

**University of Lincoln Students' Union**  
**Annual Risk Assessment for Activities**

Activity Details	
Activity Name	Archery
Date Of risk Assessment Completion	06/09/2018
Risk Assessment Review Date	06/09/2019
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

LIKELIHOOD	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				


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

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?
<b>Area of Activity : Training Set Up/Set Down</b>						
Setting up the net	Strains, Bruises, Broken Bones, Fatalities	Members, committee	6	<ol style="list-style-type: none"> <li>1. Anyone who will be going up the volleyball ladder and setting up the net must know how to correctly do so.               <ol style="list-style-type: none"> <li>a. Collect the safety net bag from the archery cage in the SU lockup.</li> <li>b. Apply good manual lifting technique when transporting the bag into the Sports Hall near court 8.</li> <li>c. Wheel the red Volleyball ladder out of the SU lockup near court 8.</li> <li>d. Empty the contents of the net bag on the floor and lay it out flat.</li> <li>e. Ensure the individual who will go on the platform is wearing suitable footwear.</li> <li>f. With one person standing on the volleyball ladder platform and one person standing on ground level, they would pass the correct end of the net up to the individual on the platform for them to attach the clip into the bracket.</li> <li>g. Move the volleyball ladder to the wall side.</li> <li>h. With one person standing on the volleyball ladder platform and one person standing on ground level, they would pass the correct end of the net up to the individual on the platform for them to attach the hook to the eyelet in the wall and tighten the net so it is taut.</li> <li>i. Ensure the net is pulled across so it does not block the fire exits.</li> <li>j. Reverse this process to put the net down.</li> </ol> </li> <li>2. Minimum 2-3 people handling the net (one to be on the volleyball ladder, one to hold the volleyball ladder securely and one to pass the net up).</li> <li>3. The volleyball ladder must not be left unsupervised and must be put away correctly when not in use.</li> <li>4. Ensure only the three members putting up the net will be around the volleyball ladder at any one time</li> <li>5. If the net looks damaged, then do not attempt to put it up or run an archery session without it.</li> </ol>	2	Members, 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?
				6. Ensure the net is taut and not sagging too much. 7. Have at least 1m leeway for the net from the targets when setting up the targets.		
Manual Handling	Pulled muscles, strains, broken bones	Members, committee	6	1. Committee should take charge of this. 2. Members will be taught by committee the correct method of Manual Handling from the Online Training. 3. If anything is too heavy individuals shouldn't attempt to lift it themselves. 4. Ensure there are spotters around for any equipment that is large and interferes with sight.	2	Committee
Slip/Trips/Falls	Cuts, Bruises, Broken Bones	Members, committee	6	1. Ensure the area is clear that any equipment will be transported along. 2. Keep any bags and personal belongings out of the way at all times.	1	Members, committee
Bow Set Up	Strains, Broken Bones, Loss of Vision.	Members, committee	9	1. Ensure every member knows how to set up and put down the bows. 2. Only members that are confident should handle the bows set up/put down. 3. If the bow looks damaged do not attempt to set it up.	2	Members, committee
Liquid Spillage	Slips, Trips, Falls, Broken Bones	Members, committee	6	1. Floors should be checked prior to setting up equipment that there are no wet floors. 2. If there is a spillage this should be cleared as soon as possible. 3. Members should be notified if there is a wet floor so they do not walk over the area. 4. If members find a spillage, then they should let a committee member know immediately and they should let the Sports Centre reception know immediately. 5. If there is a large spillage then individuals working at the venue should be notified to adequately clean this up.	1	Members, committee
<b>Area of Activity : Clothing/PPE</b>						
No Bracer/Finger Tab Worn	Bruising, Clothing caught in bow, fibreglass splinters	Members, committee	4	1. Individuals should be encouraged to wear an arm bracer to protect their inner forearm when shooting. 2. Finger tabs should be worn for novice members. 3. The bracer should be personal to each individual and not shared with anyone during the session. 4. If members are still getting bruises whilst wearing a bracer then they should source a larger one to cover more surface area.	2	Members, 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?
