

## Annual Risk Assessment Form

<b>1st checker</b>	Daneille Murdock	<b>Date completed</b>	25/09/2020
<b>2nd checker</b>	Kate Hilditch	<b>Date completed</b>	30/09/2020
<b>3rd checker</b>	Beth Horner	<b>Date completed</b>	01/10/2020

<b>Society</b>	American Football	<b>Category</b>	Sport	<b>Contact Details</b>	jamesabegglen@mac.com
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<b>Core Members and Roles (Completing this risk assessment)</b>	James Abegglen (President), Nicholas Crownshaw (Treasurer), Kieran McDonnell (Secretary)	<b>Date completed</b>	06/09/2020
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<b>Society Description</b>	The Leeds Gryphons American Football team has a proud tradition of producing exceptional players, some of whom have even gone on to play for the Great Britain Lions as well as professionally in Europe. Following back to back promotions, the club is looking forward to playing in the Northern Premiership in the 20/21 season.
<b>Activity Location</b>	Regular Training: Weetwood Sport Park Home matches: West Park Rugby Club  Weekly wednesday social Annual Tour
<b>Equipment required</b>	American football, pitch, goals  Tackle dummies/bags  Suitable footwear (studs)  PPE: Helmet (with face shield), shoulder pads, gumshield, chest protector, hip/thigh/knee padding, gloves

\*Likelihood x Consequence = Risk

1-3 severity rating

1 = low risk

3 = high risk

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### Community

Hazard e.g. Lack of access for a disabled person	How might someone be harmed? e.g. Causes person injury	Existing control measures e.g. Have access arrangements in place	Risk rating*			Suggested additional measures e.g. Modify activities where access arrangements are not possible	New risk rating*		
			L	C	R		L	C	R
Lack of communication of risk assessment to all members	Leads to injury where the member doesn't know the correct procedure for the day to day runnings of the club and activities	The risk assessment will be given to members via posting in our team facebook groups and posting it to the teams website. Should members require the risk assessment in an alternate format (Printed off, different language etc.), they can ask a member of the committee and one will be provided.	3	2	6	Hold a meeting specifically to brief members on risk assessment and emergency procedure. Get them to sign their attendance.  If requested translation of risk assessment and emergency procedure into additional languages	1	2	2
Lack of communication of emergency procedure to all members (fire evacuation, point of contact)	Leads to injury in an emergency situation where the member doesn't know the correct procedure e.g. where the nearest fire escape is.	Emergency procedures will be outlined in the risk assessment for members to read. However, further information such as specific fire evacuation procedures will be outlined to all members when in a new area. For example, during team meetings in University buildings the fire exits and assembly points will be pointed out before the start of the meeting.	2	3	6	Advise all members of the location of the agreed emergency assembly point and who will authorise a return to the site.  At the beginning of every event, hold a meeting with all members regarding the emergency exits as well as the procedures	1	3	3
Lack of safety and awareness of disabled members	Leading to member being injured due to lack of access or where the activity is unsuitable	Accommodations for disabled members will be made, such as using ground floor meeting rooms, and where appropriate transport arrangements will be made.	2	3	6	Ensure that the website is up to date and details the practice/activity location and participation guidelines. To allow participants to understand the accessibility of training sessions.	1	3	3

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						<p>Plan all socials and events in a way that is not restrictive to disabilities.</p> <p>Ensure all venues have disabled access, and if transport is used, ensure that special arrangements for access can be obtained.</p> <p>On an individual basis, modify activities, altering access arrangements where necessary.</p>			
Lack of awareness of overall health and wellbeing (illnesses, medical conditions, pre-existing injuries, contagious conditions)	Leading to participant injury, spread of an illness, an allergic reaction, exacerbating an existing condition or pre-existing injury.	Prior to the first training session, for both existing and new members, a form will be given out for members to detail emergency contact information and any pre-existing medical conditions or allergies. This information will be then saved in a confidential document, that only the Top 3 (President, Treasurer and Secretary) can access. Information will only be held while they are members of the society, and will be removed at the individuals request.	2	3	6	<p>Check in with members prior to activities/training/events to ensure everyone is in a fit state to participate, mentally and physically.</p> <p>Modify activities, altering access arrangements where necessary</p> <p>Individuals should make coaches/instructors aware of any medical conditions, allergies or pre-existing injuries.</p> <p>Individuals are responsible for bringing any medicine or specific equipment they require to sessions e.g. inhaler, epipen, ankle support.</p>	1	3	3
Lack of safety and awareness procedures in place to protect members of the public	Members of the public could be injured from physical contact with members or equipment.	At matches and training session that the public attend, they are required to stand 2-3 metres away from the sideline to avoid any collisions with players being	2	2	4	<p>Keeping members of the public/spectators a certain distance away from an activity to avoid equipment impacts/bodily collisions.</p>	1	2	2

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		tackled off the field. We will also provide a large enough area for supporters to ensure that they are able to be socially distant from each other.				Effective crowd communication by use of megaphones, and having management procedures in place where there is a large crowd at matches			
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### Planning & People

