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|  | | **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:** | Cross Country (Leeds University Union Cross Country Club – UOLCCC) | | **Likelihood (L) X Severity (S)** | | |
| **Category:** | Sport | |
| Unlikely | 1 | Minor harm caused |
| **Group Description:** | LUUCCC are an inclusive group open to all runners, whatever their level and experience. In the past, they have enabled athletes new to the sport to realise their potential and go on to compete at various levels, whilst also welcoming those who seek the physical, social and mental benefits of the sport. They also incorporate road running, fell racing and middle-distance track events into their training and maintain strong links with the Orienteering and Athletics clubs. | | Possible | 2 | Moderate harm caused |
| Certain | 3 | Major harm caused |
| **Completed by *(name and committee position):*** | Joe Gebbie (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.***

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| **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)*** |
|  |  |  |
| ***Unsuitable venue for activities planned, or a large number of people***.   * Eg) Uneven, raised and unsecure surfaces * Eg) Insufficient or unsuitable space (proximity of walls and ceilings, confined spaces) * Eg) Lack of fire exits | Participants are at risk - resulting from collisions (with equipment or another participant) in a venue too small for the number of participants  Unsuitable flooring leading to slips/trips  Lack of fire exits resulting in harm where there is an emergency | Prior assessment of each venue to ensure suitability  Willingness to not use venues where unsafe for members.  Boundaries of the training area to be marked to reduce the risk of collisions | 1 | 2 | 2 |  |
| ***Uncomfortable venue where the activity or event is held*** | Harm caused to participants from  inappropriate lighting, temperature, inadequate ventilation and inhalation of dust, etc. | Prior assessment of each venue to ensure suitability  Check the weather forecast prior to club runs and ensure appropriate kit is worn. | 1 | 2 | 2 |  |
| ***Overcrowding or lack of crowd management***   * Eg) Space not being big enough to allow space for amount of people in the meeting/activity | Leading to too many members in one space causing crowding, collisions, lack of personal space, issues when it comes to an emergency and potentially unsociable behaviour. | We train in large open spaces so this is not an issue  If a large number of people do attend, consider splitting into smaller groups or staggering start times. | 1 | 2 | 2 |  |
| ***Training on roads*** | Participants and members of the public at risk of road traffic collisions if runners are unable to be seen or are not careful to cross roads cautiously and stop at junctions | Advising members of the risk and encouraging them to wear reflective clothing and exercise caution when training on the roads – particularly in winter when light conditions can be poor  Ensure the club has a supply of high  visibility vests to lend to members on training nights  Communicate with members when conditions will be low light | 1 | 3 | 3 |  |
| ***Placement of equipment and untidiness*** | Harm to participants resulting from trip/collision hazards | A single place to store equipment/belongings to be communicated and respected to reduce collision risk  Ensure equipment is not stacked in a hazardous way (eg. stacked too high, could fall on someone) | 1 | 2 | 2 |  |
| ***Members of the public verbally or physically abusing members or trying to partake in activity*** | Participants at risk and also members of the public if the incident escalates/there is retaliation  May cause distress or physical injury | Ensure training is held at well-lit, safe and secure venues to reduce the likelihood of this occurring  Have de-escalation plans in place and ensure members don’t react negatively to members of the public  If there is any mental distress, ensure that dialogue with the welfare secretary is established and followed up  Knowing when to report to emergency services - immediately contact 999 if any major accidents or injuries occur.  Reporting incidents to LUU as required | 2 | 2 | 4 |  |
| ***Slips, trips, falls on an outside space due to objects in the way or the surface, etc*** | Resulting in physical harm to a participant  Eg. cuts, bruises, sprains, muscular strains, fractures etc. | Ensure footwear appropriate to the terrain is worn – eg trail shoes or spikes for particularly wet/muddy surfaces  Members to alert others of any hazards on the route.  Outdoor areas should be checked before participating in any activity/training for any dog litter/stones/rabbit holes etc.  Willingness to cancel match/event where grounds are unsuitable eg. very wet grass/too much mud, etc | 2 | 2 | 4 |  |
| ***Unsuitable equipment, kit or attire for the activity*** | No additional equipment used by the society  Injury caused to participant by ill-fitting kit getting caught on something/ someone, injuring self with ill-fitting shoes etc. | Members personally responsible for wearing appropriate kit. Guidance is given by society on suitable attire.  Personal equipment must meet the clubs advised standards.  Where possible bring spare dry clothes to races and training.  Ensure members are briefed to bring food and water when required. | 1 | 2 | 2 |  |
