

CLUB AND SOCIETY RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix																																																					
<b>Society Name:</b>	LUU Gymnastics			<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="6">Severity</th> </tr> <tr> <th colspan="2"></th> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th rowspan="5">Likelihood</th> <th>1</th> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <th>2</th> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <th>3</th> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <th>4</th> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <th>5</th> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table>									Severity									1	2	3	4	5	Likelihood	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25
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<b>Category:</b>	Sports																																																								
<b>Author(s):</b>	Leona Ryan																																																								
<b>Author(s) signature and date:</b>	L. Ryan 03/07/2025																																																								
<b>Persons Responsible:</b>	Club and society committees and leaders																																																								
<b>Staff Sign Off:</b>	[Signature] [Date]																																																								
<b>Staff Additional Check:</b>	[Signature] [Date]																																																								
<b>Locations:</b>	Leeds Gymnastics Club & Nile Wilson Gymnastics Club Leeds																																																								
<b>Details of Activities:</b>	LUU Gymnastics trains 2 times a week at Leeds Gymnastics Club and once a week at Nile Wilson Gymnastics Club. We participate in multiple competitions throughout the year in the UGC league and in BUCS and host weekly socials of varying activities.																																																								
<b>People who may be affected:</b>	<ul style="list-style-type: none"> <li>Society members and participants</li> <li>Members of the</li> </ul>																																																								

	<ul style="list-style-type: none"> <li>public</li> <li>Staff</li> </ul>		
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<i>Identify Hazards</i>		<i>Estimate the risk</i>			<i>Evaluate the risk</i>				<i>Evaluate residual risk</i>
Hazard	How may harm result?	Likelihood	Severity	Rating	Risk control measures	Likelihood	Severity	Rating	<b>Further action required?</b> <i>Only fill out if additional control measures are needed to be implemented or reviewed</i>  Include timescales and who is responsible for implementation
<b>Equipment hazards</b>	Society members at risk by: Equipment unsafely set up/packed away/transported and the handling of heavy equipment	3	3	9	<ul style="list-style-type: none"> <li>No member to carry any item or load beyond their capabilities/comfort level</li> <li>With heavy equipment and equipment with moving parts, ensure that manual handling instructions are given, only those with experience handle the equipment, and use teamwork where possible.</li> <li>Committee arrive early to set up equipment and stay after the event to ensure it is tidied away correctly</li> <li>Ensure training for equipment moving techniques is given for beginners</li> <li>All equipment setup should be checked properly prior to use</li> <li>If an accident occurs or a near miss, it should be reported immediately following LUU procedures.</li> <li>Training Secretary primarily responsible for ensuring the safety</li> </ul>	1	3	3	

					of equipment and reporting accidents				
<b>Equipment hazards</b>	Society members at risk by: Unsuitable/damaged equipment, inadequate protective equipment, impact from equipment, e.g. face contact with the rings, and minor abrasions or contact injuries	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>- Equipment should undergo constant dynamic safety checks, do not use damaged equipment and report it to a member of staff at LGC/NWG</li> <li>- Protective equipment, e.g. safety mats should be used whenever necessary</li> <li>- Ensure all members are aware and informed how to use equipment safely.</li> <li>- Training Secretary and President responsible for informing members on safe practice and reporting incidents</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	
<b>Slips, trips and falls</b>	Society members at risk by: Unsuitable training area, unsuitable use of equipment, incorrect active wear/training gear, untidy practice area	<b>4</b>	<b>3</b>	<b>12</b>	<ul style="list-style-type: none"> <li>- Keep the space tidy- personal belongings away</li> <li>- Routinely check floors and uneven surfaces.</li> <li>- Make members aware of any hazards</li> <li>- Report any issues with the venue to duty management</li> <li>- Committee members to advise on suitable kit and active wear before training begins (and in prior messaging)</li> <li>- Ensure equipment is stored away correctly to reduce trip/collision hazard</li> <li>- Ensure equipment is not stacked in a hazardous way (not too high, or could fall on someone.)</li> </ul>	<b>1</b>	<b>3</b>	<b>3</b>	
<b>Coaching hazards</b>	Society members at risk by: Unsuitable or inexperienced coach running	<b>2</b>	<b>4</b>	<b>8</b>	<ul style="list-style-type: none"> <li>- Sessions cancelled where coaches are unavailable</li> <li>- Only British Gymnastics registered and insured coaches of a suitable level leading the sessions</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	

