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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:** | Darts Society | | **Likelihood (L) X Severity (S)** | | |
| **Category:** | Sports | |
| Unlikely | 1 | Minor harm caused |
| **Group Description:** | All abilities welcome – from experienced players to those who have never picked up a dart, LUU Darts offers something for everyone. Whether you want to get involved in our weekly tournaments and competitions against other universities, or just come down to throw some darts and have a pint, join us at our weekly social events every Monday at the New Moorside Club, LS6 2PD, close to campus. Our weekly Monday socials regularly attract over 40 people and involve tournaments, games and pizza.  We have two teams in the UDUK Northern Universities Darts League with fixtures played throughout the year. We also enter two weekend darts events run by the UDUK – definite highlights of the darting calendar. Membership is only £4 for the entire year and includes access to all Monday night socials and some subsidy for match travel. | | Possible | 2 | Moderate harm caused |
| **Date of Assessment** | Certain | 3 | Major harm caused |
| **Completed by *(name and committee position):*** | Bethany Madden - 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)*** |
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| 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 | Our risk assessment will be available on our LUU Engage page, which all members and non-members have access to. All members will be encouraged to read the risk assessment and will be informed of the alternative options available (translated copies, paper version) upon request. | 2 | 2 | 4 |  |
| 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. | Our emergency procedure will be communicated verbally to members at our weekly events. The venue emergency procedure shall be made clear at our events. | 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 | All cases of disability will be dealt with on an individual basis when appropriate. Our venues are all accessible and the activities involved are open to all members with disability. Transport to fixtures and events will typically be via train, which caters for those with disabilities. | 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. | The president will be responsible for logging and responding to any medical conditions/ allergies/ injuries as seen appropriate.  Check in with members prior to activities/ training/ events to ensure everyone is in a fit state to participate, mentally and physically.  Modify activities, altering access arrangements where necessary.  Individuals should make committee member 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. | 2 | 3 | 6 |  |
| 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. | The public are not involved or present at our events.  Keeping spectators a certain distance away from an activity to avoid equipment impacts/bodily collisions. | 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. | The venues at which we hold our weekly events and away fixtures are all equipped with first aid equipment. Key committee members will be made aware of first aid equipment locations. The President is first aid trained.  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 |  |
| 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. | The President will give the ultimate judgement on whether an individual's behaviour is unsafe or unacceptable and will take action appropriately - asking venue managers to remove the individual or intervening in the situation 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 | All of our activities are open events and are accessible for all abilities. No ranking or seeding is used, so all players are on a level playing field. | 1 | 2 | 2 |  |
| 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.  Harm resulting from collisions (equipment or member) in a room too small for the number of members | Our weekly venue has a capacity of 200 people, while our socials are attended by an average of 40-50, so overcrowding is unlikely. Capacity is monitored by senior committee members and venue owner.  Report any issues with the room to duty management or staff at the venues e.g. spillages or faulty/damaged equipment. | 1 | 2 | 2 |  |
| Placement of equipment and untidiness | Harm resulting from trip/collision hazards | Dartboards are fixed with appropriate distance between each one.  Keep the space tidy - bags and personal belongings to the side of the room. | 2 | 2 | 4 |  |
| Uncomfortable room where the activity or event is held | Harm caused from  inappropriate lighting, temperature, inadequate ventilation and inhalation of dust, etc. | The president will monitor this and communicate any necessary changes to the venue holder. | 1 | 2 | 2 |  |
| Slips, trips, falls 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. | Committee members will check playing surfaces and alert the venue holder to any hazard. | 1 | 2 | 2 |  |
| Impact from equipment | Equipment hitting member e.g a dart could hit and injure a member  Puncture wounds, cuts abrasions etc. | Players are not allowed in front of the oche whilst another player is throwing. This is monitored by committee members in attendance.  Spectators and other members sit at a suitable and safe distance.  Any member using equipment inappropriately will be asked to stop playing. | 2 | 2 | 4 |  |