<b>Does the society have first aid trained people?</b>	<b>Y</b>	<b>N</b>	<b>Contact details if Y</b>	
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<b>Hazard</b> e.g. Unsafe behaviour from someone	<b>How might someone be harmed?</b> e.g. Someone is knocked down	<b>Existing control measures</b> e.g. De-escalation plans in place	<b>Risk rating*</b>			<b>Suggested additional measures</b> e.g. Plans to remove someone from the situation	<b>New risk rating*</b>		
			L	C	R		L	C	R
Lack of appropriate first aid on or off campus	Member harmed when prompt first aid is not given when ill or injured	<p>The reception office at Weetwood (Training) or West Park (Match days)</p> <p>In cases where immediate emergency medical help is needed, it will be the responsibility of the Head Coach or a member of the Top 3 to ring the appropriate medical service. In the case of less severe injury, medical help from trained staff at Weetwood or within the coaching staff will be seen to. Furthermore, a report of all the injuries will be kept by the</p>	2	3	6	<p>Awareness of nearest first aider/procedure at all venues- members know how to request first aid support. (Weetwood Sports Park or West Park)</p> <p>Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur.</p> <p>Reporting incidents to LUU as required.</p>	1	3	3

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		committee to ensure unilateral awareness of member injuries.				Have first aid trained members of the club  First Aid kit available from staff at venues- committee to check provision at away meets.			
Unsafe behaviour or attitude of any person(s) e.g. member starts a fight, member not performing activity correctly, etc	Resulting in injury where behaviour/attitude gets out of hand	Any members or supporters of the society that exhibit unsafe behaviour or attitudes will be excluded from the practice or game and given a suspension from club activities. We will de-escalate situations when they occur and report incidents to the Union and receive guidance on how to proceed after.	2	3	6	Depending on the severity of the incident, this may be followed by a meeting with someone from the LUU  All members should be reminded of code of conduct and consequences of breaching these prior to training/events.  Referees/team captains/officials to monitor players behaviour and administer a penalty when appropriate.	1	3	3
Differing skill levels not accounted for within group e.g. being paired with someone on a different skills level	Injury/over-exertion resulting from playing at the wrong level	Prior to any contact training being conducted, both returning and new members will undergo a series of tackling drills using tackle dummies which will be overseen by all coaches. These drills are mandatory for all players to ensure that once contact between players is initiated, all players use a safe tackling technique. Similarly, returning players and new	2	3	6	Ensuring that there is a coach/PT sufficiently qualified to support or coach the skill.  Get members to fill in a form detailing their previous playing history/years of experience etc. Put members into groups according to ability for training/matches/activities.  Regularly re-assess whether each member is at the appropriate training level	1	3	3

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		players will not play in contact drills against one another until it is deemed the new members are at a safe level for this to happen.							
Overcrowding or lack of crowd management Space not being big enough to allow space for amount of people in the meeting/activity	Leading to too many people in one space causing crowding, collisions, lack of personal space, issues when it comes to an emergency and potentially unsociable behaviour.	In order to prevent overcrowding we will have designated areas for spectators, with signage indicating the maximum number of spectators that should stand in the area. If overcrowding is occurring inside the Astroturf area, we will ask spectators to move outside the astroturf and watch from there. This is subject to the regulations put in place by West park as this is where we play our games and are likely to have spectators.	2	2	4	Effective crowd communication by use of megaphones  Carry out a poll/sign up sheet to see how many people are planning on attending the event to ensure there are adequate facilities to accommodate everyone.  If regular classes/meetings/training, cap the amount of people who can attend.  Only sell a certain number of tickets to events which matches space capacity.  Do not exceed room capacity in a social or meeting	1	2	2

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## Socials, Meetings & Events

### General procedures for society activity on and off campus

Hazard e.g. Blocked emergency exit	How might someone be harmed? e.g. people can't get out in the event of a fire	Existing risk control measures e.g. ensuring spaces are tidy	Risk rating*			Suggested additional measures e.g. running regular fire drills	New risk rating*		
			L	C	R		L	C	R
Blocked exits	Attendees are impeded or prevented exiting, resulting in injury in the event of an emergency	At training, players will be told not to leave their bags in front of the astro exits to ensure that in the event of emergency, people can enter or leave as is required.	2	3	6	Ensure spaces are kept tidy  No crowds near exits  Ensure there is nothing left in front of fire exits	1	3	3
Theft/loss of money/equipment	Financially hurts the society	Handling of cash within the society will be monitored by all members of the Top 3, not just the treasurer. While we are expecting to be a cashless society this year, cash will be stored securely in a locked box, should it be collected.	2	2	4	Use the Cash Office safe when taking cash after hours then return to count and deposit money in the morning  Sell tickets online	1	2	2
Theft/loss of personal items	Members lose their belongings  Creates mis-trust between members	People will be told not to leave their belongings in the locker rooms, Players will be instructed that the Top 3 will always be contactable in the event of missing or stolen property to help advise the steps they should take.	2	2	4	Ask members not to bring expensive items to events  Be aware of surrounding people  Don't draw attention to items  Ensure someone stays with bags if group move away from area	1	2	2

