



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:	University of Leeds Pool and Snooker	Likelihood (L)	X	Severity (S)
Category:	Sports	Unlikely	1	Minor harm caused
Group Description:	This society at the University of Leeds is one of the leading clubs in the country for Pool and Snooker. Membership includes reduced prices for our Pool and Snooker sessions, one to one training with our professional coach, a host of fantastic socials and free membership itself at the Northern Snooker Centre. Members can also trial to represent the Leeds Gryphons in annual tournaments across the UK held by other societies and BUCS 8-ball, 9-ball and Snooker	Possible	2	Moderate harm caused
		Certain	3	Major harm caused
Completed by (name and committee position):	Benjamin Holley (Secretary)	<div> <div>Low (Acceptable) = 1 - 2</div> <div>Moderate (Tolerable) = 3 - 6</div> <div>High (Intolerable) = 7 - 9</div> </div>		
Club & Society Signature:				
(Staff Only) Checked by:				

Society Activity Hazards

Regular and Physical Activities

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 room for activities planned or a large number of people.	Harm resulting from collisions (equipment or member) in a room too small for the number of members	The several rooms are sufficiently spaced out. We have specific rooms for our 9 ball and 8 ball tables and there is enough space for all of our members to play without there being any interruptions, distractions or interference. Should there be an	2	3	6	

Uneven, raised and unsecure surfaces Insufficient or unsuitable space (proximity of walls and ceilings, confined spaces) Lack of fire exits	Unsuitable flooring leading to slips/trips Lack of fire exits resulting in harm where there is an emergency	emergency fire alarm, there are fire escapes on the site to ensure that everyone leaves the premises in a safe and orderly fashion.				
Placement of equipment and untidiness	Harm resulting from trip/collision hazards	We will minimise impact from sports equipment as much as possible. We will tell all new members to not stand too closely to the table or the pockets of the table themselves. This will limit a scenario of a member accidentally hitting the ball too hard and hurting a member standing close by. We will make sure the room is left tidy after playing in the sport.	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.	We want to ensure that the room is comfortable for all members. This includes the temperature by making sure it is not too hot or cold, regulating the lighting that is appropriate for competing whilst limiting rubbish, waste and litter by disposing of it very quickly.	1	2	2	
Slips, trips, falls due to objects in the way, slippery ground, etc	Resulting in physical harm to a member e.g Minor sprains, broken ball, back injury, bruises, abrasions.	Report spillages and hazards on the floor to venue staff. Return cues to racks and when not in use store away from walkways. Any balls that exit the table will be collected and returned immediately.	3	2	6	
Impact from equipment	Equipment hitting member e.g. ball or cue hitting member Contact Injuries, minor concussion, abrasions etc	Where an individual injures themselves, we will be in touch with their emergency contact and follow the appropriate steps	2	2	4	

Collisions with people/objects/conflicts with other members	Collision with another member or object resulting in injury e.g. member hitting head on goal post or member headbutting another player Contact Injuries, minor concussion, abrasions, bruises, sprains, strains, fractures etc	We will make sure that there is enough space that people don't get in close contact and injure themselves Where an individual injures themselves, we will be in touch with their emergency contact and follow the appropriate steps	2	2	4	
Over-exertion, tiredness, cramp when participating in activities	Harm caused when persevering through these issues e.g. fainting, tripping, dehydration, etc	We will make people aware if they have any signs of having played for too long. Our sport ensures time where people can rest but if they need help we will follow the appropriate steps required.	1	2	2	
Jewellery and piercings	Jewellery could be ripped out during any activity New piercings could get infected Jewellery could fall out of ear and harm another member if they stand/sit on it.	Jewellery and piercings should not be an issue for the Pool and Snooker society. However, if required, we will politely ask members to remove such jewellery in order to prevent injury.	1	2	2	
Lack of training environment precautions	Unsafe area to conduct activity	Check the environment prior to the start of training to ensure it is suitable. If not, it will either be made suitable, or the training will be rescheduled.	1	2	2	
Night time training	Inadequate lighting leading to more collisions with unseen people/objects	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.	2	2	4	