	the session, inappropriate coaching activity (level of ability of members)				<ul style="list-style-type: none"> <li>(minimum Level 2 to lead session).</li> <li>Only registered coaches approved by LUU should be running sessions</li> </ul>				
<b>Environmental hazards</b>	Society members at risk by: Adverse weather at training	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Indoor training: Ensure room is well ventilated, open doors/ windows and allow for more frequent breaks</li> <li>Follow British Gymnastics guidance</li> </ul>	<b>1</b>	<b>1</b>	<b>1</b>	
<b>Other hazards</b>	Society members at risk by: Over-exertion, tiredness or cramp when participating in activities, non-removal of jewellery, not tying back long hair, unsuitable usage of space leading to collisions, unruly behaviour	<b>3</b>	<b>4</b>	<b>12</b>	<ul style="list-style-type: none"> <li>Ensure frequent breaks and rest if member is feeling overtrained/tired</li> <li>Always ensure access to water</li> <li>Jewellery removed where possible, if not possible, should be covered with tape</li> <li>Long hair recommended to be tied back to reduce risk of personal injury</li> <li>Ensure space is suitable for the amount of people; student sessions capped at 45 for LUU &amp; Leeds Beckett Gymnastics</li> <li>Ensure surfaces are even and secure</li> <li>Ensure there are suitable fire escapes/extinguishers/room-specific procedures in case of emergency, and all exits are clear and not blocked by equipment</li> <li>Ensure all members are aware of the code of conduct.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	
<b>Fire/other emergency</b>	Society members at risk if: No emergency procedure in place, or this is not communicated adequately, emergency exits	<b>2</b>	<b>3</b>	<b>6</b>	<ul style="list-style-type: none"> <li>Ensure that the emergency procedure is known for every site you are at - Ensure there are suitable fire escapes / extinguishers / room-specific procedures in case of emergency</li> <li>At the beginning of every event or activity, hold a meeting with all members regarding the</li> </ul>	<b>1</b>	<b>3</b>	<b>3</b>	

	are blocked, prompt first aid not given				<p>emergency exits and the procedures</p> <ul style="list-style-type: none"> <li>- Advise all members of the location of the agreed emergency assembly point and who will authorise a return to the site.</li> <li>- Ensure crowds are kept away from exits</li> <li>- Ensure personal belongings and equipment doesn't block the emergency exits/walkways</li> <li>- Have awareness of nearest first aider/procedure on campus</li> <li>- Have people in the society who are first aid trained (President is and Captains and Training Sec awaiting training)</li> <li>- Have procedures in place if there is an incident requiring first aid off campus</li> <li>- Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur.</li> <li>- Reporting incidents to LUU as required</li> </ul>				
<b>Slips, trips and falls</b>	Society members and the public by: Alcohol causing a member to fall and hurt themselves or someone else, alcohol causing a member to fall ill	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>- Have alcohol-free events</li> <li>- Ensure all members share emergency contact details prior to the event</li> <li>- Have one member of committee (usually General and Welfare Sec) be sober through whole night</li> <li>- Be willing to cut people off or talk to a member of staff at the event about putting measures in place for someone who has drunk too</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	

					<p>much, e.g. staff not serving them anymore</p> <ul style="list-style-type: none"> <li>- Report issues to event/venue staff (e.g. bouncers)</li> <li>- Know when to report to emergency services</li> </ul>				
<b>Slips, trips and falls</b>	<p>Society members by: Spilling drinks/liquids causing a slip hazard, untidy equipment causing members to trip and fall, unsuitable room for activity, overcrowding in a room leading to collisions</p>	<b>3</b>	<b>1</b>	<b>3</b>	<ul style="list-style-type: none"> <li>- Committee routinely checking floors</li> <li>- Committee members should alert all members of any hazards immediately</li> <li>- Remove all obstacles which could be a trip hazard</li> <li>- Have a 'wet floor' sign accessible and used where needed</li> <li>- Notify venue staff of any spillages/other hazards</li> <li>- Ensure equipment is stored in the correct manner to reduce a trip/collision hazard</li> <li>- Tape wires down or move them out of sight</li> <li>- Ensure surfaces are even and secure</li> <li>- Check any space before using it and keep it tidy throughout</li> <li>- Ensure there are suitable fire escapes / extinguishers / room-specific procedures in case of emergency</li> <li>- 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 (General and Welfare and Social Secretary's responsibilities)</li> <li>- Ensure space is suitable for the amount of people - do not exceed advised room capacity.</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>	

