|  |  |  |
| --- | --- | --- |
|  | **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:** |  Leeds University Dodgeball Society |  **Likelihood (L) X Severity (S)**  |
| **Category:** | Sports  |
| Unlikely | 1 | Minor harm caused |
| **Group Description:** | Leeds University Dodgeball Society is open to all abilities of players, creating an environment of inclusivity. We are one of the newest sporting societies at the University.  | Possible | 2 | Moderate harm caused |
| Certain | 3 | Major harm caused |
| **Completed by (name and committee position):** | Honey Butterworth, 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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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  | Players engaging in the training session. Leads to injury where the member doesn’t know the correct procedure for the day to day runnings of the club and activities | At the beginning of the session going through the risks of the game as well as procedures in case of an emergency for the Gryphon Centre. Ensuring members all have access to our compliance documents once approved on our LUU web page, social media and email. If a member wishes to have a copy in print we can arrange this.  | 2 | 2 | 4 |  |
| Lack of communication of emergency procedure to all members (fire evacuation, point of contact) | Players engaging in the training session.This can lead to injury in an emergency situation where the member doesn’t know the correct procedure e.g. where the nearest fire escape is. | At the beginning of the session ensure all players know where the nearest fire exit locations are and the other emergency information for the training venue. Ensure participants know where the reception is at the venue and that the staff are there to help.  | 1 | 3 | 3 |  |
| Lack of safety and awareness of members with additional needs | Players engaging in the training session with additional needs. This can lead to injury or prevent players from participating if the activity is not suitable for the individual.  | We will ask all participants before the session to raise any additional needs they may need. As a Committee we will ensure a suitable session plan is made in order to accommodate their needs. The suitability and accessibility of our training, competition and social venues will need to be researched.  | 1 | 3 | 3 |  |
| Management of members data  | Members of the society who sign up to our mailing list, those who provide their emergency contact information or medical notes, a breach of data protection can result in the release of private information and have a detrimental effect on the society  | The Society will ensure they follow the GDPR guidelines established, keeping private information in a secure location which only the relevant committee members know. Information will be deleted at the end of the year. Participants have the right to ask for us to remove their data, or be removed from our mailing lists.  | 1 | 3 | 3 |  |
| Lack of awareness of overall health and wellbeing (illnesses, medical conditions, pre-existing injuries) | Players engaging in the training session who may have a pre-existing injury, condition or illness. This can result in exacerbating an existing injury or illness.  | Members will be advised to let the committee or instructor aware of any pre-existing injury, condition or illness before the session takes place. This will be kept a record of, and other instructors will be informed. The individual is in charge or determining whether they are in a fit condition to take part but the instructor may advise otherwise if they deem the individual to be unfit to play. Individuals are also asked to bring any additional equipment or medicine they may need to support them (inhaler, epipen, joint support). The instructor will check in with players at the beginning, during and at the end of the session to monitor that they are in a fit state to participate, mentally and physically. If alternative arrangements can be made in order to accommodate for the individual, the instructors will do so. This may be in the form of adjusting the particular drills, or taking up a role as a referee.  | 2 | 3 | 6 |  |
| Lack of appropriate first aid on or off campus | Player harmed if the appropriate procedure is not enacted.  | Ensure all players are aware of the nearest first aider in the venue or on campus. Ensure players are given the opportunity to train to become first aid proficient. All incidents will be reported to LUU as required. In the case of an emergency, 999 will be contacted.  | 1 | 3 | 3 |  |
| Unsafe or inappropriate behaviour by an individual  | This can result in injury to the individual acting inappropriately or others.  | At the beginning of the session all players will be reminded of the Code of Conduct and consequences of breaching these conditions. The instructor will control unsuitable behaviour by:* De-escalating, calmly instructing the individual to stop what they are doing.
* Remind them the rules and the need to follow these rules
* Issue a warning. If the behaviour is persistent then the player will be asked to leave the session, and potentially leave the society if their behaviour poses a significant risk to themselves and others.