| Collisions with people/objects | Collision with another member or object resulting in injury  Contact Injuries, minor concussion, abrasions, bruises, sprains, strains, fractures etc. | Players are not allowed in front of the oche whilst another player is throwing. This is monitored by committee members in attendance.  Spectators and other members sit at a suitable and safe distance.  Any member using equipment inappropriately will be asked to stop playing. | 2 | 2 | 4 |  |
| Over-exertion, tiredness, cramp when participating in activities | Harm caused when persevering through these issues e.g. fainting, tripping, dehydration, etc | Members will have constant access to water.  Members will be given regular breaks between games. | 1 | 1 | 1 |  |
| Coach unavailable / unsupervised training | Unsupervised training leading to an accident/injury | A coach is not present at darts training sessions but committee members will advise attendees how to throw darts appropriately. | 1 | 2 | 2 |  |
| Inappropriate space for training | Lack of space resulting in more collisions with objects/other members | Dartboards are in fixed positions appropriately spaced out. | 1 | 2 | 2 |  |
| 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 | The President and team captains are responsible for away fixtures and will communicate with other universities and venues about emergency procedures. | 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 | The president will maintain a list of any accidents and will escalate these to LUU if necessary.  Knowing when to report to emergency services - immediately contact 999 if any major accidents or injuries occur. | 2 | 2 | 4 |  |
| 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. | Equipment transported in suitable containers e.g. personal darts.  All equipment setup should be checked by committee members prior to use. | 2 | 2 | 4 |  |
| 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. | Any attire can be worn to play darts and equipment will be standard issue. | 1 | 1 | 1 |  |
| Damaged equipment | Leading to equipment failure and injury as a result. | Report fault or damage of any borrowed equipment to venue staff  Remove faulty equipment and replace immediately.  Where possible, have extras present at matches/training. | 2 | 2 | 4 |  |
| 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 self/others or moving part hits self/other. | No one to move heavy equipment if they have not done manual handling training. | 1 | 3 | 3 |  |
| 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. | Ensure equipment is stored in the correct manner to reduce a trip/collision hazard. | 2 | 2 | 4 |  |

**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 | Committee members will be briefed at the start of the year on the required playing conditions for our venues and will be advised to seek and act upon any blockages of exits.  No crowds or belongings in front of exits.  Ensure spaces are kept tidy. | 1 | 3 | 3 |  |
| Theft/loss of society money/equipment | Financially hurts the society | Our treasurer and president will be responsible for all handling of cash and will keep all cash in a locked box until deposited at the union.  Transactions will be completed online in almost all situations to avoid cash being handled physically. | 1 | 2 | 2 |  |
| Theft/loss of personal items | Members lose their belongings  Creates mis-trust between members | Our venues are equipped with CCTV and our members are advised not to bring valuable items to events. The venues will provide a safe-keeping location for any valuables. | 1 | 2 | 2 |  |
| Separation from group | Someone gets lost and comes to harm/misses event | The President is responsible for keeping the group together at weekly training sessions and on match days. Emergency contact details will be posted on the facebook group and given to all members in attendance at fixtures. | 1 | 3 | 3 |  |
| Travelling to and from evening training sessions | Harm resulting from interactions with members of the public outside of the event. | Members will be encouraged to travel in groups to and from events or get taxis, especially when it is dark.  Vulnerable members (e.g. women) could be given funds towards the cost of taxis for attending events. | 2 | 2 | 4 |  |
| Unsuitable room for activities planned or a large number of people.  Uneven, raised and unsecure surfaces  Insufficient or unsuitable space (proximity of walls and ceilings, confined spaces)  Lack of fire exits | Harm resulting from collisions (equipment or member) in a room too small for the number of members  Unsuitable flooring leading to slips/trips  Lack of fire exits resulting in harm where there is an emergency | Our weekly events are in a well-lit venue where the condition is checked by the venue holder and then by the first committee member to arrive. Any hazards will be dealt with before the event begins.  Report any issues with the room to duty management or staff at the venues e.g. spillages or faulty/damaged equipment.  Ensure surfaces are even and secure before participants throw darts.  Ensure space is suitable for the amount of people- do not exceed advised room capacity. | 2 | 2 | 4 |  |
| Placement of equipment and untidiness | Harm resulting from trip/collision hazards | n/a equipment is fixed in place.  Keep the space tidy - bags and personal belongings to the side of the room. | 2 | 2 | 4 |  |
| Uncomfortable room where the activity or event is held | Harm caused from inappropriate lighting, temperature, inadequate ventilation and inhalation of dust, etc. | The president will monitor this and communicate any necessary changes to the venue holder. | 1 | 2 | 2 |  |
