**Why Bother?**

Those running the society have a **legal duty of care** to ensure the safety of its members and any other people who may be affected by its activities and events. A **risk assessment** is not just a box ticking exercise, it is a useful checklist of what might go wrong and how your society and committee can reduce the risk. In the event of an **incident** you will need to produce your risk assessment as part of proving the committee fulfilled their legal duty of care.

**How do I assess risk?**

For every hazard, you need to ask yourself how severe it is and how likely it is to happen. Severity and likelihood are each given a value, which are multiplied together to give you the risk factor. The tables below are useful for deciding what numbers to assign severity and likelihood.

|  |  |
| --- | --- |
| **Severity of Harm** | **Description** |
| High (3) | Major injury or death; loss of limb or life-threatening conditions. |
| Medium (2) | Moderate injuries. |
| Low (1)  | Minor/insignificant injuries. |
| **Likelihood** | **Description** |
| High (3) | Will probably occur in most circumstances  |
| Medium (2) | Might occur, but uncommon  |
| Low (1)  | Rare, only occurs in exceptional circumstances  |



**What do I do?**

For risk scores of 3 or less, simply follow existing practices. Scores of 4 or more will require you to think of, and implement, some additional preventative measures to reduce risk before continuing the activity. For risk scores of 9, avoid the activity and seek an alternative. For example: if a risk is of medium severity and low likelihood, it would get a risk score of 2.

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| **Society: LUU Darts Society** | **Assessor: Bethany Madden (President)** | **Date: 19/08/2021** |
| **Location: Leeds University Union**  | **Event Description: Darts Social/Training Session** |
|  |
| **#** | **Perceived Hazard**  | **Persons affected**  | **Control Measures**  | **Severity** | **Likely** | **Risk Score** | **Action By** | **Date Completed**  |
| 1 | COVID-19 – transmission from person to person | Members | All equipment must be cleaned prior to and after use. Social distancing will be advised when entering the site, once inside, preparing equipment and exiting the site. Members must wash their hands prior and post each session. | 1 | 2 | 2 | * Members. Committee members to enforce.
 | 19/08/2021 |
| 2 | COVID-19 – transmission from infected surfaces | Members | Limit contact with surfaces in communal areas. Wash hands after touching any surfaces in communal areas.Members should avoid touching the dart board when removing darts.Committee member must wipe down all surfaces before and after the session. | 1 | 1 | 1 | Members and committee members. | 19/08/2021 |
| 3 | COVID-19 – transmission from equipment | Members | Equipment should be cleaned before and after the session. Committee and coaches to abide by NGB guidance on cleaning practices Members should bring their own darts.Members should avoid touching the dart board when removing darts. | 1 | 1 | 1 | Members. Committee members to enforce. | 19/08/2021 |
| 4 | COVID-19 – transmission from members of the public | Members | Abide by government social distancing recommendations.Members are welcome to wear a face covering at their discretion.  | 1 | 1 | 1 | Members. | 19/08/2021 |
| 5 | COVID-19 – transport and travel | Members | Members will be advised to wear face coverings on travel to and from matches. | 1 | 1 | 1 | Members. | 19/08/2021 |
| 6 | COVID-19 – toilets and changing rooms | Members | Members will be advised to use toilets one at a time to ensure social distancing. | 1 | 1 | 1 | Members. | 19/08/2021 |
| 7 | COVID-19 – awareness of covid-19 processes and guidelines | Members | Committee member to inform members of the guidelines in place prior to session attendance. | 1 | 1 | 1 | Committee member to share. | 19/08/2021 |
| 8 | COVID-19 - symptoms | Members | Members are required to self-screen to prevent anyone with symptoms or living in a house with anyone with symptoms or awaiting a Covid-19 test, from attending sessions. | 2 | 1 | 2 | Members. | 19/08/2021 |
| 9 | COVID-19 – Track and Trace | Members | Attendance register to be taken during each session to enable committee to contact members if a positive test is reported. | 1 | 1 | 1 | Members. | 19/08/2021 |
| 10 | COVID-19 – Site staff first aid limitations | Members | In the case of an accident or injury, the injured party will self-administer their own first aid, if this is not possible, a committee member is able to administer first aid whilst wearing PPE. | 2 | 1 | 2 | Members.  | 19/08/2021 |