| ***Collisions with people/objects*** | Injuries to participants, spectators, members of the public  Eg)   * Participants colliding with other athletes encroaching into other lanes on the track or route.   Leading to contact injuries, minor concussion, abrasions, bruises, sprains, strains, fractures etc | Communicate rules/etiquette that members must follow during activity (eg overtake on the right, shout track to alert of your presence) - members who are overly aggressive towards others or disregarding the rules will be asked to stop taking part.  Mark the boundaries of the training area to reduce likelihood of collisions with equipment/surroundings  In low light, wear fluorescent, reflective clothing to improve visibility of participants.  Accidents should be cordoned off and crowds will be asked to move away. | 1 | 2 | 2 |  |
| ***Over-exertion, tiredness, cramp when participating in activities*** | Harm caused to participants when persevering through these issues e.g. fainting, tripping, dehydration, muscle strains etc. | Ensure members are aware of what the session involves and know their fitness limits  Advise on the need for hydration/nutrition  Have coaches monitor the perceived state of all participants and advise on when to stop if they look over-exerted | 1 | 2 | 2 |  |
| ***Jewellery and piercings*** | Harm caused to participants  Eg)   * Jewellery could be ripped out during activity * Jewellery could become trapped on equipment/clothing * New piercings could get infected * Jewellery could fall out of ear and harm another member if they stand/sit on it. | Ask members to check that any jewellery is secure (eg earrings) or for items more likely to cause harm – eg bracelets/watches – ask participants to consider removing them for the duration of the session | 1 | 2 | 2 |  |
| ***Coach unavailable / unsupervised training*** | Unsupervised training leading to an accident/injury | Coaching scholars/captains to control session  Cancel session where coach or substitute unavailable.  Clear communication to members on who is leading the session. | 1 | 2 | 2 |  |
| ***Inappropriate coaching activity (level of coaching to ability of members)*** | Coach level is different to the member skill, leading to overexertion, tiredness, injuries, etc | Various ability groups with a separate coach for each  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  Perform regular assessments/training sessions to test skill to ensure coaching level is appropriate to the skill level | 1 | 2 | 2 |  |
| ***Lack of training environment precautions*** | Participants may collide with/enter an unsafe space (eg rabbit hole in the ground, area off limits etc) | Mark the boundaries of the training space and alert all participants of any off-limit/dangerous areas before proceeding  If the environment is still unsuitable, training will be relocated or cancelled | 1 | 2 | 2 |  |
| ***Lack of appropriate first aid on or off campus*** | Member harmed when prompt first aid is not given when ill or injured | Awareness of nearest first aider/procedure at all venues/locations- members know how to request first aid support (campus security)  Have people in the society who are first aid trained  Ensure committee bring first aid provision such as foil blankets, ice packs and bandages to races and event-or know where to request them.  Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur.  Reporting incidents to LUU as required. | 1 | 3 | 3 |  |
| ***Adverse weather*** | Illness and injury suffered by participants associated to adverse weather conditions (sunburn, heat stroke, hypothermia, dehydration, sun blindness) | Be aware of weather conditions and prepare accordingly   * If weather is hot, precautions taken e.g. stay hydrated, sun cream used * If weather is cold/wet, have access to shelter, warmer clothing, waterproofs   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 |  |
| ***Night-time training*** | Inadequate lighting leading to more collisions with unseen people/objects – this includes participants and members of the public | Provide head torches to athletes and use portable flood lighting where available  Stay in a group and ensure the route is known by posting on facebook before  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.  In low light wear fluorescent, reflective clothing to improve visibility of participants. | 1 | 2 | 2 |  |
| ***Lack of emergency procedure for trips away***  ***OR***  ***Emergency procedure not communicated properly*** | Leads to injury in an emergency or getting hurt when trying to exit the building or sports pitch (eg. injuries in the event of a fire evacuation – serious burns, collisions etc)  Participants and other users of any accommodation/shared venue at risk | A meeting or announcement will be made before the trip to make sure everyone understands the procedures.  Ensure that on arrival at a venue, the appropriate safety procedures, fire exits, safety equipment etc are identified and familiarised  Emergency contact details awareness prior to the trip  Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur.  Reporting incidents to LUU as required. | 1 | 3 | 3 |  |
| ***No controls for night time tendencies in place e.g.***   * Sleep walking   ***OR***  ***No safety procedures for moving around at night*** | Member Sleepwalks and hurts self or other  Slips/trips/falls from unseen hazards in the dark | Doors will be locked at night to ensure safety of members  Sufficient ambient lighting to remain in communal areas/corridors or where there are identifiable hazards  Emergency contact details awareness | 1 | 2 | 2 |  |