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						If possible, use lockers if at training or an event			
Separation from group	Someone gets lost and comes to harm/misses event	The contact details of the Top 3 will be given to members so in the event of separation they can be reached. Emergency contact information will be collected and be readily available from the Top 3 at all team events.	2	3	6	<p>Ensure that all members know the route plan for the particular event so they can head there</p> <p>Pre-arrange a meet up point if a member gets separated.</p> <p>Ensure when travelling as a group one committee member is at the back of the group and one at the front to avoid people getting lost or left behind.</p>	1	3	3
<p>Unsuitable room for activities planned or a large number of people.</p> <p>Uneven, raised and unsecure surfaces</p> <p>Insufficient or unsuitable space (proximity of walls and ceilings, confined spaces)</p> <p>Lack of fire exits</p>	<p>Harm resulting from collisions (equipment or member) in a room too small for the number of members</p> <p>Unsuitable flooring leading to slips/trips</p> <p>Lack of fire exits resulting in harm where there is an emergency</p>	The Top 3 will ensure there are no hazards and that the locations of the fire escapes are known to all attending members	2	3	6	<p>Ensure surfaces are even and secure</p> <p>Ensure space is suitable for the amount of people- do not exceed advised room capacity.</p> <p>Report any issues with the room to duty management or staff at the venues.</p>	1	3	3

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<p>Placement of equipment and untidiness</p>	<p>Harm resulting from trip/collision hazards</p>	<p>We will ensure that any equipment brought into the rooms is placed to ensure there are no trip hazards caused by their location. All rooms will be left in a tidy and clean when the team leaves.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Ensure equipment is stored in the correct manner to reduce a trip/collision hazard</p> <p>Ensure equipment is not stacked in a hazardous way (e.g. stacked too high, could fall on someone)</p> <p>Tape down wires or trailing cables.</p> <p>Keep the space tidy- kit bag and personal belonging in lockers or changing rooms where possible.</p>	<p>1</p>	<p>2</p>	<p>2</p>
<p>Uncomfortable room where the activity or event is held</p>	<p>Harm caused from inappropriate lighting, temperature, inadequate ventilation and inhalation of dust, etc.</p>	<p>Ventilation and temperature will be monitored to make sure everyone feels comfortable in the room. Should people feel uncomfortable with the temperature then this will be changed at the discretion of the Top 3.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Ensure the room is well lit, air conditioned with possibility to open windows if needed. Report any issues with the room to duty management or venue staff.</p> <p>Signpost toilets</p>	<p>1</p>	<p>2</p>	<p>2</p>

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## During Socials, Meetings and Events

**N.B. Alcohol should not be consumed at meetings and where possible LUU encourage alcohol free events**

Hazard e.g. Wet floor	How might someone be harmed? e.g. Slipping on a wet floor and falling down	Existing risk control measures e.g. Routinely checking floors	Risk rating*			Suggested additional measures e.g. Communicating hazard to members	New risk rating*		
			L	C	R		L	C	R
Slip / trip / fall hazards e.g. wet floor, objects in the way	Leads to injury (bruises, cuts, sprains, abrasions, broken bones)- Someone could trip over something or slip on a wet floor	Any spilt drinks or slip hazards at bars or pubs will be reported to the staff so it can be cleaned. At other events, the social secretaries and top 3 will be responsible for ensuring the environment is safe and any issues are rectified or reported to the appropriate member of staff.	2	3	6	Routinely checking floors  Alert all members of any hazards immediately  Remove all obstacles which could be a trip hazard  Tape wires down or move them out of walkways	1	3	3
Influence of alcohol	Alcohol affecting/impeding judgement leading to physical injury or abusive behaviour to self or others.	At social events with alcohol consumption. It will be the responsibility of the Social Secretaries and Top 3 to reduce the risk of injury as much as possible. If injuries occur, it will be the responsibility of these committee members to deal with the injury and seek medical help if necessary	2	3	6	Reporting issues to event staff (e.g. bouncers)  Communication of code of conduct  There could be at least one sober committee member at events to keep an eye on everyone and look after someone where needed  Ensure all members share emergency contact details prior to the event  Be willing to cut people off or talk to a member of staff at the event about putting measures in place for	1	3	3

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						someone who has drunk too much, e.g. staff not serving them anymore			
						Have alcohol-free events			
Excessive alcohol consumption, alcohol poisoning and associated illnesses	Member suffering from alcohol poisoning and other associated illnesses	All members of the society will be made aware of the clubs emergency code of conduct, and which channels they should follow to report this type of incident. In the case of alcohol poisoning or excessive consumption, the person will be removed from the situation by at least 2 members of the committee and taken to find medical help if necessary.	2	3	6	Same as above  Reporting issues to event staff (e.g. bouncers)  Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur.	1	3	3
Drink spiking	Leading to unusual behaviour/loss of consciousness and other serious health issues	The club will operate a zero tolerance policy to spiking of drinks. Members will be instructed on the safe way to act on nights out to ensure they are not a victim of drink spiking, and also are aware of the clubs zero tolerance stance.	2	3	6	Reporting issues to event staff (e.g. bouncers)  Make sure that attendees are aware of the risk and advise them on how to make themselves less likely to be a victim of spiking e.g. by covering drinks  Don't take drinks from the bar left unattended	1	3	3
Abuse/violence (verbal, physical, sexual)	A member is harmed when verbally/physically/sexually assaulted	The club will have a zero tolerance policy to any form of abuse or violence. Members will be informed of this when	2	3	6	Reporting issues to event staff (e.g. bouncers)	1	3	3