| 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 | Before events take place, senior committee members will assess the venue to ensure safety. Thereafter, the venue holders will be responsible for ensuring that the condition of the venues are upheld during any events.  Remove all obstacles which could be a trip hazard.  Notify venue staff of any spillages/other hazards | 2 | 3 | 6 |  |
| Influence of alcohol | Alcohol affecting/impeding judgement leading to physical injury or abusive behaviour to self or others. | Emergency contact details will be posted on our Facebook group before any social events.  Committee members in attendance are encouraged to drink responsibly and be on hand in the event of an emergency.  Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur. | 2 | 3 | 6 |  |
| Excessive alcohol consumption, alcohol poisoning and associated illnesses | Member suffering from alcohol poisoning and other associated illnesses | The President and committee members will observe members and try to intervene if somebody is drinking excessively. | 2 | 3 | 6 |  |
| Drink spiking | Leading to unusual behaviour/loss of consciousness and other serious health issues | Members are encouraged to remain vigilant and report any incidences to the most senior committee member in attendance. | 1 | 3 | 3 |  |
| Abuse/violence (verbal, physical, sexual) | A member is harmed when verbally/physically/sexually assaulted | Committee members are briefed on appropriate conduct and are responsible for monitoring and reporting any abuse/violence to the president. Any incidences will be logged and escalated to the union if necessary.  Ensure members are aware of code of conduct and potential consequences if they do not adhere to them. | 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 | Social secs for the events are responsible for ensuring that any vulnerable member is catered for on social events.  Talk to the member in question about their specific needs before every activity/event.  Ensure all venues and transportation that we visit/ use have appropriate wheelchair/ disabled access, as well as appropriate toilet facilities. | 1 | 3 | 3 |  |
| Excessive noise/loud music at socials | Member suffering damage to hearing | All members are invited to contribute to social planning and their comments on noise/atmosphere will be accounted for.  Ensure music is kept to a reasonable volume. | 2 | 2 | 4 |  |
| Inappropriate behaviour/offence caused to others | Could result in a physical fight, causing someone to be affected physically/mentally | Any incidences will be dealt with by the most senior committee member on the social. This committee member will be briefed before the event and will be encouraged to monitor behaviour, talk with disruptive individuals on 1-to-1 basis to de-escalate the situation. If necessary, venue holders will be requested to remove an individual.  Ensure members are aware of code of conduct and potential consequences if they do not adhere to them.  Report any incidents to LUU. | 2 | 2 | 4 |  |
| 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 | Transport will be decided and arranged by the President or Secretary and members will be advised on how/where to purchase their ticket for transport.  Ensure transportation is booked well in advance 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.  Ensure any accessibility requirements are met. | 2 | 2 | 4 |  |
| Night time navigation | Member could get lost in the dark or slips/trips/falls causing injury from an unseen hazard | Any travel to/from our social events will be in groups and all members will be advised of time/locations. The President will be responsible for ensuring all members have a safe way to travel home.  Members will be encouraged to travel in pairs/groups with adequate street lighting. | 2 | 2 | 4 |  |
| Unsuitable transport to and from activity | Member could get lost in an unknown place and come to harm  Resulting in issues getting to event/being stuck in an unknown place  Transport breaks down | Group travel is always used and committee members are responsible for ensuring that all members are in attendance before travel begins. The route/timing is decided by committee members and communicated to members via our facebook page. | 1 | 2 | 2 |  |
| Separation from group/losing contact | Someone gets lost and comes to harm/misses event | All of our event timings and location are provided with emergency contact detials on our facebook page. | 2 | 3 | 6 |  |
| Unsustainable travel | Causes a lot of pollution and is expensive to run | Train will be our most common transport, unless it is too expensive when hiring a coach will be most efficient.  Members are encouraged to walk or cycle to training venue if it is safe to do so. | 1 | 2 | 2 |  |
| Rubbish, waste and litter | Damages the environment, trip hazard, negative impact on the club and university’s reputation. | The venue is responsible for disposing of waste. | 2 | 2 | 4 |  |
| Lack of emergency procedure for staying away  Emergency procedure not communicated properly | Leads to injury in an emergency or getting hurt when trying to exit the building or sports pitch. | A meeting or announcement will be made before the trip to make sure everyone understands the procedures.  Reporting incidents to LUU as required.  Members to be made aware of emergency contact details of committee members.  Knowing when to report to emergency services. | 2 | 2 | 4 |  |
| Illicit substance use | Health risk for substance user.  Negative impact on the club and university’s reputation.  Criminal charges for members using or possessing illicit substances | 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.  Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur.  Reporting incidents to LUU as required. | 2 | 3 | 6 |  |