their person and will be made aware of the location of security on campus. Security will be made aware that fire juggling will be taking place.</p>	2	Committee
	Clothes catching alight	Members	4	<p>A bucket of water is supplied to douse any flames (excluding clothing/people fires). A fire blanket is present if a person catches fire severely. A damp cotton towel is provided for dousing small clothing fires.</p> <p>The committee responsible will follow attached fire procedure.</p>	2	Committee
	Paraffin Storage	Members	4	<p>A white, wide-bottomed container is used to hold paraffin, so it is easily visible and robust to knocks. The container is placed in a flat secure location away from the performance area and out of reach of the audience.</p> <p>The amount of paraffin kept in the container is kept to a minimum, to reduce spillages and fire risk. When the paraffin is not in use, it is stored in its original container, with the cap on, away from any naked flames. The container is labelled 'Paraffin'.</p>	2	Committee
	Paraffin Spillages	Members	4	<p>If a spillage occurs, members are advised to wash hands immediately. If paraffin is on members clothing, they must change cloths before being allowed to continue.</p>	2	Committee

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?
	Saturated Equipment	Members/ Audience	4	A designated "shake off" area will be provided, allowing Performers to shake off extra paraffin on their equipment before starting to prevent it spraying off when perform. This area will kept away from all sources of ignition and will be clearly marked to prevent people standing on paraffin, which can become slippy.	2	Committee
	Objects catching alight	Members	2	<p>Fire juggling is performed in an open area devoid of flammable objects (e.g. well away from trees). Committee members are vigilant of members of the public passing by, and advise onlookers to keep at a safe distance. If this does not occur, then the fire session is stopped, until the public have moved to a safe distance.</p> <p>Members are advised to remove any potentially flammable objects (e.g. plastic lighters) from pockets before igniting and using fire equipment.</p> <p>A specific area will be cornered off for performers only. This area is to be large enough for several members to perform in safely at the same time (at least 10x10 metres).</p>	1	Committee

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?
	Faulty Equipment	Members/ Audience	2	<p>All equipment is checked over before and after each session. Performers are informed prior to using the equipment what to look out for and told to report any issues.</p> <p>Performers are welcome to use their own equipment, but they do so at their own risk. This equipment must also be checked by the person leading the session to ensure it is not faulty. Members are also discouraged from allowing others to use personal equipment.</p>	1	Committee
Area of Activity :						
	Collisions of juggling equipment with people	Audience	2	<p>The audience are kept at the following distance depending upon the associated risk of the activity (see attached equipment classification):</p> <p style="text-align: center;">Category I – 1m Category II – 2m Category III – 4m</p> <p>This is enforced through guidance by committee members and the use of a physical barrier (for category III activities). Equipment categories (I, II and III) can be found in the attached equipment classification.</p> <p>When providing 'walkabout entertainment' members are only permitted to use category I or II equipment. Members are to be extra vigilant when performing tricks to small groups, and made aware that they will potentially have less space than usual to perform.</p>	1	Committee

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?
	Juggling equipment falling from stage	Audience	4	Performers must be 2m from any audience members. For fire performances a physical barrier will be used maintain a minimum safe distance of 4m between stage and audience. In case of any incident the attached burns procedure is followed by the committee member responsible for the fire performance.	2	Committee
	Tripping over Juggling Equipment	Members	4	Members are reminded to pay attention to equipment on the floor. Members are requested to place juggling equipment that is not being used in a designated area determined by the committee member in charge.	2	Committee
	Members using own equipment	Members	4	Any member wishing to use their own equipment does so at their own risk and is requested to keep at a safe distance from society members. Members are discouraged from allowing others to use personal equipment. All personal equipment must be checked at the start of each session by the person running the session to ensure it is not faulty or dangerous.	2	Committee
	Non-members using equipment	Members	2	Following above guidelines, non-members will be taught correct technique for the equipment they wish to use. After which, non-members can use: Category I equipment unsupervised Category II equipment with supervision from an experienced member Category III equipment must not be used by non-members.	1	Committee
Area of Activity :						
Ignition of flash paper	Burns	Members/ Audience	2	Suitable clothing must be worn and that the committee member responsible for the use of flash paper in a performance. They must be aware of the correct burns procedure (see attached). Any incident requiring medical	2	Committee