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		they join the society. Any incidences will be reported to the union for guidance on further action.				<p>Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur.</p> <p>Avoid any verbal or physical confrontation when out (no offence caused to others)</p> <p>Ensure members are aware of standards of behaviour and potential consequences if they do not adhere to them e.g. removal from activity/playing ban/exclusion of club</p>			
Lack of safety measures in place for vulnerable groups (disabilities/medical conditions)	Someone who is disabled or has medical conditions is harmed due to lack of provisions made for them	The club offers an incredibly inclusive experience, to ensure this where possible, arrangements will be made to have events in accessible areas. Furthermore,	2	3	6	<p>Talk to the member in question about their specific needs before an activity/event</p> <p>Ensure all venues and transportation that we visit/ use have appropriate wheelchair/ disabled access, as well as appropriate toilet facilities.</p>	1	3	3
Strobe lighting	Member falling ill or having an epileptic fit, this could also lead to secondary injuries e.g falls or head injuries	All health conditions will have been told to the Top 3 members prior to any social events. In Events where such lighting might be used, members will be informed of this. In the event of an incident medical assistance will be called for.	2	2	4	Check in with members regularly to see how they are feeling throughout events	1	2	2

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Excessive noise/loud music at socials	Member suffering damage to hearing	Members will be notified of events where loud music will be played. In the event of an incident medical help will be found by a committee member.	2	2	4	Check in with members regularly to see how they are feeling throughout events  Where possible, ensure music is kept to a reasonable volume	1	2	2
Inappropriate behaviour/offence caused to others	Could result in a physical fight, causing someone to be affected physically/mentally	De-escalation will be managed primarily by the social secretaries and top 3. The offending member will be removed from the situation. Any such events will be followed up by the committee on the following day and where appropriate the Union will be informed before any action is taken.	2	2	4	Ensure members are aware of standards of behaviour and potential consequences if they do not adhere to them e.g. removal from activity/playing ban/exclusion of club  Plan events carefully to avoid offence being caused.  Report any incidents to LUU.	1	2	2
Adverse weather when partaking in outdoor activities	Resulting in associated illness or injury (e.g. sunburn, heat stroke, hypothermia, dehydration)	In order to avoid sunburn, heatstroke and dehydration. Plenty of water will be available for players to use. Additionally any player exhibiting symptoms of any of the aforementioned will be removed from training or the match by a member of the coaching staff. This will apply regardless of the players position on committee or within the team. Medical help will be called upon should it be required, but as part of the	2	2	4	Have access to drinking water at all times  Be willing to pause the event and make the appropriate decisions as to whether the activity can continue.  If serious weather conditions, having a plan in place and communicated to all members where necessary (e.g. evacuation route, etc)	1	2	2

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		BAFA level 1 coaching qualification coaches are required to complete a course which details the response to these situations.						
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### Transport and movement

Hazard e.g. Separated from group	How might someone be harmed? e.g. Become lost and come to harm	Existing risk control measures e.g. Emergency contact details saved	Risk rating*			Suggested additional measures e.g. All members being aware of route plan	New risk rating*		
			L	C	R		L	C	R
Transport cancelled or breaks down to or from social event	Member could get lost in an unknown place and come to harm  Resulting in issues getting to event/being stuck in an unknown place	Before any team travel, a list of those attending will be printed out and before the coach departs people will be checked off the list before they board the coach. The same procedure will be done for the return journey. The coach will not leave until all members are accounted for. This will be the responsibility of the Top 3.	2	2	4	Ensure transportation is booked well in advance and that good relationships are maintained with the external companies used.  Prepare for this - have train times, public transport and vehicle recovery numbers written down  Make sure all members are able to be contacted and have relevant member contact details  Arrange a meet up point in case of separation  Ensure any accessibility requirements are met	1	2	2

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Night time navigation	Member could get lost in the dark or slips/trips/falls causing injury from an unseen hazard	A plan of any routes will be outlined to all members and be readily available on social media for them to access. Contact details for the social secretaries and Top 3 will also be readily available	2	2	4	<p>Same as above</p> <p>Travel on well lit routes with adequate street lighting</p> <p>Not travelling alone to events or having means to contact a member of committee on the journey</p>	1	2	2
Society members driving to the training centres or socials	<p>Inexperienced driver causing a crash.</p> <p>Poorly maintained car.</p> <p>Distractions causing a driver to crash.</p>	No answer given	2	3	6	<p>Drivers must have completed a LUU authorised driver form and be approved by LUU. (providing DVLA licence details, if using own vehicle providing MOT, insurance and breakdown cover details)</p> <p>Members must respect the driver and not distract them or behave inappropriately.</p> <p>Follow LUU guidance on reporting/logging the accidents/incidents.</p> <p>Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur.</p>	1	3	3
Unsuitable transport to and from activity	Member could get lost in an unknown place and come to harm	For training, members will be informed of the bus routes. Members will be asked by their Unit leader how they are	2	2	4	Ensure this is booked well in advance with a reputable company and that good relationships are	1	2	2