					<ul style="list-style-type: none"> <li>- Only sell a certain number of tickets to events which matches space capacity.</li> </ul>				
<b>Unruly behaviour or violence</b>	<p>Society members and the public by:</p> <p>Abuse/violence (verbal, physical, sexual) from members of the public or other members in the club/society, unruly behaviour from group member or member of the public</p>	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>- Stay with your members, keep each other safe</li> <li>- Avoid any verbal or physical confrontation</li> <li>- 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</li> <li>- If necessary, remove the member from the situation.</li> <li>- First contact is General and Welfare secretary, they should inform core committee and whole committee if necessary</li> <li>- Welfare documentation and policy should enforce what actions to take dependent on scenario</li> <li>- Reporting issues to event venue staff (e.g. security)</li> <li>- Know when to report to emergency services</li> <li>- Report any incidents to the LUU</li> </ul>	<b>1</b>	<b>1</b>	<b>1</b>	
<b>Environmental hazards</b>	<p>Society members by:</p> <p>Strobe lighting, excessive noise</p>	<b>2</b>	<b>4</b>	<b>8</b>	<ul style="list-style-type: none"> <li>- Make sure that it is known before the event of the presence of strobe lighting and/or loud noise</li> <li>- Check whether any member has a medical condition such as epilepsy or noise sensitivity prior to the</li> </ul>	<b>1</b>	<b>3</b>	<b>3</b>	

					event, make sure these people are aware and comfortable - Check in with members throughout the event/social/activity				
<b>Environmental hazards</b>	Society members by: Adverse weather resulting in associated illness or injury (e.g. sunburn, heat stroke, hypothermia, dehydration, slips and falls) - indoor and outdoor	<b>1</b>	<b>3</b>	<b>3</b>	- If weather is hot, precautions taken e.g. stay hydrated, sun cream used, access to shaded area - President and Secretary responsible for bringing suncream to outside events - Members are informed to bring water to all sessions, and are alerted to the refill points within the training facilities - If weather is hot and you are indoors, ensure the room is well-ventilated and you stop activity if it gets too hot - If cold/wet, have access to shelter, warm/dry clothing - Outdoor - be careful of wet and slippery terrain - Ensure you are aware of any member sensitivity	<b>1</b>	<b>2</b>	<b>2</b>	
<b>Transport and navigation</b>	Society members and the public by: Driving private vehicles	<b>2</b>	<b>4</b>	<b>8</b>	- Drivers must be a registered driver with the LUU whether they are driving their own car or hiring a vehicle (students must have filled in the Authorised Driver Form) - Member should respect the driver and not distract them or behave inappropriately - Follow LUU guidance on report/logging accidents - Knowing when to report to emergency services - immediately contact 999 if any major incidents or injuries occur	<b>1</b>	<b>3</b>	<b>3</b>	
<b>Transport and navigation</b>	Issues with transport leading	<b>2</b>	<b>4</b>	<b>8</b>	- Ensure transport is booked well in advance with a reputable	<b>1</b>	<b>3</b>	<b>3</b>	



	to a breakdown, group separation, an accident, transport accessibility issues				<p>company and that good relationships are maintained with the external companies used.</p> <ul style="list-style-type: none"> <li>- Training secretary responsible for transport to and from training, Captains for competitions and President to oversee all transportation plans</li> <li>- Prepare for breakdowns - have train times, public transport and vehicle recovery numbers written down</li> <li>- Ensure any accessibility requirements are met before the day</li> </ul>				
<b>Transport and navigation</b>	Society members by: Night time navigation, separation from group/losing contact leading to a member being harmed or lost	<b>3</b>	<b>4</b>	<b>12</b>	<ul style="list-style-type: none"> <li>- Travel on well lit routes with adequate street lighting</li> <li>- Not travelling alone to events or having means to contact a member of committee on the journey</li> <li>- Make sure all members are able to be contacted and can contact the committee</li> <li>- Arrange a meet up point in case of separation</li> <li>- Ensure all members know the way to each event's location prior to the day of the event</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	