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?
				attention will be reported to the Students Union Office and Security.		
	Hair catching alight	Members/ Audience	2	Audience members will be a minimum of 0.5M away from the igniting of flash paper. Flash paper burns quickly and at low temperatures. A note of all fire extinguishing equipment will be made before the performance.	2	Committee
Area of Activity :						
Walk about Performance	General public being hit	Audience	4	Audience members are likely to be in close proximity. Only category I objects are to be manipulated. Category II objects may also be used if seen fit by the committee and a distance greater than 1 metre is kept from the audience.	2	Committee
	General public tripping over dropped equipment	Audience	4	Audience members are likely to be in close proximity. Only category I objects are to be manipulated. Category II objects may also be used if seen fit by the committee and a distance greater than 1 metre is kept from the audience.	2	Committee
	General public knocking into performers	Members/ Audience	4	Performers should be aware of their surroundings and a member of the committee should be on watch when people are performing to ensure performers are acting safely.	2	Committee

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	Thomas Songhurst	T.Songhurst	13/11/2019
Treasurer	Josh Kirkham	J.Kirkham	13/11/2019

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	Briefing meeting on the risks. Copy available to all members on request as well as emailed at start of year.	Committee; President – Thomas Songhurst Vice President – Guy Beardsmore Treasurer – Josh Kirkham	

If a person catches fire:

1. Inform them if they do not appear to know about the fire
2. If they cannot quickly brush the flame out themselves using a damp cotton towel then,
3. Instruct them to stop, drop to the ground, and roll.
4. Tell them to stop rolling once a smooth filament fire blanket is ready to smother any of the remaining flames
5. Cover the person with the fire blanket.
6. Follow burns procedure.

Burns procedure: to be conducted by committee member responsible for fire session

If on campus contact security – do **NOT** attempt to treat burns, nor remove any item of clothing from victim.

In person – Security Office in Main Admin Building

By telephone - 01522886062

If off campus

Call 999 for moderate to severe burns.

Take casualty to NHS walk-in centre, or nearest first aid point, for mild burns.

Clothing guidelines for fire juggling:

Natural fibres are best, including denim

Long hair must be tied back

Hats (or similar) are advised

Do **not** wear:

Any item that cannot be tumble dried.

Plastic/manmade materials.

Polyester – shrinks as it burns and can stick to skin causing severe injury.

Clothing with elastic woven into it.

Clothing with fluffy/dangly bits attached to it.

All jewellery which could get caught such as necklaces or hoop earrings.

Equipment classification:

Category	Equipment
I	Balls, contact ball, hula hoops, cigar boxes, balloon modelling, manipulation hats, kendama, Yoyo, Pedal gos, devil sticks, levitation stick, bouncy balls.
II	Diabolo, clubs, poi, unicycle, stilts, Poweriser, slack line, staffs/baton, Rolla bolla, Bar Flare, stilts, walking globe, walking ladder, tight rope, Cyr Wheel, rip-sticks/wave boards.
III	Juggling knives, All fire equipment, whips, throwing knives, throwing axes.

There are prerequisites to using all equipment that is classified as category III. Members must show that they are competent at the prerequisite before they are permitted to move on to using the high risk equipment

Category III Equipment	Prerequisite
Juggling knives	Clubs
Fire Staff	Practice Staff
Fire Poi	Poi
Torches	Clubs
Fire Devil Stick	Devil Stick
Fire Diabolo	Diabolo
Whip	Professional training must be completed
German Wheel	Professional training must be completed
Throwing Knives	Professional training must be completed
Throwing Axes	Professional training must be completed