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	<p>Resulting in issues getting to event/being stuck in an unknown place</p> <p>Transport breaks down</p>	<p>getting to training to ensure others are aware. For Home matches, unit leaders will be involved in organising transport and overseeing the travel for those in their unit.</p>				<p>maintained with the external companies used.</p> <p>Prepare for this - have train times, public transport and vehicle recovery numbers written down</p> <p>Make sure all members are able to be contacted and have relevant member contact details</p> <p>Arrange a meet up point in case of separation</p> <p>Ensure any accessibility requirements are met</p> <p>Ensure all members know the way to each event's location prior to the day of the event.</p>			
<p>Separation from group/losing contact</p>	<p>Someone gets lost and comes to harm/misses event</p>	<p>Members will be informed of the contact details for the Top 3 should any issues occur, they will be able to contact one of them.</p>	2	3	6	<p>Ensure that all members know the route plan for the particular event so they can head there</p> <p>Pre-arrange a meet up point if a member gets separated</p> <p>Ensure when travelling as a group one committee member is at the back of the group and one at the front to avoid people getting lost or left behind.</p>	1	3	3

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## Society Activity Hazards (Regular and Physical Activities)

Ensuring health and well-being during training, rehearsals, performances and competitions

Hazard e.g. Contact sport	How might someone be harmed? e.g. Breaking a bone due to contact in sport	Existing risk control measures e.g. Knowing emergency contact details	Risk rating*			Suggested additional measures e.g. Ensuring competence and skills of members	New risk rating*		
			L	C	R		L	C	R
<p>Unsuitable venue for activities planned or a large number of people.</p> <p>Uneven, raised and unsecure surfaces</p> <p>Insufficient or unsuitable space (proximity of walls and ceilings, confined spaces)</p> <p>Lack of fire exits</p>	<p>Harm resulting from collisions (equipment or member) in a room too small for the number of members</p> <p>Unsuitable flooring leading to slips/trips</p> <p>Lack of fire exits resulting in harm where there is an emergency</p>	no answer given	2	3	6	<p>Ensure surfaces are even and secure</p> <p>Ensure space is suitable for the amount of people- do not exceed advised room/venue capacity.</p> <p>Willingness to not use venue where unsafe for members</p> <p>Ensure there are suitable fire escapes / extinguishers / room-specific procedures in case of emergency</p> <p>Report any issues with the venue to duty management or staff at the Sports Park Weetwood or other venues.</p>	1	3	3
<p>Placement of equipment and untidiness</p>	<p>Harm resulting from trip/collision hazards</p>	no answer given	2	2	4	<p>Ensure equipment is stored in the correct manner to reduce a trip/collision hazard.</p>	1	2	2

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						<p>Ensure equipment is not stacked in a hazardous way (e.g. stacked too high, could fall on someone)</p> <p>Keep the space tidy- kit bag and personal belonging in lockers or changing rooms where possible.</p>			
Uncomfortable venue where the activity or event is held	Harm caused from inappropriate lighting, temperature, inadequate ventilation and inhalation of dust, etc.	no answer given	2	2	4	<p>Check the weather forecast prior to club training and ensure the appropriate kit is worn.</p> <p>Ensure members are aware of the location of toilet facilities.</p> <p>Report any issues with the venue to duty management or venue staff.</p>	1	2	2
Slips, trips, falls on an outside space due to objects in the way, slippy ground, etc	Resulting in physical harm to a member e.g Minor sprains, broken ball, back injury, bruises, abrasions.	All floors will be checked by the Top 3 to ensure. At training, members will be informed that they should not put studded boots on before entering the astro to ensure they don't slip on the concrete while walking to the playing area.	2	2	4	<ul style="list-style-type: none"> <li>● Full warm up to take place before or at the start of the session.</li> </ul> <p>Willingness to cancel match/event where grounds are unsuitable e.g. very wet grass/too much mud/excess water, water logged etc</p> <p>Pitches will be checked before playing and training for any trip hazards e.g. dog litter/stones/rabbit holes etc.</p> <p>Report any issues with the pitch to Weetwood staff.</p>	1	2	2

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						Members should be told how to reach the nearest first aider.			
Collision with another player e.g. tackle or helmets collide	Collision with another member resulting in injury  Contact Injuries, minor concussion, abrasions, bruises, sprains, strains, fractures ect	All members will be informed about the dangers of contact injuries from playing the sport, particularly concussions. All members will be informed of the signs and symptoms of a concussion. Removal from play will be at the discretion of the coaches. Furthermore, players will be trained using tackle bags on correct technique to ensure everyone performs safely  Players will all be informed in small groups by returning members of the team (Unit Leaders) of the rules involved in the game, and how these rules are followed. This will ensure a safe playing environment during training and games.	2	3	3	In matches umpires/referees/team captains should punish bad tackles during a game by administering a card or giving a penalty.  Accidents should be cordoned off and crowds will be asked to move away.  Ensuring that there is a coach/PT sufficiently qualified to support or coach the skill.  Ensure that there has been progressive teaching of the skill.  Players advised to wear appropriate protective equipment i.e. helmet ,gumshield, padding ect.  Members who are overly aggressive towards other players or are not aware of the rules will not play competitively. If a conflict does arise, it will either be sorted immediately, or the involved players will stop taking part.	1	3	3
Impact from equipment	Equipment hitting member e.g. ball hitting face	All equipment will be kept to a high standard by the equipment manager, and will all be	2	2	4	Ensuring that all players are aware of the rules in regard to contact e.g. (rules of sport, etc) and the code of conduct	1	2	2