| ***Lack of control for illicit substance use and/or other incidents (such as trespassers)*** | Member overdoses on illicit substance causing potential serious harm to health/threat to life  Member suffers personal theft or attack from trespasser  Criminal charges for members using or possessing illicit substances  Potential negative impact on the club and university’s reputation | Ensure that a clear code of conduct is given to our members before the stay away to explain a zero-tolerance on illicit substances and the repercussions  Committee to deal with individual and remove from activity if breaching the rules/code of conduct  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 contact 999 if any major accidents or injuries occur.  Reporting incidents to LUU as required | 1 | 3 | 3 |  |
| ***Failure to report an accident*** | Reputational damage for club and university.  Lack of support from LUU staff as they are unaware of incident | Educate members and committee members on the importance of reporting all major incidents to LUU – so that the society can continue operating as we wish it to, and to preserve reputation  Report problems to committee members who can talk to relevant staff in LUU as required  Reporting incidents to venue staff as required  Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur. | 1 | 2 | 2 |  |
| ***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 | Upload to private Facebook group and LUU webpage  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  Paper copies can be given on request. | 1 | 3 | 3 |  |
| ***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. | Upload to relevant event page as changes for each event  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  A disabled member suffering emotional/mental hurt after being felt left out/considered an afterthought | Make sure they're aware of what the activity entails so they know if they are able to complete it  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.  Plan all socials and events in a way that is not restrictive to disabilities.  Ensure any venues have disabled access, and if transport is used, ensure that special arrangements for access can be obtained. | 1 | 3 | 3 |  |
| ***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. | Ask members to notify us of conditions or allergies so we can monitor them  Check in with members prior to activities/training/events to ensure everyone is in a fit state to participate, mentally and physically.  On an individual basis modify activities, altering access arrangements where necessary.  Individuals should make coaches/instructors aware of any medical conditions, allergies or pre-existing injuries.  Individuals are responsible for bringing any medicine or specific equipment they require to sessions e.g. inhaler, epipen, ankle support. | 1 | 3 | 3 |  |

**Socials, Meetings and Transport Hazards**

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| **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** |
| ***Blocked exits*** | Attendees are impeded or prevented exiting, resulting in injury in the event of an emergency | Ensure spaces are tidy and that we do not block exits with bags or people  General good housekeeping. 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 |  |
| ***Placement of equipment and untidiness*** | Harm to attendees resulting from trip/collision hazards | Ensure equipment is stored in the correct manner to reduce a trip/collision hazard  Ensure equipment is not stacked in a hazardous way (eg stacked too high, could fall on someone) | 1 | 2 | 2 |  |
| ***Slip / trip / fall hazards***  E.g. wet floor, objects in the way | Leads to injury of attendee (bruises, cuts, sprains, abrasions, broken bones)- Someone could trip over something or slip on a wet floor | Being aware of surroundings and telling members/staff of any hazards  Flooring even and well maintained. Spillages cleaned up immediately. Wet floor signs used after mopping. All areas well lit, including stairs.  Remove all obstructions in walkways that could be a trip hazard - such as boxes, trailing leads or cables.  Staff keep work areas clear  Notify venue staff of any spillages/other hazards | 2 | 2 | 4 |  |
| ***Unsuitable room for activities planned or a large number of people.***  ***Eg)***   * Uneven, raised and unsecure surfaces * Insufficient or unsuitable space (proximity of walls and ceilings, confined spaces) * Lack of fire exits | Harm to attendees resulting from collisions (animal or member) in a room too small for the number of members/animals  Unsuitable flooring leading to slips/trips  Lack of fire exits resulting in harm where there is an emergency | Ensure surfaces are even and secure  Ensure space is suitable for the amount of people- do not exceed advised room capacity.  Keep the space tidy  Report any issues with the room to duty management or venue staff. | 1 | 2 | 2 |  |
| ***Theft/loss of society money/equipment*** | Financially hurts the society | Store money in a secure place only known by the core committee  Be aware of people nearby  Don’t draw attention to cash  Use the Cash Office safe when taking cash after hours then return to count and deposit money in the morning | 1 | 2 | 2 |  |
