|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Annual Risk Assessment Form** | To calculate **Risk Rating (R)**: assess the **Likelihood** **(L)** of an accident occurring against the most likely **Severity (S)** the accident might have, taking into account the control measures already in place. **L x S = R** | | |
| **Club & Society Name:** | Historia Normannis Leeds | | **Likelihood (L) X Severity (S)** | | |
| **Category:** | General Interest | |
| Unlikely | 1 | Minor harm caused |
| **Group Description:** | Historia Normannis is an international reenactment society exploring all aspects of the 12th century.  We do combat training every weekend, and regularly do crafting sessions including sewing, carpentry, blacksmithing, cooking. During the summer months we come together as a society to do reenactment shows at places such as Skipton Castle. | | Possible | 2 | Moderate harm caused |
| Certain | 3 | Major harm caused |
| **Completed by *(name and committee position):*** | **Catherine Waites (President)** | | |  |  |  | | --- | --- | --- | | **Low (Acceptable)**  **= 1 - 2** | **Moderate**  **(Tolerable)**  **= 3 - 6** | **High**  **(Intolerable)**  **= 7 - 9** | | | |
| **Club & Society Signature:** |  | |
| **(Staff Only) Checked by:** |  | |

**Society Activity Hazards**

***Any hazards that apply specifically to your club or society. E.g. sports, performances, cooking, animal care, staying away, etc.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the significant,**  **foreseeable, hazards?**  ***(the dangers that can cause harm)*** | **Who is at risk and how?** | **Control measures**  ***(Already in place)*** | **Risk Rating** | | | **Additional control measures needed**  ***(Staff ONLY)*** |
| **L** | **S** | **R** |
| *Fighting injuries* | *Any combat member could be at risk of accidental injury from the contact fighting.* | *All sessions to be overseen by a Historia Normannis trained Training Officer. Before sessions combat area to be checked by all members for terrain and tripping hazards, and all members to fulfil basic safety checks on equipment before partaking in combat. All inducted members to be given comprehensive orientation and made aware of the inherent risks of combat training*  *All members to have been given a comprehensive safety orientation and overseen using ‘waster’ (blunt wooden) equipment before graduating to use of steel weapons, and consistently monitored thereafter. All members given a briefing regarding the potential dangers of such activities, signing a training agreement to ensure they are fully briefed and mindful of all risks. All members to adhere to the Historia Normannis combat and conduct rules* | *1* | *2* | *2* |  |
| Dehydration/ heat exhaustion | When doing intense exercise in the summer, dehydration is a strong risk, especially when members are in armour. | Members frequently to take rest breaks during combat including hydration breaks (especially those in armour) to ensure avoidance of heat exhaustion, dehydration and other fatigue-based issues. Training Officers to monitor members during sessions to gauge the frequency and nature of rest-breaks. | 2 | 1 | 2 |  |
| Falls or slips on grass | When fighting the grass often gets churned up, leading to mud which can cause slips. | We frequently move the area to fresh grass where there is less mud, and we stop fighting when the weather presents a hazard. | 2 | 1 | 2 |  |
| Improper access to tools/ weapons | Members of the public risk self-injury from interaction combat equipment | All weapons not in use are stored no more than 5 meters from training members and monitored constantly by the attending Master-at-Arms (the appointed person). Public moving near the “stow point” results in either complete cessation of combat training or designated persons moving in to supervise. | 1 | 3 | 3 |  |
| Accidental Injury Whilst Observing Combat Training | Members of the audience are at risk from combat displays entering observation area/causing injury to observers | All combat occurs with at least 5 meters clear space all around in non-thoroughfare locations, and with a roped arena within thoroughfare locations. All combatants trained to observe the arena boundaries as part of fundamental combat training. Audience members monitored by society members not engaged in combat display- any audience breaching the buffer zone leading to the ‘STOP’ procedure, ceasing all combat. Members trained to mutually moderate using the call of ‘ROPES’ during combat displays if moving towards the buffer zone from within. All archery angled towards ‘dead zone’ areas of the arena with no audience observers on that side, using natural backstop features- preventing missile fall. At least 10 meters is designated “dead space” behind missile weapon fire in areas where appropriate for use. | 1 | 3 | 3 |  |
| Equipment Failure During Combat Displays | Members of the public/members of the society at risk from structural failure of equipment leading to debris | All equipment inspected prior to use and produced to society stipulations to be structurally sound before combat. The society maintains systems and officers specifically to ensure equipment maintenance and show suitability. All combat arenas to include a ‘buffer zone’ area between the audience and the combat. All equipment constantly inspected during activities- and any items with suspected structural compromises removed from the field. | 2 | 3 | 6 |  |
| Food allergy | Anyone with a food allergy to ingredients used in authentic cooking or food provided at events. | All food allergies are recorded securely when declared and significant effort is made to prevent interaction with these, including substitution of ingredients or removal of the recipe from the event. | 1 | 3 | 3 |  |

**Socials, Meetings and Transport Hazards**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the significant,**  **foreseeable, hazards?**  ***(the dangers that can cause harm)*** | **Who is at risk and how?** | **Control measures**  ***(Already in place)*** | **Risk Rating** | | | **Additional control measures needed**  ***(Staff ONLY)*** |
| **L** | **S** | **R** |
| *Eg. Slips, trips and falls* | *Staff and visitors may be injured if they trip over objects or slip on spillages* | *General good housekeeping. Flooring even and well maintained. Spillages cleaned up immediately. Wet floor signs used after mopping. All areas well lit, including stairs. No obstructions in walkways such as boxes, trailing leads or cables. Staff keep work areas clear. Report any spillages or trip hazards.* | *2* | *2* | *4* |  |
| Injury due to misuse of craft tools | When running craft socials we use sewing equipment, woodworking tools and more, depending on the craft. If handled wrong these can cause injury. | We do not let members use tools they are unfamiliar with unsupervised, and train them on safety and correct handling before any use. | 2 | 1 | 2 |  |
| Burns | At events we use authentic cooking methods (open fire) | All members are given fire safety training before events, and the fire is always supervised by a senior member with the correct level of safety training. There is also first aid always available. | 2 | 3 | 6 |  |
| Alcohol related injury | We do not hold drinking socials, but we are aware that members may drink at events/socials | We have at least one sober member at all time. No alcohol consumption is allowed around any fighting or tools. The only allowance is at social time after events are closed to the public. | 1 | 1 | 1 |  |