\*Likelihood x Consequence = Risk

1-3 severity rating

1 = low risk

3 = high risk

## Annual Risk Assessment Form

	Contact Injuries, minor concussion, abrasions ect	checked for damage or hazards before use.				Any member using equipment inappropriately will be asked to stop play  Accidents should be cordoned off and crowds will be asked to move away.			
Collisions with people/objects	Collision with another member or object resulting in injury e.g. member hitting head on goal post or member headbutting another player  Contact Injuries, minor concussion, abrasions, bruises, sprains, strains, fractures ect	Crowds will be kept at a distance of 2-3 metres from the side of the pitch to ensure there are no collisions with spectators. A distance of 2-3metres will also be kept from the edge of the pitch to the wall fo the astro to ensure there are no accidental collisions with the walls of the astro	2	3	3	Players advised to wear appropriate protective equipment i.e. helmet ,gumshield, padding ect.  Ensuring that all players are aware of the rules in regard to contact e.g. (rules of sport, etc) and the code of conduct  Accidents should be cordoned off and crowds will be asked to move away.	1	3	3
Over-exertion, tiredness, cramp when participating in activities	Harm caused when persevering through these issues e.g. fainting, tripping, dehydration, etc	Pre-existing conditions will be made aware to the Top 3 on coaches to avoid over exertion. Training will also involve periods of rest for members to get water too. Following periods of high exertion there will always be a period of rest before moving onto the next part of training	2	2	4	Ensure players/members get adequate rest if they feel they are overtraining/tired  Always ensure access to water Allow for regular scheduled breaks	1	2	2
Jewellery and piercings	Jewellery could be ripped out during any activity	Members will be told to remove or cover piercings before beginning training. Members	1	2	2	Recommend players' hair is tied back.	1	2	2

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	<p>New piercings could get infected</p> <p>Jewellery could fall out of ear and harm another member if they stand/sit on it</p>	<p>will told to remove rings as they can pose a health and safety issue while playing.</p>							
Lack of training environment precautions	<p>Unsafe area to conduct activity</p>	<p>Training will be conducted at Weetwood astroturf. Members will meet at the shed where the kit is kept, to ensure this is safe members will be told to move away from the car park that is next to it.</p>	2	2	4	<p>Check the environment prior to the start of training to ensure it is suitable. If not, it will either be made suitable, or the training will be rescheduled.</p> <p>Report any issues with the court to the venue staff.</p>	1	2	2
Night time training	<p>Inadequate lighting leading to more collisions with unseen people/objects</p>	<p>The society will ensure all members are able to be driven home or are aware of the appropriate bus service to get home. The Top 3 and Head coach will be last to leave late night training to ensure every members has been able to get home</p>	2	2	4	<p>Ensure training/event/match finishes at a reasonable hour and ensure all members get transport home together (discourage walking alone at night). Encourage members to go home in groups of at least 3 or more.</p> <p>Ensure adequate lighting of pitch(e.g. floodlights)</p> <p>Wear appropriate kit if training in the dark (warm and can be seen easily)</p>	1	2	2

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## Annual Risk Assessment Form

### Outdoor & playing environment conditions

Hazard e.g. Astroturf	How might someone be harmed? e.g. Sliding and falling down	Existing risk control measures e.g. Communicating risk to team	Risk rating*			Suggested additional measures e.g. Pitch checking procedure in place	New risk rating*		
			L	C	R		L	C	R
Adverse weather	Illness and injury associated to adverse weather conditions (sunburn, heat stroke, hypothermia, dehydration, sun blindness)	All coaches will have completed a course as part of their BAFA level 1 coaching qualification that involves the signs, symptoms, and treatments for heat related illnesses. Any person suffering from any of the above will be removed from play immediately.	2	2	4	Have access to drinking water at all times  If weather is hot, precautions taken e.g. stay hydrated, sun cream used  If cold/wet, have access to shelter, warmer clothing  Be willing to pause the event and make the appropriate decisions as to whether the activity can continue.  If serious weather conditions, having a plan in place and communicated to all members where necessary (e.g. evacuation route, etc)	1	2	2
Unsuitable playing surfaces	Tripping over uneven ground or kicking object causing associated injuries	At games playing surface inspection will be done by the Gameday manager and the attending referees. For training, pitch surface inspection will be done by the coaches to ensure it is safe.	1	2	2	Report any issues with the pitch to venue staff/referee	1	2	2
Astroturf or tarmac	More slippery surfaces resulting in falls	Members will be told not to wear studded boots until they	2	2	4	Wear appropriate boots for the playing surface.g. moulded studs 3G	1	2	2

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## Annual Risk Assessment Form

	More likely to cause grazes and abrasions	are onto the astro to ensure they don't slip on the tarmac				<p>Making members aware of different training surfaces (e.g. Astroturf being more slippy)</p> <p>Allowing members to potentially alter what they wear e.g. training joggers</p>			
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### Coaching