				5. Bracers should be per individual, and the finger tabs can be passed to the next shooter.		
Open Toed Shoes	Arrows impaling foot, Stubbing of toes, Breaking nails	Members, committee	6	<ol style="list-style-type: none"> <li>1. Any members that are not wearing closed toed shoes will not be allowed to take part in sessions.</li> <li>2. Ensure members are aware of this and wear suitable shoes to attend each session.</li> <li>3. Any spectators should not enter the shooting zone at any point.</li> </ol>	2	Members, committee
Loose items of Clothing/Hair	Cuts, Bruises, Hair ripping out.	Members, committee	4	<ol style="list-style-type: none"> <li>1. Members should not wear incredibly loose fit clothing when shooting.</li> <li>2. If loose long arm clothes are being worn then ensure that the Bracer stops this from being too loose.</li> <li>3. Any member with long hair should ensure that this is fully tied up and will not get in the way at all.</li> <li>4. Ensure all members are aware of guidelines around suitable clothing to wear at each session.</li> </ol>	1	Members, committee
<b>Area of Activity: During the Session</b>						
Overcrowded Session	Lack of control, Trips, Collision, Bruises, Impalement, Death	Members, committee public	9	<ol style="list-style-type: none"> <li>1. All members are to wait outside until the coach arrives at the session.</li> <li>2. There should be provisions made for sessions being well attended.</li> <li>3. There should not be any more than 2 people shooting at one target at a time.</li> <li>4. The ratio for Coach to member should be maximum 1:20 to ensure that there is control for the sessions.</li> <li>5. Have two separate lines, a shooting line and a waiting line. Those not shooting are to wait behind the line which will be set back from those who are shooting.</li> <li>6. Those not waiting to shoot or are spectators will be asked to leave.</li> </ol>	4	Members, committee
Water spillages	Slipping, Bruises, Broken Bones.	Members, committee	6	<ol style="list-style-type: none"> <li>1. If there is a spillage this should be cleared as soon as possible.</li> <li>2. Members should be notified if there is a wet floor so they do not walk over the area.</li> <li>3. If members find a spillage then they should let a committee member know immediately.</li> <li>4. If there is a large spillage then individuals working at the venue should be notified to adequately clean this up.</li> </ol>	1	Members, committee
Placement of personal	Slips, Trips, Falls, Broken Bones, Loss	Members, committee	6	<ol style="list-style-type: none"> <li>1. Ensure the area is clear that any equipment will be transported along.</li> <li>2. Keep any bags and personal belongings out of the way at all times.</li> </ol>	1	Members, 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?
belongings.	of Belongings.	e public		<ol style="list-style-type: none"> <li>3. Personal belongings should be placed on the bleachers at the far end of the Sports Hall so there is no risk of tripping.</li> <li>4. Encourage members to use lockers within the Sports Centre.</li> </ol>		
Incorrect Technique	Damage to Equipment, Impalement.	Members, committee	9	<ol style="list-style-type: none"> <li>1. The Coach should be present at all training sessions and fixtures.</li> <li>2. If there are any inexperienced members then they should be fully supervised at all time.</li> <li>3. If members notice others have incorrect technique, then they should offer friendly advice.</li> </ol>	4	Coach, Committee
'No Go' Zone  archery floor plan1.xlsx	Impalement, Serious Injury, Death	Members, committee e public	9	<ol style="list-style-type: none"> <li>1. Only the coach can tell members when they are allowed to enter the Shooting zone.</li> <li>2. Members must not enter this area until instructed to do so regardless of the situation.</li> <li>3. If there is an injury in this area then the whole session will come to a halt until given the 'all clear' by the coach.</li> <li>4. Signs should be on all doors than can be entered from the outside of the area to instruct those that Archery is taking place and they should not enter unless told to do so.</li> <li>5. Access to corridors behind the shooting area will still be in use so members must not face this way with their equipment.</li> <li>6. When there are any new members they must be informed of these rules to ensure maximum safety.</li> <li>7. At the beginning of each shoot the No Go areas will clearly be pointed out to all members.</li> <li>8. There will be action taken if individuals enter No Go areas without authorisation from the coach as it puts them at risk.               <ol style="list-style-type: none"> <li>a. Members will be asked to sit out for a few rounds</li> <li>b. If they continue they will then be asked to leave</li> <li>c. If continues then they will follow the ULSU disciplinary procedure.</li> </ol> </li> </ol>	4	Members, committee
Retrieval of Arrows	Impalement, Serious Injury, Death	Members, committee e	9	<ol style="list-style-type: none"> <li>1. Ensure members know not to collect an arrow regardless of the distance away that it may be.</li> <li>2. Only the coach can give permission for anyone to walk into the shooting zone for arrow collection</li> <li>3. Collect the arrows as soon as it is safe to do so, so it is not left unsupervised.</li> <li>4. Walk back to the safe zone with the arrow heads pointing towards the</li> </ol>	4	Coach, 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?
				ground or placed safely in a Quiver. 5. Only collect arrows belong to one shooter.		