We will ensure the committee and instructors will continue to monitor behaviour throughout the session in order to maintain the safety of others and the group.  | 1 | 3 | 6 |  |
| Differing skill levels not accounted for within group | Players which the session is not accommodated for, this may result in injury through over-exertion  | The Society is proud to welcome individuals with varying degrees of skills and experience therefore training sessions will be adjusted to ensure all levels and abilities are supported. When using drills in training, the instructor will introduce levels of difficulty and carefully monitor the players. An effort will be made to ensure when playing games that the teams are an even distribution of participants with different abilities, allowing all to play with each other. The Committee will also ensure that participants feel safe to share how they feel and whether they are unable to complete a task safely.  | 1 | 2 | 2 |  |
| Overcrowding or lack of crowd managementSpace not being big enough to allow space for amount of people in the meeting/activity | All players taking part in the training session, if the space is too small and results in overcrowding it could result in injury.  | We are confident that the new venue at Gryphon Centre can ensure safe training without overcrowding. However in the case of a large event or session, the Committee will play an active role in managing the group.When working through drills in groups, the instructor will ensure there is enough space for each group to perform the drill safely. This can be done by encouraging players to sign up for sessions beforehand, or playing a ‘round robin’ tournament in order to have some participants sitting out whilst others play. If the overcrowding poses a significant threat to the safety of the group, we will have to ask some individuals to leave or end the session to prioritize the safety of the players.  | 1 | 2 | 2 |  |
| Slips, trips, falls due to objects in the way, slippy ground, etc | Players involved in the training session, Resulting in physical harm to a member e.g Minor sprains, broken ball, back injury, bruises, abrasions. | The Committee will ensure that all players are wearing appropriate indoor trainers. The venue playing ground will also be inspected before the session for uneven surfaces, spills. Any findings will be reported to the venue reception staff. Trip hazards will be cleared and players will be instructed to keep their belongings out the way either in lockers or on the side away from the playing area. If the venue grounds pose a significant risk the session will need to be cancelled and rescheduled.  | 1 | 3 | 3 |  |
| Impact from equipment | Players involved in the training session, dodgeballs being thrown at others during the game. Can result in injury.  | We actively discourage all players when engaging in training and competition to avoid head shots as they pose a significant risk to others. In order to reduce the likelihood of injury, the committee will ensure the balls are not overinflated, therefore reduces the impact when the balls is thrown and hit. Players will also be informed of their nearest first aider, and the correct procedure for injury and emergency.  | 1 | 3 | 3 |  |
| Collisions with people/objects | Players involved in the training sessions, collision with another member could result in injury, harming themselves and others. Contact injuries include minor concussions, abrasions, bruises, sprains, strains and fractures.  | We will ensure all hazardous objects are removed before play in order to prevent collisions. Ensure all members know the Code and rules. The instructor will ensure players are spread out, working on drills away from each other. Ensure the club has emergency contact details of all members, accidents should be cordoned off and crowds will be asked to move away.  | 1 | 3 | 3 |  |
| Over-exertion, tiredness, cramp when participating in activities | Players involved in training sessions, over-exertion, or tiredness can result in injury such as fainting, tripping, dehydration.  | The session Instructor will ensure to include breaks throughout the session in order to prevent over-exhaustion and dehydration. Players are also reminded that they can sit out for a few minutes if they require a break. Members should make the committee aware of any sensitivities.  | 1 | 2 | 2 |  |
| Jewellery and piercings | Players involved in the training session with piercings or jewelry, could result in injury or tears. Can get caught and result in injury.  | The Committee will encourage all players with piercings to either remove or tape up before playing in order to prevent injury. All players must remove jewelry before playing. The Committee will also advise players to tie back long hair in order to eliminate injury.  | 2 | 2 | 4 |  |
| Adverse weather | Players involved in the training session, illness or injury related to adverse weather conditions such as sunburn, heatstroke, hypothermia, dehydration, sun blindness etc | Our training session will predominantly take place inside a sports venue. If we play outside, we will not play in adverse weather conditions. The instructor and Committee will remind players to dress accordingly (sun cap, sun cream, an extra layer, gloves) and ensure there are regular drink breaks.  | 1 | 2 | 2 |  |