Outdoor Playing Environment Conditions

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)

Adverse weather	Illness and injury associated to adverse weather conditions (sunburn, heat stroke, hypothermia, dehydration, sun blindness)	We play primarily indoors and so there should not be issues with regards to adverse weather conditions.	1	1	1	
Unsuitable playing surfaces	Tripping over uneven ground or kicking object causing associated injuries	We play primarily indoors and so there should not be issues with regards to unsuitable playing surfaces	1	1	1	
Astroturf or tarmac	More slippery surfaces resulting in falls More likely to cause grazes and abrasions	We play primarily indoors and so there should not be issues with regards to astroturf or tarmac surfaces	1	1	1	

Coaching

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)
Inappropriate coaching activity (level of coaching to ability of members)	Coach level is different to the member skill, leading to overexertion, tiredness, injuries, etc	Our coach has taught the society for several years and has appropriate qualifications. He makes sure that coaching is of the highest quality and ensures that people of all abilities are made to feel welcome and he has a calm manner in his teaching	1	2	2	
Coach unavailable/unsupervised training	Unsupervised training leading to an accident/injury	Should our coach be unavailable we will give our members sufficient notice that he will not attend	1	2	2	
Inappropriate space for training	Lack of space resulting in more collisions with objects/other members	Our coach has his own designated area to do one-to-one mentoring	2	1	2	

Procedures

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)
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 or a member of committee will be responsible for receiving information and/or relaying the information to either an emergency contact or the appropriate authorities	2	2	4	
Failure to report an accident	Reputational damage for club and university. Lack of support from LUU staff as they are unaware of incident	We will follow procedures in reporting accidents appropriately and with due time.	1	3	3	

Equipment

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)
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.	We work as a team in setting up and closing the sessions. It is important to follow procedure and to not rush tidying up. We will make sure everything is transported safely.	2	2	4	

	Manual handling injury caused from member carrying heavy or unsuitable load					
Unsuitable equipment, kit or attire for the activity	Injury caused by an ill-fitting kit getting caught on something/ someone, injuring self with ill-fitting shoes, equipment not supporting the activity and breaking, etc.	Our kit is only required for tournaments. We give our members a list ahead of every tournament of what they need and so we will make sure that it is relayed to them several times.	1	2	2	
Damaged equipment	Leading to equipment failure and injury as a result.	We will speak with the representatives from Northern Snooker Centre should either a pool or snooker table get damaged or an item like a cue, rest or spider.	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.	It is rare we need to move heavy equipment, however, we would work as a team and ensure that it is all moved safely.	1	2	2	
Inadequate protective equipment	Injury sustained when inappropriate or no protective equipment is worn.	We will tell everyone beforehand should we encounter a dangerous activity and how to safely protect themselves.	1	1	1	
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 Ensure equipment is not stacked in a hazardous way (e.e. stacked too high, could fall on someone	1	2	2	

Environment

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)
Unsustainable travel	Causes a lot of pollution and is expensive to run	We carpool as far as possible. There is never a time where we drive to a tournament in which there are more than the responsible number needed for protecting the environment. Normally it is at least 4 or 5 to a car dependent on how much they hold. Possible training with the MIDAS scheme for smaller tournaments where less cars are required	2	2	4	
Rubbish, waste and litter	Damages the environment, trip hazard, negative impact on the club and university's reputation.	We will make sure that all potential litter in our area is disposed of very quickly. Upon arrival, we will make new members aware of the places in the venue that waste can be disposed of and where possible, the group in the committee can act to ensure that any waste is put away	2	2	4	
Damage to the environment	Damage to the area so it can no longer be used for practice/matches. Damage could result in trip hazards	We are in the Northern Snooker Centre and so the best thing for our environment is limiting lights being used when they are not needed.	2	1	2	

Animals

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)
Unpredictable animal behaviour	N/A	Our society doesn't participate with any animal involvement	1	1	1	