Removal of Arrows	Impalement, Fibreglass Splinters, Serious Injury, Death	Members, committee	9	1. Ensure members know how to correctly remove an arrow from a target (one hand on the target with the arrow in between the thumb and pointer finger and pull with the other hand away from the body). 2. Do not attempt to remove too many arrows at once – ideally only collect those that were shot by the individual.	4	Coach, Committee
Arrows Falling From Bow and Retrieving	Walking into the 'No Go' Zone, Impalement	Members, committee	9	1. Ensure members know not to collect an arrow regardless of the distance away that it may be. 2. Only the coach can give permission for anyone to walk into the shooting zone. 3. Collect the arrow as soon as it is safe to do so, so it is not left unsupervised.	4	Coach, Committee
Arrows Rebounding	Impalement, Serious Injury, Death	Members, committee public	9	1. Ensure members that are not experienced are supervised when shooting. 2. Ensure there is ample netting space around the targets to ensure that any arrow that miss the target are caught by the netting. 3. Check the arrows before using them again to ensure there is no damage. 4. Follow the minimum shooting zone guidelines set by British Archery. 5. Only use a bow with a poundage that the shooter is comfortable with.	4	Coach, Equipment manager, committee, members
Fire risks	Cuts, Bruises, Minor Burns, Major Burns, Death	Members, committee	9	1. Ensure all members are aware of where Fire Exits are in the venues. 2. No members should play with matches/lighters/anything flammable. 3. In case of a fire, all members should follow the directions of the person in charge at the venue and exit using the closest fire exit leaving all belongings behind. 4. Make sure that nothing is not blocking any fire exits before the session starts, and ensure all individuals are fully aware of this (ie bag placement, netting etc). 5. Ensure there is a headcount taken out once in the Fire Assembly Point.	4	Members, committee
Unsupervised Equipment	Cuts, Bruises, Impalement, Serious Injury, Death, Loss of	Members, committee public	9	1. Ensure the storage cage in the SU lockup in the Sports Hall is locked up whenever not in use. 2. Do not give the keys to anyone apart from the committee. 3. Ensure all equipment is packed away neatly in the storage cage so	2	Members, 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?
	Equipment			<p>there is no risk of anything falling out of the cage when opening.</p> <p>4. Do a spot check at the end of the session to ensure no equipment has been left out.</p> <p>5. Always have a member of the committee present when entering the storage cupboard to access the cage.</p>		
<b>Area of Activity: Equipment Failure</b>						
Arrows	Fiberglass Splinters, Cuts, Bruises, Loss of Sight, Impalement, Serious Injury, Death	Members, committee	9	<p>1. Check all arrows both before and after sessions.</p> <p>2. If any arrows hit the ground during the session then ensure that it is checked thoroughly before it being shot again.</p> <p>3. If arrows are damaged then they should be disposed of correctly following British Archery Guidelines.</p> <p>4. Do not use if this is damaged at all.</p>	4	Equipment manager, committee
Bows	Cuts, Bruises, Impalement, Serious Injury, Loss of Sight, Death	Members, committee	9	<p>1. Check all bows both before and after sessions.</p> <p>2. If bows are damaged, then they should be disposed of correctly following British Archery Guidelines.</p> <p>3. Do not use if this is damaged at all.</p>	4	Equipment manager, committee
Net & Bracket	Suffocation, Cuts, Bruises, Impalement, Serious Injury, Loss of Sight, Death	Members, committee public	9	<p>1. Ensure the net has no holes in.</p> <p>2. If the bracket looks loose/unsafe, do not use it and contact ULSU/Sports Centre immediately.</p> <p>3. Do not use if this is damaged at all.</p>	4	Equipment manager, committee
<b>Area of Activity: Fundraisers/Socials</b>						
Consumption of food	Food poisoning, Allergic reactions	Members, committee public	4	<p>1. All cakes/food must be made following the assigned instructions given.</p> <p>2. Pre-made or ready to bake/eat boxes of food will be used wherever possible</p> <p>3. All members will make food in groups in order to ensure foods are being prepared by the appropriate guidelines and all food will be checked for any spoilage by committee member prior to being sold.</p> <p>4. All food will be labelled with appropriate allergies and a list of all food with potential allergies will be provided at every bake sale.</p>	2	Everyone
Baking/Cooking	Minor/Major Burns, Scolds, Cuts, Allergic Reactions.	Members, committee	6	<p>1. Anybody with allergies must inform committee and avoid baking with those ingredients.</p> <p>2. All members will receive a briefing concerning safety when in the</p>	2	Members, 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?
				kitchen.		