| Night time training | Players involved in the training session, low visibility could result in trips, slips, inaccurate throwing, collisions which could injure themselves and others  | We will not be holding training sessions during the night or in circumstances with reduced visibility in order to prevent injury.  | 1 | 2 | 2 |  |
| Unsuitable playing surfaces | Players involved in the training session, uneven surfaces may result in tripping, slipping, resulting in injury to themselves and others | Before every session, the instructor will check the venue surfaces ensuring the floor is even and there are no spillages. If the venue playing surface is unsuitable this will be passed onto the reception team at the venue. All participants are advised to wear appropriate non marking indoor trainers to prevent trips and slips.  | 2 | 2 | 4 |  |
| Coach unavailable / unsupervised training | Players involved in the training session, unsupervised training can result in an accident or injury  | The Committee will establish a timetable for coaching as well as a session plan, therefore this would prevent the chances of unsupervised training. If this does occur, the training session will be cancelled and rearranged for another date.  | 1 | 2 | 2 |  |
| Lack of away fixture safety and emergency procedure | Players involved in the training or competition away, this could result in injury as the correct procedure is unknown.  | We will ensure that we are provided the essential safety provision information when taking part in an away fixture. A member of the Committee will be responsible to ensure all players are informed by the home team. They will have access to a copy of the risk assessment at all times.  | 2 | 2 | 4 |  |
| Equipment unsafely set up/packed away/transported | Players involved in the training session who may use the equipment, as well as anyone who is assisting the transportation of equipment to the venue for training or competition. If the venue is set up unsafely this could result in injury through collision, or slips. The balls could fall on someone, or they may trip over the equipment. If the equipment is transported unsafely this could result in injury or damage to the equipment.  | The instructor is responsible for setting up equipment in a safe manner. If any players are concerned about the equipment set up they must raise this with the session instructor or the committee. The Committee are responsible for ensuring all dodgeballs used in a session are returned to their balls bags. These bags are used for the storing and transportation of equipment safely. The bags will be checked regularly to ensure they are not damaged. The ball bags will also contain ball pumps and cones to be used if required.  | 2 | 2 | 4 |  |
| Unsuitable equipment, kit or attire for the activity | Players involved in training session, injury can be caused by ill-fitting kit, getting caught on something or someone else participating, equipment breaking as it is not suitable | The Committee is responsible for checking all equipment before the beginning of the session. All balls will be inflated to the correct level, ensuring they are not under or over inflated to prevent injury. Cloth balls will be used rather than plastic balls to prevent injury. We ask all participants to dress appropriately for the activity, with a kit that is comfortable. No jewelry can be worn. The instructor has the right to ask a participant to leave if they are wearing inappropriate kit which may harm themselves, others or damage the venue floor (if the shoes they are wearing are inappropriate) | 1 | 2 | 2 |  |
| Damaged equipment | Players involved in the training session, damaged equipment could result in injury.  | All equipment which is damaged or broken must be thrown away in order to ensure it does not result in injury. The Committee will ensure that all equipment is safe before, during and after the session. Where possible, extra Dodgeballs, cones and bibs will be provided if the equipment is unsuitable to be used.  | 1 | 3 | 3 |  |
| Poor storage of equipment  | Players involved in the training session, poor storage could result in the damage of equipment. This could lead to injury to participants.  | The Committee will ensure that equipment is stored appropriately. All Dodgeballs are kept in a ball bag for storage and to transport to the session. Equipment will not be stacked in a hazardous manner. The Committee will also ensure that equipment is checked before, during and after the session.  | 1 | 2 | 2 |  |

**Socials, Meetings and Transport Hazards**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
| Separation from group or losing contact with members  | Members engaging with the social event, could result in harm or missing the event, having to go home alone | All members will be made aware of a contact from the Committee which they can contact if they have become separate from the group. The Society will comply with the Leeds University Union Social Guidelines and make an effort to ensure members meet in a safe location to head to a social event, and leave with others. We will also create a group chat and encourage members to use it if they become separated from the group. Further, we will create a meeting point should anyone get lost or separated. | 1 | 2 | 2 |  |
