


CLUB AND SOCIETY INDIVIDUAL RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix								
Society Name:		LUU Orienteering and Fell Running Club		Likelihood		Severity						
Category:		Outdoor		5	Inevitable	Likelihood		1	2	3	4	5
Author(s):		Edward Jones		4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:				3	Probable		2	2	4	6	8	10
Persons Responsible:		Club and society committees and leaders names		2	Unlikely		3	3	6	9	12	15
Staff Sign Off:		[Signature] [Date]		1	Remote possibility		4	4	8	12	16	20
Staff Additional Check:		[Signature] [Date]		Severity			5	5	10	15	20	25
Locations:		Countryside around Leeds, West Yorkshire and the UK		5	Very high - multiple deaths	Risk rating score		Action				
Details of Activity:		Orienteering training and competitions, fell running races, trail running, socials.		4	Highly - death, serious injury, permanent disability	1 - 4		Broadly acceptable - no action required				
People who may be affected:		<ul style="list-style-type: none">Society members and participantsStaff		3	Moderate - Off Uni/work for at least 5 days	5 - 9		Moderate - Reduce risks if reasonably practicable				
				2	Slight - First aid treatment	10 - 15		High risk - Priority action to be undertaken				
						16 - 25		Unacceptable - Action must be taken				

1

Nil - Very minor

immediately



<i>Identify Hazards</i>		<i>Estimate the risk</i>			<i>Evaluate the risk</i>				<i>Evaluate residual risk</i>
Hazard	How may harm result?	L i k e l i h o o d	S e v e r i t y	R a t i n g	Risk control measures	L i k e l i h o o d	S e v e r i t y	R a t i n g	Further action required? Only fill out if additional control measures are needed to be implemented or reviewed Include timescales and who is responsible for implementation
Slips, trips and tumbles	Sprains, bruises, strains and broken bones may result from tripping and falling on uneven ground, rocks, roots or stairs.	2	2	4	Suitable trail/fell running trainers are encouraged. Club members will be warned of the possibility of uneven ground. Members to alert others behind of any hazards (e.g. roots) en route. Outdoor areas should be checked before leading a group.	1	2	2	We currently have two committee member who are first aid trained (Fell Running Captain and Orienteering Captain), but it would be good if at least one other committee member could receive first aid training so we can have a first aider at all our sessions. I emailed Zoe Gray regarding this on 12 Jul 2024.
Emergency in building	Burns, broken bones, strains, slippage, trips	2	3	6	A meeting or announcement will be made before the trip to make sure	1	3	3	

	etc.				<p>everyone understands the procedures.</p> <p>Ensure that on arrival at a venue, the appropriate safety procedures, fire exits, safety equipment etc. are identified and familiarised.</p> <p>Emergency contact details awareness prior to the trip.</p> <p>Knowing when to report to emergency services – immediately contact 999 if any major accidents or injuries occur.</p>				
Fire	Burns/injury from heat and flames; suffocation or poisoning from smoke; broken bones, concussion, injury from collapsing building; death	2	4	8	<p>Ensure fire exits are accessible and well lit.</p> <p>Ensure everyone knows where the fire exits are and where to congregate in the event of a fire alarm sounding.</p> <p>Ensure everyone knows to sound a fire alarm immediately after discovering a fire</p> <p>Ensure everyone knows to evacuate the building immediately when a fire alarm sounds.</p>	1	4	4	Same as above re first aid.
Lack of correct warmup	Strains, sprains, muscle and joint damage.	3	1	3	An instructed warm up and cool down will be provided before and after each session, including cardio (strides) and stretching elements.	2	1	2	Same as above re first aid.
Traffic	Broken bones, concussion and/or death if	2	4	8	Club members will be told when the routes include crossing roads or areas with traffic i.e. car parks. They will be	1	4	4	