Bad allergies/allergic reactions Unhygienic surroundings	N/A	Our society doesn't participate with any animal involvement	1	2	2	
Inappropriate space for keeping the animals e.g. space too small/unhygienic/dark/hot/cold/wet, etc	N/A	Northern Snooker Centre prohibits animals entering their facilities unless stated otherwise	1	1	1	

Staying Away

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)
Lack of emergency procedure for stay aways Emergency procedure not communicated properly	Leads to injury in an emergency or getting hurt when trying to exit the building or sports pitch.	When we are at a tournament, we make sure beforehand of any safety procedures when staying in either a hotel or caravan that our members understand how to get in touch with a member of the committee should they have a problem. All details are easily available.	2	2	4	
No controls for night time tendencies in place e.g. sleep walking No safety procedures for moving around at night	Member Sleepwalks and hurts self Slips/trips/falls from unseen hazards	We will ask people before tournaments if they require anything further to be put in place ahead of going to a tournament and we will continue to clearly communicate our procedure.	2	2	4	
Lack of control for illicit substance use and/or other incidents (such as trespassers)?	Negative impact on the club and university's reputation. Member suffers personal theft or attack Criminal charges for members using or possessing illicit substances	Our rules are made clear and they are easily available in the code of conduct	2	3	6	

Community Awareness

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)
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	We will make the risk assessment fully available to all our members. We will speak to individuals at our Give it a Go about the precautions and discuss any potential dangers. We want to make sure that everyone is safe on the premises of the Northern Snooker Centre and therefore we are prepared to make available both paper and electronic copies should anyone be unsure or worried about the conditions of the venue	1	3	3	
Lack of communication of emergency procedure to all members (fire evacuation, point of contact)	Leads to injury in an emergency where the member doesn't know the correct procedure e.g. where the nearest fire escape is.	Our venue has a number of fire safety spots and therefore we make sure that there are no obstacles to these exit points. We will tell our members at the start of each Pool or Snooker session that there should be a fire or emergency of the safest place to leave the premises. As we have a diverse group, should an individual be unable to understand our material, we will offer as far as possible to make it clearer to them in their language of choice.	2	3	6	
Lack of safety and awareness of disabled members	Leading to member being injured due to lack of access or where the activity is unsuitable	The venue on hand has facilities for disabled members. We will work efficiently and proactively to ensure that any members who have additional needs are catered for as soon as possible. We have made all members aware at our Virtual Freshers Fair and we will mention at the GIAG that the facilities are available for our sessions and we will continue to ask potential members at this event for anything that we can do ahead of the event. In addition, we will be sending an email to students who placed their name and email down at Welcome Fair to feel free to send over any questions they may have and we will work again in advance to cater for their needs.	2	3	6	

