

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Lacrosse
Date Of risk Assessment Completion	03/05/18
Risk Assessment Review Date	03/05/19
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

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 :						
Injuries as a result of lacrosse game play	Slips causing cuts to skin and other minor injuries.	All players and umpires	3	Implement a high standard of rules and regulations to reduce dangerous play/accidents and ensure that all necessary PPE is worn. All members are to be made aware of the rules of gameplay, training proper form and play	2	Captains/Vicecaptains
Improper warm up/cool down	Pulled muscles, cramp and greater risk of general injury. If cool down is not done pain build-up of lactic acid will fatigue muscles days after event.	Anyone participating / involved	2	Captains to lead warm up and cool downs following a game or training	1	Captains/Vicecaptains
Malfunction of faulty equipment	Bruising, cuts and other minor injuries	Anyone participating / involved	2	Check all equipment prior to use, ensure that members can recognize faulty/unsafe equipment. All women's stick will be checked prior to gameplay.	1	Referees are responsible for stick checks, captains responsible for equipment checks
Injuries as a result of ball contact	Bruising and cuts Concussion	Anyone participating / involved	3	Ensure that all players wear appropriate PPE during training/games. Spectators are to stand either side of the "gate" to avoid the path of shots and players. Spectators are also to be careful during gameplay. Supporting careful aim and maintaining a cautious awareness of one's personal surroundings is critical; during competitive matches, when energy and exhilaration cause players to lose certain precautions and place full focus elsewhere, ball-to-face injuries are much more common.	2	Captains/ Vice captains

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Area of Activity :						
Injuries caused by heavy lifting i.e. goals	Pulled muscles	Anyone participating / involved	2	Ensure good lifting techniques and all lifting is supervised, goals will be carried by committee only.	1	Anyone participating
Risks caused by poor pitch/training grounds condition and weather conditions	Hard ground from cold weather may cause bruising, grazing, minor cuts if fall, or slip. Severely cold weather may cause hypothermia, and general colds and flu's. If too much rain, pitch may be flooded and unsuitable for play.	Anyone participating / involved	2	The pitch is to be checked prior to use for obstacles and general condition (i.e. water logged, frozen turf). Abandon training or cancel game if area is unsuitable/ unsafe. Appropriate footwear to be worn if conditions are not ideal.	1	Anyone participating
Member getting lost	Distress and having to leave without member	Anyone participating / involved	2	Ensure that all members are aware of the area and present, ensure that the committee can be reached at all times. Head counts before and after games to ensure all members are there.	1	Committee members
Lack of first aid training	If medication and a full first aid pack is absent then injuries may get worse. Ice packs maybe needed to reduce swelling after impact of some form.	All players	2	Ensure that first aiders are always present in training and in matches.	2	Committee members
Area of Activity :						
Jewellery	Contact with jewellery may cause minor cuts, blood flow maybe restricted on swelling, ears maybe torn from earrings, choking may	All players	2	Ensure the removal of all jewellery, including watches before the start of every match.	1	Training: Committee member Games:


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?
	occur from caught necklace.					Captain/ vicecaptains/ referee
Dehydration and hot weather	Dizziness, fainting, sun stroke, fatigue	Anyone participating / involved	2	If temperature is high, then ensure all players bring enough water and have regular water intervals. Subs will be available to swap on for anyone too hot or tired. Staying well hydrated during each game and practice session	1	Captain/ Vicecaptain
Revolution bar (QUIZ).						
Spilled drink	Trips, falls on spilled drink	Anyone participating / in the bar area	4	Inform a member of staff immediately to clean it up.	2	Womens/men Social Secs
Area of Activity :						
Microphone and wires	Tripping on wires	Anyone participating / in the bar area	2	Make sure wires are safely out the way, behind the sound booth.	1	Womens/men Social Secs
Alcohol use	drunken customers hurl abuse at you.	Anyone participating / in the bar area	2	Bouncers on door if anybody gets out of hand.	1	Womens/men Social Secs
Smashing glasses	Cuts.	Anyone participating / in the bar area	2	Inform member of staff immediately to get cleaned up. First aider called for a cleaning of cut and bandage up.	1	Womens/men Social Secs
Fire alarm procedure	Large amounts of people moving at once	Anyone participating / in the bar area	2	Ensure clear pathways of fire exit. Ensure members of staff are taking control of situation.	1	Womens/men Social Secs

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 :						
Leaving personal belongings unattended	stolen property	Anyone participating / in the bar area	2	Ensure everyone is aware that their belongings are under their own watch however lost and found is available.	1	Womens/men Social Secs
Body checks	Concussion	All players	2	Use protective equipment; helmets with face guards, shoulder pads, gloves, and mouthpieces are mandatory. Elbow pads and protective genital cups are also recommended.	2	Anyone participating
Unprotected contact	Concussion	All players	2	Accidental or aggressive contact is sometimes responsible for the number of injuries. These injuries can be prevented by strictly enforcing a no-body-checks policy and making sure that all stick-checks are aimed away from other players' heads and bodies.	2	Anyone participating
Ball to eye/face.	Black eye	All players	2	Helmets and eye guards to be worn by all players, both men and women.	2	Anyone participating
Area of Activity :						
Body injuries	Over worked, sore muscles	All players	2	Scheduling breaks and rest days during both the active and off seasons to allow for recovery and prevent overuse injuries Staying in shape with strength training, and flexibility exercises during the off season.	2	Anyone participating
Hertfordshire fresher tournament-coach travel	Loss of members, travel sickness, transport break down	All participants	2	Keep a list of all participants and take a register at intervals and stops. Make sure everyone has ability to contact responsible members. Alert anyone with travel sickness to bring necessary precautions. Make sure coach company has quick road side service.	2	All committee members and bus driver
Hertfordshire fresher tournament-playing matches	Physical injury	All players	2	Make sure first aiders are present and club has the provided first aid box. If serious, call emergency services and allow trained first aiders to help. Wear provided protective equipment at all times during matches.	2	Committee and first aiders

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?

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	Olivia Cummins	O.Cummins	30/06/17
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 All members (essentially committee members).	In the next committee meeting.	President, Vice President	30/06/17