Trips, slips and falls	Cuts, Bruises, sprains, broken bones	Members, committee	6	<ol style="list-style-type: none"> <li>Any items with the potential to cause injury will be moved</li> <li>Any spillages will be wiped up and a wet floor sign to be placed.</li> <li>First aider on scene in case of an accident.</li> </ol>	1	Members, committee
Electrical Equipment	Electrical shocks, Severe Burns, death	Members, committee	9	<ol style="list-style-type: none"> <li>All equipment will be checked over to ensure there are no uncoated wires, breaks with expose cables etc.</li> <li>All wires will be out of the way of potential walkways and if not able to will be covered over with bright coloured tape or cable covers to prevent tripping.</li> <li>All equipment will be PAT tested and if any equipment fails this will not be used.</li> </ol>	4	Members, committee
Consumption of alcohol	slips, trips, falls, alcohol poisoning, Vomiting, Choking, getting lost aggressive/irresponsible behaviour, Death	Members, committee	9	<ol style="list-style-type: none"> <li>Responsible drinking will be promoted on all socials.</li> <li>Committee member available to help members get home.</li> <li>When alcohol is on offer, non-alcoholic drinks should be made available and free drinking water should be made available.</li> <li>There will be no competitive drinking promoted.</li> <li>No individuals should feel pressured to consume any alcohol.</li> <li>Dry Socials should be promoted as much as possible to be fully inclusive.</li> </ol>	2	Members, committee
Flying toy arrows	Bruises, Cuts	Members, committee public	4	<ol style="list-style-type: none"> <li>Everyone will stand behind the table/line during firing</li> <li>Only sucker arrows will be used</li> <li>Everyone will receive a briefing ensuring no one points arrows at anyone.</li> <li>A net will be erected to catch any stray arrows.</li> </ol>	2	Members, committee
Cash Handling	Theft, Bruises, Cuts, Broken Bones	Members, committee	6	<ol style="list-style-type: none"> <li>Don't make it obvious that a member is carrying cash.</li> <li>Ensure members are in twos when carrying any cash.</li> <li>If any money has been made this should be deposited at reception immediately (or if Reception is closed it should be held in the Tower Bar safe until Reception is next open to deposit).</li> <li>Ensure no money is left unattended.</li> <li>Have as little cash out as possible, deposit excess cash as soon as possible.</li> </ol>	2	Members, 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?
Dehydration/Exhaustion	Falling Unconscious, Headaches, Vomiting, Falling Ill	Members, committee	4	<ol style="list-style-type: none"> <li>1. Ensure all members have water on them or they know where the closest access to water is.</li> <li>2. If it is warm ensure there are regular breaks.</li> <li>3. Ensure members know that they should only work to their limits and not overexert themselves.</li> </ol>	2	Members, committee
Disorderly Behaviour	Aggressive Behaviour, Cuts, Bruises, Broken Bones, Police Interference	Members, committee public	6	<ol style="list-style-type: none"> <li>1. Monitor behaviour on events and trips.</li> <li>2. Refer any individuals to the Activities Code of Conduct.</li> <li>3. Any perceived danger then the adequate steps should be taken to prevent it ie Security, Manager, Police.</li> <li>4. Temporary ban from social events for individual(s) involved</li> <li>5. If anything serious happens, the Activities Department should be notified.</li> </ol>	2	Members, Committee
Loud Noises/Flashing Lights	Headaches, Eye Strain, Ear Ache, Epileptic Fit, Loss of Hearing, Cuts, Bruises, Broken Bones	Members, committee	6	<ol style="list-style-type: none"> <li>1. Ensure members are aware if there will be loud noises or flashing lights.</li> <li>2. If any members are susceptible to reactions, then ensure they have any medication on them at all times.</li> <li>3. Provide Noise Cancellation Headphones if members will be exposed to extreme loud noises (over 90dB)</li> <li>4. Avoid unnecessary exposure to loud noises or flashing lights.</li> </ol>	2	Members, Committee
Unsupervised Property	Theft, Bruises, Cuts, Broken Bones	Members, committee	6	<ol style="list-style-type: none"> <li>1. Ensure everything is kept in eyes sight at all times.</li> <li>2. Ensure any personal belongings are not on show.</li> <li>3. If on a social ensure that everyone has their belongings before moving to another venue.</li> </ol>	2	Members, committee