<p>Lack of awareness of overall health and wellbeing (illnesses, medical conditions, pre-existing injuries, contagious conditions)</p> <p>Excludes Covid-19 – See “LUU Covid-19 Risk Assessment”</p>	<p>Leading to participant injury, spread of an illness, an allergic reaction, exacerbating an existing condition or pre-existing injury.</p>	<p>At least two of our seven committee members are at every session and they will be actively going around checking on the welfare of the new students. We have already spoken about ways we can make the new people feel included and comfortable and therefore we will work as efficiently as possible to make sure these nights run smoothly. Should anyone have any medical conditions or additional needs, we will ensure that it is logged down for all of the committee members to take on board when planning the upcoming sessions and socials. With respect to injuries, should any member need assistance at the pool or snooker table, we will ensure that we modify any arrangements to make that member feel as comfortable as possible.</p>	2	3	6	
<p>Lack of safety and awareness procedures in place to protect members of the public</p>	<p>Members of the public could be injured from physical contact with members or equipment.</p>	<p>Although the Pool and Snooker society hold the majority of the Pool area in the Northern Snooker Centre, members of the public use the venue during our session times. We make sure our members are cautious and proactive in ensuring that the public enjoy their experience. We tell our members to be aware and careful of their surroundings. They are not to be heavy handed with the equipment and should always look around in case their peers or members of the public are close by.</p>	2	2	4	
<p>Lack of appropriate first aid on or off campus</p>	<p>Member harmed when prompt first aid is not given when ill or injured</p>	<p>Our society does not compete or practice on campus and therefore if we are in need of first aid assistance, we will ask representatives from our venue (Northern Snooker Centre). Although society is deemed a low risk sport, we are fully aware that injuries are possible, and we are prepared that should such an incident occur that we act quickly, proactively and efficiently in seeking medical assistance for the student.</p>	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	We have a seven person committee at hand who will be available at sessions, who frequently interact with members. Should there be a confrontational situation between new students, bystanders will be able to easily speak to a member of the committee who will be able to de-escalate the situation. Therefore, the committee will be able to quickly and limit any unsafe behaviour as far as possible.	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	It is vitally important to ensure that our society is inclusive. We cater not only for competitive members but also for members who want to play socially. There will be students who are new to the sport and the committee is very helpful in slowly introducing them to the sport by setting up fun games and competitions specific to each member's capability. We ensure that all new members are given the opportunity to integrate with current and previous members alongside new students to ensure that everyone has an opportunity to meet new people and this is done through our activities. Pool and Snooker are not likely to see injury caused by competition between players of different skill levels	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 behavior.	For the first semester, all of our sessions will be ticketed so overcrowding will not happen. We are provisionally limiting to 2 people per table. Should this change, the risk assessment will be updated accordingly.	1	2	2	

Socials, Meetings and Transport Hazards

Social Meetings and Events

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	
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	Should the society be in an environment where it is deemed to be unsafe (either slippery or uneven) we will move straight away from that area and make an employee of that company aware of that hazard and that it should be dealt with straight away.	1	3	3	
Influence of alcohol	Alcohol affecting/impeding judgement leading to physical injury or abusive behaviour to self or others.	Where an individual in the society is injured under the influence of alcohol, we will make sure that a member of the committee helps them out in helping to provide them medical assistance if deemed necessary. The individual will always be at the forefront of our attention and should we find that the environment has caused such injury, we will make sure that everyone at the event is made aware of the issue at hand (eg: hazard/spillages)	2	3	6	
Excessive alcohol consumption, alcohol poisoning and associated illnesses	Member suffering from alcohol poisoning and other associated illnesses	It is important to act responsibly and should there be an individual in the society that has fallen ill through excessive alcohol consumption, a member on the committee at the event will help that individual in ensuring they receive appropriate medical assistance.	2	3	6	
Drink spiking	Leading to unusual behaviour/loss of consciousness and other serious health issues	We will make sure that members do not leave drinks unattended and that they must be aware of people around them regardless of the situation. It is very dangerous and therefore it is important that the individual buying and holding the drink has full control.	2	3	6	
Abuse/violence (verbal, physical, sexual)	A member is harmed when verbally/physically/sexually assaulted	We will ensure that the group at the social event stays together and that nobody is left on their own at any point. It is important to check and monitor the wellbeing of each member on such nights and so where potential confrontation is brewing, we will attempt to limit it as quickly as possible.	2	3	6	

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	Accessibility is vitally important, and we will make sure that for those who need further assistance or arrangements in place that they are required for with sufficient notice.	2	3	6	
Strobe lighting	Member falling ill or having an epileptic fit, this could also lead to secondary injuries e.g falls or head injuries	Where an individual is suffering from strobe effects or lighting (eg: epilepsy), we will make them aware before any potential events of such situations where this could occur	2	2	4	
Excessive noise/loud music at socials	Member suffering damage to hearing	Members will be made aware ahead of events should we be entering a location with loud music and emergency contact details are available on our social media if required.	2	2	4	
Inappropriate behaviour/offence caused to others	Could result in a physical fight, causing someone to be affected physically/mentally	Our committee is prepared and ready should an individual need to be removed from an event. The safety of all of the members takes priority and should someone be showing inappropriate behaviour or causing behaviour, we will take the appropriate steps to ensure that they will not be able to resume at the event.	2	2	4	
Adverse weather when partaking in outdoor activities	Resulting in associated illness or injury (e.g. sunburn, heat stroke, hypothermia, dehydration)	We will be aware of any member sensitivities and ensure that ahead of any event which may require contact with adverse weather conditions that people are prepared and relay our emergency contact details to them	2	2	4	