| Behaviour on Zoom/ Online during socials  | Members engaging with the social event taking place online, could result in verbally harming others, can have a detrimental effect on the society and its reputation  | We have a zero tolerance policy for abuse, we will ensure members are told the rules to respect others when we are hosting social events online. The Committee will create a call with a pass code only to be shared with the society members, the settings will ensure that the host can share their screen. If necessary the call will have to be ended. Members are also to be told that they cannot take photos of others, record the event without prior permission from other participants. Members are reminded that their behaviour online dictates the reputation of the society, union and the University.  | 1 | 3 | 3 |  |
| Unsuitable transport to and from activity | Members engaging with the social event, could result in getting lost or separated from the group. Transport breaks down or fails to get members to the decided location | When transport is arranged to a social event the committee will be in charge of ensuring the transport is suitable and takes players to the selected venue. The Committee will have to ensure they prepare for any unexpected circumstances, therefore look into the use of public transport and vehicle recovery numbers. The Committee also needs to consider the accessibility needs of any players who may need additional support.  | 1 | 2 | 2 |  |
| Society members driving to events/meetings/training/competitions, etc | Members engaging with the social event as well as other drivers, could result in a crash | We will ensure that any drivers must be registered with Leeds University Union whether they are driving their own car or hiring a vehicle, therefore they must have filled in the Authorised Driver Form as well as notifying the Committee their intent to drive to the selected venue. The Society will also prioritise the use of public transport if travel is required for a social event or fixture | 1 | 3 | 3 |  |
| Night time navigation | Members negating in the social event, could result in getting lost or injury as a result of low visibility | The Committee will ensure members travel in groups when travelling during the night, this will prevent harm. In addition, we will advise members to never travel alone and stick to routes which are well lit. The Society can also order members a taxi/uber home if this is required.  | 2 | 2 | 4 |  |
| Transport cancelled or breaks down to or from social event | Members engaging with the social event, travelling by transport which is cancelled or breaks down. Members could get lost, issues with not reaching the selected venue  | We will ensure transportation is booked in advance with a reputable external company. We will ensure the collection of all contact details of the members travelling and that they have a contact number for the society. The Society will also prioritise the use of public transport if travel is required for a social event or fixture | 1 | 2 | 2 |  |
| Slip / trip / fall hazardse.g. wet floor, objects in the way | Members engaging with the social event, can lead to injury (bruises, cuts, sprains, abrasions, broken bones) | Similarly to training sessions, venues will be checked for any spills or uneven surfaces. Any issues will be reported to the staff at the venue in order to prevent any injuries. Members should alert the committee with any concerns they may have | 2 | 2 | 4 |  |
| Influence of alcohol | Members engaging with the social event, alcohol affecting or impending on the decision and behaviour which could result in injury or harm to themselves or others | All members will be advised to not consume large amounts of alcohol. The Committee will ensure the venue of the social events are safe. There will be an effort to ensure a member of the Committee is not drinking in order to ensure the safety of others in the group. All will be given a number to contact in case of emergency or will be told to inform staff/security if they are concerned. The Society will ensure that there is a mix of events, with many alcohol free events taking place across the year.  | 2 | 2 | 4 |  |
| Excessive alcohol consumption, alcohol poisoning and associated illnesses  | Members engaging with the social event, member suffering from excessive alcohol or associated illnesses | The Committee will encourage members not to drink excessively. As a society we will avoid drinking games, dares, initiations and hazing altogether, as stated in the LUU guidelines. There is no tolerance for peer-pressure and we will encourage all members to report any concerns they may have with others. Emergency services, staff or security will be called in case of an emergency if necessary | 2 | 2 | 4 |  |
| Drink spiking | Members engaging with the social event, leading to unusual behaviour, loss of consciousness and other serious health concerns | We will ensure there will be no communal alcohol served, such as a punch bowl in order to reduce the likelihood of drinks being spiked. We will advise members to watch their drink and only drink their drink, not to leave their drink unattended, as well as looking out for one another.Any one caught spiking drinks will be reported to the staff, the police and the University.  | 1 | 3 | 3 |  |