<b>Hazard</b> e.g. Unsupervised training	<b>How might someone be harmed?</b> e.g. Unregulated activity leading to injury	<b>Existing risk control measures</b> e.g. Have a training back-up plan in place	<b>Risk rating*</b>			<b>Suggested additional measures</b> e.g. Communicating risk of unsupervised training to team	<b>New risk rating*</b>		
			L	C	R		L	C	R
Inappropriate coaching activity (level of coaching to ability of members)	Coach level is different to the member skill, leading to overexertion, tiredness, injuries, etc	All coaches of the society will be required to have a Level 1 or higher BAFA coaching qualification in order to be appointed as a coach	2	2	4	Assessment of member level skill / technique appropriate to coaching / training - making sure the coaching level is equivalent to the skill level, this must be identified by the coach and then acted upon  Skill level of new members assessed at trials.  Perform regular assessments/training sessions to test skill to ensure coaching level is appropriate to the skill level  Ensure that there has been progressive teaching of the skill.	1	2	2

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Coach unavailable / unsupervised training	Unsupervised training leading to an accident/injury	If there are no coaches available, non contact or wearing of pads will be allowed at training. Instead only non-contact, unpadded practice, such as fitness, will be allowed.	2	2	4	Cancel or modify session where coach or substitute unavailable  Clear communication to members on who is leading the session.	1	2	2
Inappropriate space for training	Lack of space resulting in more collisions with objects/other members	Cancellation of training will be communicated to Weetwood by a member of the Top 3, the decision to cancel training will be made by the Head Coach.	1	2	2	Check any new training spaces prior to booking the space and/or be aware of the cancellation procedure	1	2	2

### Procedures

Hazard e.g. Getting separated from the group	How might someone be harmed? e.g. Panicking/getting lost	Existing risk control measures e.g. Clear route communication guidelines	Risk rating*			Suggested additional measures e.g. Contact details distributed to members	New risk rating*		
			L	C	R		L	C	R
Lack of away fixture safety and emergency procedure	Leads to injury where the member doesn't know the correct procedure for the club and activities  Lack of safety provision leads to injury	For away fixtures it will be recommended that members take the organised coach to and from the game. However, should a person which to travel independently they should let the unit leader or coach know so that the Top 3 and Head Coach are aware of their travel arrangements	2	3	6	Have an away fixture safety and emergency procedure in place which members are instructed on  Have an accident reporting procedure in place, instruct all members on this.	1	3	3
Failure to report an accident	Reputational damage for club and university.	Any accidents will be reported initially to the attending medic (required by BAFA rules). Serious accidents will be reported to the Union	2	2	4	Knowing when to report to emergency services- immediately	1	2	2

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## Annual Risk Assessment Form

	Lack of support from LUU staff as they are unaware of incident				<p>contact 999 if any major accidents or injuries occur.</p> <p>Reporting incidents to LUU as required</p> <p>Reporting incidents to venue staff as required</p>			
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### Equipment

<b>Hazard</b> e.g. Damaged equipment	<b>How might someone be harmed?</b> e.g. Equipment breaking and harming the user/someone in the vicinity	<b>Existing risk control measures</b> e.g. Fixing of equipment procedure	<b>Risk rating*</b>			<b>Suggested additional measures</b> e.g. Regular equipment assessments	<b>New risk rating*</b>		
			L	C	R		L	C	R
Equipment unsafely set up/packed away/transported	Unsafe set up leading to an injury whilst in use  Unsafely packed away means equipment could fall on someone or be collided with or tripped over  Unsafely transported leading to equipment injuring someone or damaging equipment then leading to injury when used.  Manual handling injury caused from member	Heavy and sizeable equipment, such as tackle bags, will be carried by 2 members of the society. Organisation of kit movement will be done primarily by the equipment manager, who will be informed on the safe way to move equipment without injury. Storage of equipment will be done in the Weetwood equipment shed and it will be left tidy and organised.	2	2	4	No member to carry any item beyond their capabilities/comfort level.  Before finishing any training session, equipment should be checked to ensure it is packed away safely.	1	2	2

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## Annual Risk Assessment Form

	carrying heavy or unsuitable load								
Unsuitable equipment, kit or attire for the activity	Injury caused by ill-fitting kit getting caught on something/ someone, injuring self with ill-fitting shoes, equipment not supporting the activity and breaking, etc.	Before any equipment is used, it will be checked by the equipment manager before it is taken out of storage. If any equipment is faulty it will not be used until it has been repaired or replaced.	2	3	6	Members personally responsible for wearing appropriate kit. Guidance is given by society on suitable attire.  Personal equipment must meet the clubs advised standards.  All equipment provided should be checked and maintained by the provider- any issues with equipment should be reported to centre staff.	1	3	3
Damaged equipment	Leading to equipment failure and injury as a result.	Damaged or failing equipment will not be used, especially helmets and pads. This will be checked by the equipment manager before use.	2	3	6	At the start of a session assessment of the equipment to ensure they are all safe for use.  Get a professional to look at damaged equipment where it is more technical.  Any issues with provided equipment should be reported to centre staff.  Where possible, have extras present at matches/training	1	3	3
Handling heavy equipment/equipment with moving parts	Manual handling injuries  Injury sustained when no procedures/training on this has been given and the equipment is dropped on	Heavy equipment will be moved using multiple members to ensure the safe movement of it.	2	2	4	Anyone moving equipment will be supported by other members and members will have manual handling training of equipment where necessary to reduce injury.	1	2	2