| ***Theft/loss of personal items*** | Members lose their belongings  Creates mis-trust between members | Ensure members have personal items on them and don't leave them lying around.  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 the group moves away from the area.  If possible, use locker if at training or an event | 1 | 2 | 2 |  |
| ***Separation from group*** | Someone gets lost and comes to harm/misses event | Facebook group for communication between members, contact details given for committee members running the social.  Ensure that all members know the route plan for the particular event so they can head there  Pre-arrange a meet up point in the event of a member becoming separated.  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. | 1 | 3 | 3 |  |
| ***Influence of alcohol*** | Alcohol affecting/impeding judgement leading to physical injury or abusive behaviour to self or others. | Have dedicated committee members who stay sober/alert to ensure nothing goes wrong  Reporting issues to event staff (e.g. bouncers)  Communication of code of conduct  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 someone who has drunk too much, e.g. staff not serving them anymore  Have alcohol-free events | 2 | 2 | 4 |  |
| ***Excessive alcohol consumption, alcohol poisoning and associated illnesses*** | Member suffering from alcohol poisoning and other associated illnesses | Emergency contact details of committee members, ensure the committee knows when its an emergency that needs to involve emergency services | 1 | 3 | 3 |  |
| ***Drink spiking*** | Leading to unusual behaviour/loss of consciousness and other serious health issues | 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   * Keeping drink in hands at all times * Covering drinks * Buy own drinks * Don’t take drinks from the bar left unattended | 1 | 3 | 3 |  |
| ***Inappropriate behaviour/offence caused to others*** | Could result in a physical fight, causing someone to be affected physically/mentally | Committee members diffuse situations and remove members if necessary  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 |  |
| ***Abuse/violence (verbal, physical, sexual)*** | A member or other attendee is harmed when verbally/physically/sexually assaulted | Look out for everyone and post on social pages to keep groups together  Reporting issues to event staff (e.g. bouncers)  Stay with members of the club, keep each other safe and exchange contact details before all events  Avoid any verbal or physical confrontation when out (no offence caused to others)  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  Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur. | 1 | 3 | 3 |  |
| ***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 | Talk to the member in question about their specific needs before every activity/event  Check transport/venue has accessible entrance and toilet facilities | 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 | Be aware of members' conditions and notify them of something that may affect them  Make sure that it is known before the event of the presence of strobe lighting  Check in with members regularly to see how they are feeling throughout events | 1 | 3 | 3 |  |
| ***Excessive noise/loud music at socials*** | Member suffering damage to hearing | Be aware of members' conditions and notify them of something that may affect them - make sure that it is known beforehand that there will be loud music  Where possible, ensure music is kept to a reasonable volume | 1 | 2 | 2 |  |
| ***Transport cancelled or breaks down to or from social event*** | Resulting in issues getting to event/being stuck in an unknown place  Member could get lost in an unknown place and come to harm | Group travel, meet at university locations before and have checklists.  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 all members know the way to each event’s location prior to the day of the event.  Ensure transportation is booked well in advance with a reputable company 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 | 2 | 1 | 2 |  |
| ***Night time navigation*** | Member could get lost in the dark or slips/trips/falls causing injury from an unseen hazard | Route posted before, locations addresses posted and contact details.  Travel on well-lit routes with adequate street lighting    Not travelling alone to events or having means to contact a member of committee on the journey | 1 | 2 | 2 |  |
| ***Society members driving to training centres or socials*** | Inexperienced driver causing a crash.  Poorly maintained car.  Distractions causing a driver to crash.  Affecting both the driver and members of the public also driving on the roads | 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)  Members must respect the driver and not distract them or behave inappropriately.  Follow LUU guidance on reporting/logging the accidents/incidents.  Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur. | 1 | 3 | 3 |  |
| ***Unsuitable transport to and from activity*** | Member could become involved in a crash or incident  Member could get lost in an unknown place and come to harm  Resulting in issues getting to event/being stuck in an unknown place | We run to and from sessions. group travel to events on group coach  Ensure transport is booked well in advance with a reputable company and that good relationships are maintained with the external companies used.  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 |  |