Transport and Movement

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	

Transport cancelled or breaks down to or from social event	Members 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 discussed with all members going to the social event well in advance. Whether it be group or individual travel, they will be made aware and it is to their discretion of how they attend	1	2	2	
Night time navigation	Member could get lost in the dark or slips/trips/falls causing injury from an unseen hazard	We will make sure that group stays together when we venture on a social event. It will be fully planned as opposed to spontaneous and ensure that everyone knows of the destination.	2	2	4	
Society members driving to the training centres or socials	Inexperienced driver causing a crash. Poorly maintained car. Distractions causing a driver to crash.	When given lifts by other members, if the driver drives unsafely, our members are encouraged to speak to the committee, where we can then take appropriate actions to ensure their safety.	1	3	3	
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	When we travel as a group, it is planned well in advance so that our drivers know exactly where they are going. We plan the route efficiently and ensure that all members are happy with the proceedings.	1	2	2	
Separation from group/losing contact	Someone gets lost and comes to harm/misses event	Our emergency contact details are easily available should anyone be separated from the group	1	2	2	

General Procedures for Society Events (On/Off Campus)

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	<p>We will make sure that at our social events that there is enough space for people to leave should they need to get out in an emergency. We will make sure there are no obstacles blocking the exit.</p> <p>Staff of Northern Snooker Centre will also be spread throughout the venue ensuring that exits are not blocked.</p>	1	3	3	
Theft/loss of society money/equipment	Financially hurts the society, and students caught stealing can be prosecuted.	This will be closely handled by members of the committee. Where money is required for ticketing or donations, this will only be available between the president, treasurer or secretary. The money will be safely stored in our newly acquired secure cash box.	1	3	3	
Theft/loss of personal items	Members lose their belongings, or have things stolen	Where equipment is of high monetary value, we will make sure that they are not on show and ask our members to be careful with such items and to check regularly that it is still on their person	1	3	3	
Separation from group	Someone gets lost and comes to harm/misses event	<p>For those members attending socials or other events, they will have received all of the sufficient information either in a group chat or on the event page itself. Additionally, if at a session, they will have received a leaflet and session card which contains details about the society on social media which if followed will allow new members to access any emergency contact details from either the President or fellow committee members.</p> <p>Additionally, posters will be situated around campus, the university union and the venue if a member is to get lost with further details and the mandatory email ahead of the event will also have further guidelines and details if necessary on the night</p>	1	3	3	
Unsuitable room for activities planned or a large number of people.	Harm resulting from collisions (equipment or member) in a room too small for the number of members	Northern Snooker Centre are on hand to fix problems such as those mentioned.	2	2	4	

<p>Uneven, raised and unsecure surfaces</p> <p>Insufficient or unsuitable space (proximity of walls and ceilings, confined spaces)</p> <p>Lack of fire exits</p>	<p>Unsuitable flooring leading to slips/trips</p> <p>Lack of fire exits resulting in harm where there is an emergency</p>	<p>A prime example was when the banister on their stairs came loose, staff were made aware and they immediately fixed it</p>				
<p>Placement of equipment and untidiness</p>	<p>Harm resulting from trip/collision hazards</p>	<p>Staff at Northern Snooker Centre as well as our committee ensure that equipment we borrow is returned properly/tidily.</p>	1	2	2	
<p>Uncomfortable room where the activity or event is held</p>	<p>Harm caused from inappropriate lighting, temperature, inadequate ventilation and inhalation of dust, etc.</p>	<p>Staff at Northern Snooker Centre regularly clean the Centre.</p> <p>Should the music they play cause anybody distress, they turn it off.</p>	1	2	2	