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## Annual Risk Assessment Form

	self/others or moving part hits self/other.					No member to carry any item or load beyond their capabilities/comfort level			
Inadequate protective equipment	Injury sustained when inappropriate or no protective equipment is worn.	Members will be instructed how to properly wear and use protective equipment, such as helmets and pads. For give it a go days, equipment may be borrowed from other nearby teams such as Yorkshire Rams, to ensure we have adequate equipment.	1	2	2	N/a			
Poor storage of equipment	Leading to injury from Items falling on members or causes slips/trips/falls.  Equipment becomes damaged and no longer safe for use.	No answer given	2	2	4	Ensure equipment is stored in the correct manner to reduce a trip/collision hazard  Ensure equipment is not stacked in a hazardous way (e.e. stacked too high, could fall on someone.	1	2	2

### The Environment

Hazard e.g. Diminishing quality of a pathway	How might someone be harmed? e.g. Damages local area (plant and animal life)	Existing risk control measures e.g. Re-route pathways regularly to allow re-growth	Risk rating*			Suggested additional measures	New risk rating*		
			L	C	R		L	C	R
Unsustainable travel	Causes a lot of pollution and is expensive to run	For training, it is recommended members use the public bus service. For away games, a coach will be	1	2	2	n/a			

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## Annual Risk Assessment Form

		hired for members to use to reduce car usage.							
Rubbish, waste and litter	Damages the environment, trip hazard, negative impact on the club and university's reputation.	Members will be told to remove all litter from playing areas, and where appropriate sorting into recycling bins.	2	2	4	Recycle where possible  Leftover food should be taken home and not thrown away.  Avoid purchasing/producing excessive materials for meetings by planning ahead and assessing how many people are expected to attend	1	2	2
Damage to the environment	Damage to the area so it can no longer be used for practice/matches.  Damage could result in trip hazards	Members will remove rubbish from training and games, Members will use public transport and coaches instead of individually driving	2	2	4	Behave accordingly in line with venue or site recommendations.  Limit the impact of noise pollution from events by choosing suitable venues.  Move event sites/pitches/training sites regularly to allow regrowth of the area and limit damage caused by constant use	1	2	2

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# Annual Risk Assessment Form

## Animals

Hazard e.g. Unruly animal	How might someone be harmed? e.g. Animal bites someone	Existing risk control measures e.g. Knowing the first aid procedure	Risk rating*			Suggested additional measures e.g. Individual animal behaviour assessment prior to event	New risk rating*		
			L	C	R		L	C	R
Unpredictable animal behaviour		n/a							
Bad allergies/allergic reactions  Unhygienic surroundings		n/a							
Inappropriate space for keeping the animals e.g. space too small/unhygienic/dark/hot/cold/wet, etc		n/a							

## Staying Away

Hazard e.g. Sleepwalker	How might someone be harmed? e.g. Sleepwalks and hurts self	Existing risk control measures e.g. Being aware of member sensitivities	Risk rating*			Suggested additional measures e.g. Clear communication of procedure to other members	New risk rating*		
			L	C	R		L	C	R
Lack of emergency procedure for stay aways  Emergency procedure not	Leads to injury in an emergency or getting hurt when trying to exit the building or sports pitch.	No answer given	3	3	9	Clear communication of procedures for evacuation and illness  A meeting or announcement will be made before the trip to make sure	1	3	3

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## Annual Risk Assessment Form

communicated properly						everyone understands the procedures.  Knowing when to report to emergency services  Reporting incidents to LUU as required			
No controls for night time tendencies in place e.g. sleep walking  No safety procedures for moving around at night	Member Sleepwalks and hurts self  Slips/trips/falls from unseen hazards	No answer given	2	2	4	Doors will be locked at night to ensure safety of members.  Emergency contact details awareness  Awareness of members sensitivities	1	2	2
Lack of control for illicit substance use and/or other incidents (such as trespassers)?	Negative impact on the club and university's reputation.  Member suffers personal theft or attack  Criminal charges for members using or possessing illicit substances	No answer given	2	3	6	Ensure that a clear code of conduct is given to our members before the stay away.  If needed members breaking the rules will be sent home or if not possible another punishment will be given, such as a suspension or dismissal from the society.  Reporting issues of trespass or theft to hotel and security staff.  Knowing when to report to emergency services- immediately	1	3	3

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## Annual Risk Assessment Form

						<p>contact 999 if any major accidents or injuries occur.</p> <p>Reporting incidents to LUU as required</p>			
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### Additional risks

Hazard	How might someone be harmed?	Existing risk control measures	Risk rating*			Suggested additional measures	New risk rating*		
			L	C	R		L	C	R
Player could stand on another player in studs	Finger injuries such as dislocations, fractures, abrasion, bruises.  Puncture wounds cuts and abrasions	No answer given	2	2	4	Stop immediately if incidents occur to allow participants to seek first aid attention.  Qualified referees for all games to ensure dangerous play is limited.  Ensuring that all players are aware of the rules in regard to contact e.g. (rules of sport, etc) and the code of conduct  Report to venue staff to call ambulance if there's a serious injury	1	2	2

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Society signatures:			
President	Jabeyylen	Date	2/10/2020
Secretary	KMedell	Date	5/10/2020
Treasurer	N. Goussins	Date	2/10/2020