	runners are unable to be seen or are not careful whilst crossing roads.				advised to minimise the use of roads and follow the highway code when crossing roads. HI-Vis clothing is mandatory.				
Previous medical conditions, pre-existing injuries and contagious conditions	Spread of an illness, an allergic reaction, exacerbating an existing condition or pre-existing injury.	2	3	6	<p>Ask members to notify us of conditions or allergies so we can monitor them.</p> <p>Check in with members prior to activities/training/events to ensure everyone is in a fit state to participate, mentally and physically.</p> <p>On an individual basis modify activities, altering access arrangements where necessary.</p> <p>Individuals should make coaches/instructors aware of any medical conditions, allergies or pre-existing injuries.</p> <p>Individuals are responsible for bringing any medicine or specific equipment they require to sessions e.g. inhaler, epipen, ankle support.</p> <p>Advise members of the risk of exposure to multiple species of botany and to bring medicine if prescribed.</p>	1	3	3	Same as above re first aid.
Animals	Bites, scratches and attacks	2	2	4	Club Members advised to keep away from members of the public walking dogs. To be vigilant of cats and other free roaming animals; including cattle	1	2	2	Same as above re first aid.

					and other livestock. Club members advised to wear deet spray in areas that might have midges.				
Water	Drowning	2	4	8	Club members told to keep away from areas of water such as ponds, lakes and water features. These features are identified on the map and members will be made aware of them prior to the event.	1	4	4	Same as above re first aid. Orienteering captain has a safe working near water certificate
Getting Lost	Anxiety, hypothermia and exposure	2	1	2	Highlight key features of the map which are noticeable i.e. motorways, pylons or buildings. Set appropriate rendezvous points. Everyone to carry a whistle for emergencies. Head counts at start and end of session. For races and events which require navigational skills, everyone is to carry a map and compass and have undertaken sufficient training in using them.	1	1	1	Training should be provided for members before they take part in orienteering events/fell running races where map reading and navigational skills are required. Training sessions to be organised and run by committee.
Losing a member on a trip	Anxiety, lost in an unfamiliar location.	2	1	2	Keep a register to make sure everyone is accounted for. When in a group, make sure to stick together and regularly wait for the last person if the group gets spread out, to ensure that no-one gets lost.	1	1	1	
Members of the Public verbally or physically abusing members or trying to take part in activity.	Assault. Could lead to retaliation if the incident escalates.	2	2	4	Club members encouraged to stay in well-lit areas when possible, and to travel in pairs if uncomfortable. Always provide adequate number of leaders to members per trip.	1	2	2	

					<p>De-escalation plans in place to ensure members don't react negatively to members of the public.</p> <p>In the case of mental distress, ensure the incident is followed up with the member by someone in the committee.</p>				
Over-exertion, tiredness, fatigue and cramp	Fainting, tripping, dehydration, muscle strains	3	1	3	Ensuring everyone is comfortable and they are encouraged to go at their own pace and take breaks as necessary. For longer events (especially those > 1.5 hours), members to be advised to bring food with them.	2	1	2	Same as above re first aid.
Loss of Control whilst running downhill or around a sharp corner	Flesh wound, sprains, broken bones etc.	2	2	4	<p>Advise members to slow down around corners or whilst running downhill.</p> <p>Identify on maps where the downhill sections are.</p>	1	2	2	
Reduced Visibility/Darkness when training at night/winter	Collisions, bruises, cuts, strains, sprains, broken bones etc.	2	2	4	<p>Provide members with head torches and high-vis clothing.</p> <p>Training in a group and ensure that everyone knows the route prior to starting.</p> <p>Discourage people from going home alone, ensuring groups of 3 people minimum.</p>	1	2	2	
Adverse weather	Sunburn, heatstroke, hyperthermia, hypothermia,	2	2	4	Club committee will check weather forecast prior to event and consider changing the route/group objective and advise via Facebook/Instagram	1	2	2	