Fire Risks	Cuts, Bruises, Minor Burns, Major Burns, Death	Members, committee	9	<ol style="list-style-type: none"> <li>1. Ensure all members are aware of where Fire Exits are in the venues.</li> <li>2. No members should play with matches/lighters/anything flammable.</li> <li>3. In case of a fire, all members should follow the directions of the person in charge at the venue.</li> <li>4. Person in charge will do a head count when evacuated to ensure all members are present.</li> </ol>	4	Members, committee
<b>Area of Activity: Trips/Travelling</b>						
Travelling	Crashes, Cuts, Vomiting, Choking, Bruises, Broken Bones, Death	Members, committee	9	<ol style="list-style-type: none"> <li>1. All members who suffer from travel sickness must inform committee prior to the event so the necessary precautions can be put in place including sick bags, and will be advised to take any medication they require concerning this.</li> <li>2. Only transport approved by the SU will be used to travel to and from venues.</li> </ol>	4	Members, 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?
				3. Any members who wish to transport other members must have the appropriate insurance, be on the registered car pool list with the SU and must ensure their car follows all required regulations.		
Driving	Fatigue, death, cuts, bruises, collision	Members, committee public	9	<ol style="list-style-type: none"> <li>1. Ensure regular breaks are taken by the driver.</li> <li>2. The driver must be an approved SU Driver.</li> <li>3. The vehicle must not be driven by anyone not insured.</li> <li>4. Have an alternative route planned if there is a problem.</li> <li>5. Have insurance and break down details at hand.</li> <li>6. The driver must not have consumed any substances at all in the last 24 hours.</li> <li>7. If the driver is taking medication, ensure it does not cause drowsiness.</li> <li>8. The driver must follow the highway code at all times.</li> </ol>	4	Everyone
Walking/Biking to a location.	Collisions, attacks, slips, falls, cuts, bruises, Hypothermia, exhaustion.	Members, committee	4	<ol style="list-style-type: none"> <li>1. Walk in groups.</li> <li>2. Ensure Members are not wearing dark colours.</li> <li>3. Ensure members are aware of where and how far they are having to commute.</li> <li>4. Do not force members to walk/bike if they do not feel comfortable.</li> <li>5. Offer alternative methods of commuting.</li> </ol>	2	Members, committee
Archery tag	Bruises, Slips, Trips, Broken Bones	Members, committee public	6	<ol style="list-style-type: none"> <li>1. Ensure members attend a safety briefing run by qualified instructors.</li> <li>2. Ensure all rules are adhered by.</li> <li>3. All members must wear the designated protective equipment provided.</li> <li>4. If any disorderly behaviour individuals will be made to sit out.</li> </ol>	2	Members, Committee
Getting Lost	Distress, Mugging, Minor Injuries	Members, committee	4	<ol style="list-style-type: none"> <li>1. Have regular headcounts.</li> <li>2. Have a designated meeting spot in case anyone is separated.</li> <li>3. Ensure members know to stay in groups no smaller than 2 people.</li> <li>4. Use the provided Health &amp; Safety cards to ring security if they get separated.</li> </ol>	2	Members, Committee
Noise Pollution	Aggressive Behaviour, Police Interference.	Members, committee public	6	<ol style="list-style-type: none"> <li>1. Ensure Socials are held in appropriate venues.</li> <li>2. Ensure any neighbours are aware if there is potential to be loud.</li> <li>3. Remind members to not be excessively loud when walking between venues.</li> </ol>	2	Members, 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	Caitlin Paterson	<i>C. Paterson</i>	03/10/2018
Vice President	Jennifer Gibbs	Jennifer Christine Gibbs	13/09/2018
Treasurer	Daniela Horne	D. Horne	03/10/2018
Social Secretary	Abigail Waters	<i>Abigail Waters</i>	03/10/2018
Equipment Manager	Thomas Wood	T. Wood	03/10/2018
Coach	Harry Lack	H. Lack	03/10/2018
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	Meeting and demonstrations every time there is an activity	Committee and Coaches	13/09/2018