| Abuse/violence (verbal, physical, sexual) | Members engaging with the social event, a member could be mentally and physically harmed if they are abused or assaulted  | We have a zero tolerance policy for abuse and violence, any member caught will be asked to the event and the society as well as being reported to the University and Police. We also encourage other members to report any concerns they may have about other members or groups. Members will be encouraged to stay as a group throughout the social, looking out for one another before, during and after the event. We advise members to avoid confrontation when out with others, and reiterate the standards of behaviour expected and the consequences if they fail to adhere to them. Members will be provided means to contact the society in case of an emergency or to report any other issues.  | 1 | 3 | 3 |  |
| Lack of safety measures in place for those with additional needs | Members engaging with the social event with additional needs, may be harmed if there are a lack of provisions to support them and their needs | Prior to the event, the Committee will ensure the venue is accessible for the members. We ask that members let the committee know if they have any concerns about the accessibility of a venue. We will also ensure no one is separated from the group when out during a social event.  | 1 | 3 | 3 |  |
| Strobe lighting | Members engaging with the social event who may suffer from strobe lighting, this includes those with epilepsy. This can result in the individual falling ill, having a fit as well as secondary injuries  | Prior to the event the Committee will ensure the venue is appropriate, reaching out to the venue organiser whether they use strobe lighting. If this is the case, we will inform the individual that this may potentially be a harm to them. We advise all members to alert us to their medical conditions such as epilepsy beforehand in order to support them. As a society, we will ensure there are a mixture of events, ensuring that there are alcohol-free and socials which are not nights out.  | 1 | 3 | 3 |  |
| Excessive noise/loud music at socials | Members engaging with the social event, they may suffer damage to hearing as well as disturbing others who may be out if the group is making excessive noise  | Ensure there are a variety of events, that not all socials will include loud music and noises. People with noise sensitivities will be asked to share their concerns with the Committee so they are able to support them. We will make sure it is known whether there will be loud noise and let members know about the risk. The Committee will regularly check in with members to see how they are feeling throughout social events.  | 1 | 2 | 2 |  |
| Inappropriate behaviour/offence caused to others | Members engaging with the social event,could result in a physical fight injuring themselves or others | We have a zero tolerance policy for violence and inappropriate behaviour. Members behaving inappropriately will be given a warning, and if this is persistent they will be asked to leave and depending on the severity they will be asked to leave the Society. Their behaviour will be reported to the University. We ask all members to avoid confrontation with others in order to prevent physical violence. We advise all members to inform the Committee about their concerns.  | 1 | 3 | 3 |  |
| Theft/loss of money/equipment/ personal items  | Members engaging with the social event, financially hurts themselves, the society  | We will avoid handling money as a society in order to reduce the likelihood of theft. In the exceptional circumstance that the society is handling money, it will be stored in a secure place only known by the relevant Committee members. We will use the Cash Office safe when taking cash after hours then return to count and deposit money in the morning. We will also prioritise the buying of tickets online only. We advise members to keep their personal belongings on them and look out for others. Any reports of theft will be reported to the venue staff and security. We will put out a notice to all members that an item has been lost in case it was picked up. We will remind members they are responsible for their own belongings when training and at social events.  | 1 | 2 | 2 |  |
| Unsuitable room for activities planned or a large number of people.Uneven, raised and unsecure surfaces | Members engaging with the social event, harm from the venue being too small, could result in collisions and related injuries  | Prior research will be conducted by the Committee before selecting a venue for a social event, ensuring it is practical for the number of attendees. Any concerns will be reported to staff at the venue, which may result in asking to move or having to cancel the event. We will also ensure we do not exceed the advised room capacity in order to reduce harm.  | 1 | 2 | 2 |  |
| Insufficient or unsuitable space (proximity of walls and ceilings, confined spaces)Lack of fire exits | Members engaging with the social event, harm whether the room specific emergency procedures are unknown or unestablished, can result in harm or injury  | Research will also be conducted to ensure there are even floors, suitable fire escapes, fire extinguishers, as well as room specific procedures in case of an emergency. Any concerns will be reported to staff at the venue, which may result in asking to move or having to cancel the event. Members are notified that they should report any of their concerns to the Committee to be investigated.  | 1 | 3 | 3 |  |