	dehydration				<p>before the event.</p> <p>Club committee to ensure club members have the correct equipment. Unsuitably dressed club members will be prevented from participating and advised what is suitable for next time.</p> <p>If weather is hot, precautions taken e.g. stay hydrated, sun cream used.</p> <p>If weather is cold/wet, have access to shelter, warmer clothing, waterproofs.</p>				
Night-time navigation	Lost in the dark, slips, trips, broken bones, etc.	3	2	6	<p>Route, locations/addresses and contact details posted beforehand.</p> <p>Travel on well-lit routes with adequate street lighting.</p> <p>Not travelling alone to events or having means to contact a member of committee on the journey.</p>	2	2	4	
Unsuitable equipment or kit for the activity	<p>Injuries caused by ill-fitting kit getting caught on someone/something (e.g. branches).</p> <p>Injuries caused by ill-fitting shoes. Injuries (e.g. slips)</p>	2	2	4	<p>Members personally responsible for wearing appropriate kit. Guidance is given by society on suitable attire.</p> <p>Personal equipment must meet the club's advised standards.</p> <p>Where possible bring spare dry clothes to races and training.</p> <p>Ensure members are briefed to bring</p>	1	2	2	

	caused by inappropriate footwear (fashion trainers/road trainers)				food and water when required.				
Collisions with people/objects	Minor concussion, abrasions, bruises, sprains, strains, fractures etc.	2	2	4	<p>Club members advised to slow down in areas where pedestrians are likely e.g. pavements and on campus. Club members are advised to give way to the public by running in single file. Members are asked to look up when reading map whilst running.</p> <p>Communicate rules/etiquette that members must follow during activity (e.g. 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.</p>	1	2	2	Same as above re first aid.
Fences; barbed wire and electric	Cuts, electric shock etc.	2	2	4	Advise members to be careful when approaching fences and do not cross if there is a possibility of it being electric or barbed wire.	1	2	2	Same as above re first aid.
Socials, Meetings and Transport Hazards									
Going on night outs	Alcohol intoxication and poisoning, falls, bruises, cuts, dehydration,	3	2	6	Have dedicated committee members who stay sober/alert to ensure nothing goes wrong. Contact details of this committee member will be made known prior to the event.	2	2	4	

	drinking spiking, harassment, abuse, violence, damage to hearing, theft/loss of personal items, separation of member from the group.				Have alcohol-free events.				
Slip/trip/fall hazards e.g. wet floor, objects in the way	Bruises, cuts, sprains, abrasions, broken bones.	2	2	4	<p>Being aware of surroundings and telling members/staff of any hazards</p> <p>Flooring even and well maintained. Spillages cleaned up immediately. Wet floor signs used after mopping. All areas well lit, including stairs.</p> <p>Remove all obstructions in walkways that could be a trip hazard – such as boxes, trailing leads or cables.</p> <p>Staff keep work areas clear.</p> <p>Notify venue staff of any spillages/other hazards.</p>	1	2	2	
Transport arrangements via personal vehicles	Crashing (into other vehicles, objects or members of public), becoming lost, mechanical breakdown.	2	3	6	<p>Drivers to obey the rules of the road.</p> <p>Driver to ensure they are in a fit state to drive before beginning journey – including not being overtired, distracted, anxious or intoxicated.</p> <p>Driver to complete relevant documentation from the LUU, being</p>	1	3	3	

					<p>vetted to become an authorised driver.</p> <p>Driver responsible for the maintenance of their vehicle including MOT and reporting any faults which may result in unsafe driving conditions.</p> <p>Passengers to behave respectfully and appropriately at all times e.g. not playing music too loudly or otherwise attempting to distract the driver.</p> <p>Passengers should assist the driver with directions where necessary.</p> <p>Passengers and driver to ensure phone is charged and that there are agreed arrival points and times with members travelling in the vehicle. Ensure that contact details between members are shared for (emergency) communication.</p> <p>Report any accidents/faults.</p>				
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