RISK ASSESSMENTS

**Why bother?**

Those running the society have a **legal duty of care** to ensure the safety of its members and any other people who may be affected by its activities and events. A **risk assessment** is not just a box ticking exercise, it is a useful checklist of what might go wrong and how your society and committee can reduce the risk. In the event of an **accident** you will need to produce your risk assessment as part of proving the committee fulfilled their legal duty of care.

**How do I assess risk?**

For every hazard, you need to ask yourself how severe it is and how likely it is to happen. Severity and likelihood are each given a value, which are multiplied together to give you the risk factor. The tables below are useful for deciding what numbers to assign severity and likelihood.

|  |  |
| --- | --- |
| **Severity of Harm** | **Description** |
| High (3) | Major injury or death; loss of limb or life-threatening conditions. Hospitalisation for longer than 3 days. Prolonged/expensive medical treatment and support needed. |
| Medium (2) | Serious injury leading to hospitalisation for less than 2 days. Rehabilitation could last for several months |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work/University for less than 3 days |

|  |  |
| --- | --- |
| **Likelihood** | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur, but uncommon |
| Low (1) | Rare, only occurs in exceptional circumstances |

**What do I do?**

For risk scores of 3 or less, simply follow existing practices. Scores of 4 or more will require you to think of, and implement, some additional preventative measures to reduce risk. For risk scores of 9, avoid the activity and seek an alternative. For example: if a risk is of medium severity and low likelihood, it would get a risk score of 2.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Society:** LUU Brazilian Jiu Jitsu | | | | **Assessor:** Mike Peace | | | | **Date:** 15/8/2021 | |
| **Location:**  The Edge  University of Leeds, Willow Terrace Road Leeds, LS2 9JT | | | | **Event Description:** Weekly training | | | | | |
|  | | | | | | | | | |
| **#** | **Perceived Hazard** | **Persons affected** | **Existing Control Measures** | **Severity** | **Likely** | **Risk Score** | **Additional Action Required to Control Risk** | **Action By** | **Date Completed** |
| 1 | Slips/trips | Instructor/Student/Spectator | * Mats and flooring are consistently kept clean and any spillages are cleaned up immediately. Any sweat or blood is cleaned up by the person responsible and mentioned as soon as spotted. | 1 | 2 | 2 | * Culture of open communication encouraged and frequent talks to inform beginners |  |  |
| 2 | Trips/falls | Instructor/Student/Spectator | All hazards have their place e.g. bags in lockers in changing rooms. Mats are put away after finishing. Ensure that mats have no gaps to trip over. | 1 | 1 | 1 | Culture of open communication encouraged and frequent talks to inform beginners. Signage up to ensure proper place |  |  |
| 3 | Manual Handling: moving mats | Instructor/Student | Ensure that all participants are taught how to properly carry a mat to prevent injuries, if needed carry a mat with multiple people. | 1 | 1 | 1 |  |  |  |
| 4 | Fire | Instructor/Student/Spectator | Fire escape as part of the gym clearly sign posted. Explained process each lesson | 3 | 1 | 3 |  |  |  |
| 5 | Unqualified/uninsured instructor | Student/Spectator | Only insured and approved by society instructors allowed to teach. Insurance docs must be up to date | 1 | 1 | 1 |  |  |  |
| 6 | Too many people on mats | Instructor/Student | 2m2 per student. Spectators have own area. | 2 | 1 | 2 | Communication and additional instructors for numbers. No more than 25 per instructor |  |  |
| 7 | Injury from sparring | Instructor/Student | Break falls taught, safety talk before hand, inexperienced people coached and paired with higher levels. Weight differences respected, first aid kit and trained aider on site. Medical information provided first | 2 | 2 | 4 | All members fill out health questionnaires |  |  |
| 8 | Dehydration | Instructor/Student | Regular water breaks, taps within 10 meters and fluids for purchase available too | 2 | 1 | 2 |  |  |  |
| 9 | Clothing | Instructor/Student | Zips etc banned. Approved clothing recommended and available for purchase. Jewellery prohibited. | 1 | 1 | 1 |  |  |  |
| 10 | Behaviour/Conflict | Instructor/Student | Instructors have full control and can refuse training to unruly or aggressive members | 2 | 1 | 2 |  |  |  |
| 11 | Severe accident | Instructor/Student | Within 5 minutes of hospital | 3 | 1 | 3 |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Society:** LUU Brazilian Jiu Jitsu | | | | **Assessor:** Mike Peace | | | | **Date: 15/8/2021** | |
| **Location:** Various | | | | **Event Description:** Transport to training/Social activities | | | | | |
|  | | | | | | | | | |
| **#** | **Perceived Hazard** | **Persons affected** | **Existing Control Measures** | **Severity** | **Likely** | **Risk Score** | **Additional Action Required to Control Risk** | **Action By** | **Date Completed** |
| 1 | Traffic | Students | * Common sense | 3 | 1 | 3 | * Approved transport measures (car pool, train and bus) |  |  |
| 2 | Social – Food Poisoning | Students | Check food safety certificate | 2 | 1 | 2 |  |  |  |
| 3 | Social – Drunkenness | Students | Sober committee member or two depending on numbers and out of control members advised to drink water or sent home. Ensure nobody “binge drinks” | 2 | 2 | 4 | Open communication environment encouraged |  |  |
| 4 | Social –Injury | Students | * Sober member escorts injured party to hospital or to safety. Group stays together | 2 | 1 | 1 |  |  |  |
| 5 | Social –Vomiting | Students | Frequent hydration breaks advised and transport arranged for ill participant | 1 | 1 | 1 |  |  |  |

We the undersigned agree to uphold the above risk assessment

|  |  |  |
| --- | --- | --- |
| President: Peter Hynes | Signed: | Peter Hynes |
|  | Date: | 9/9/2021 |
| Vice President: Mike Peace | Signed: | Mike Peace |
|  | Date: | 15/8/2021 |
| Secretary: Kevin Cappiello | Signed: | Kevin Cappiello |
|  | Date: | 9/9/2021 |
| Treasurer: Matt Fendt | Signed: | Matt Fendt |
|  | date: | 9/9/2021 |