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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:** | University of Leeds Women’s Cricket Club | | **Likelihood (L) X Severity (S)** | | |
| **Category:** | Sports | |
| Unlikely | 1 | Minor harm caused |
| **Group Description:** | With no trials, women’s cricket is a fun, friendly and inclusive society, whether you’re a seasoned professional or have never picked up a bat. Our weekly training sessions are structured to be beneficial to all abilities, with extra net sessions for those who wish to improve further. Regular themed socials are available to all, with social memberships on offer for those who wish to solely partake in our events. Sober socials ensure all members are included and everyone has fun. | | Possible | 2 | Moderate harm caused |
| Certain | 3 | Major harm caused |
| **Completed by *(name and committee position):*** | Meera Patel, Club Captain | | |  |  |  | | --- | --- | --- | | **Low (Acceptable)**  **= 1 - 2** | **Moderate**  **(Tolerable)**  **= 3 - 6** | **High**  **(Intolerable)**  **= 7 - 9** | | | |
| **Club & Society Signature:** | University of Leeds Women’s Cricket Club | |
| **(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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| Slips, trips, falls on an outside space 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. | Pitches/outdoor areas should be checked before participating in any activity/training for any dog litter/stones/rabbit holes etc.  Keep the space tidy- kit bag and personal belonging in lockers or changing rooms where possible.  Routinely check floors and uneven surfaces.  Make members aware of any hazards  Willingness to cancel match/event where grounds are unsuitable e.g. very wet grass/too much mud, etc | *1* | *3* | *3* |  |
| Impact from equipment | Equipment hitting member e.g. ball or incorrectly sized equipment | All members aware when hard balls and more 'dangerous' equipment is used, ice packs in kit bag to aid any possible injuries  Correct sizing of protective equipment  Members should be told how to reach the nearest first aider. | 2 | 2 | 4 |  |
| Collisions with people/objects | Collision with another member or object resulting in injury e.g. contact injuries, minor concussion, abrasions, bruises, sprains, strains, fractures etc | Small training groups with at least one committee member in each to reduce injuries  Any member using equipment inappropriately will be asked to stop play | 2 | 2 | 4 |  |
| Over-exertion, tiredness, cramp when participating in activities | Harm caused to member when persevering through these issues e.g. fainting, tripping, dehydration, etc | Ensure players/members get adequate rest if they feel they are overtraining/tired  Always ensure access to water  Members should make the committee aware of any sensitivities. | 1 | 2 | 2 |  |
| Jewellery and piercings | Member’s 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. | Removal of jewellery before training or activity begins.  New piercings should be covered with a bandage or a plaster when partaking in activity at all times. | 1 | 2 | 2 |  |
| Adverse weather | Illness and injury for members, associated to adverse weather conditions (sunburn, heat stroke, hypothermia, dehydration, sun blindness) when training outside | Ensure regular breaks  Have access to drinking water at all times  If weather is hot, precautions taken e.g. stay dehydrated, sun cream used  If cold/wet, have access to shelter, warmer clothing  Be willing to pause the event and make the appropriate decisions as to whether the activity can continue. | 1 | 2 | 2 |  |
| Lack of training environment precautions | Unsafe area to conduct activity can cause injury to members | Playing surface checks - pitch checks will take place for any sharp objects/dog litter/rabbit holes etc  Awareness and checks before activity commences | 1 | 2 | 2 |  |
| Late night training | Inadequate lighting leading to more collisions with unseen people/objects and other hazards | Ensure classes/training/event/match finishes at a reasonable hour and ensure all members  get transport home together (discourage walking alone at night).  Ensure facilities have suitable lighting e.g. floodlights | 1 | 2 | 2 |  |
| Inappropriate coaching activity (level of coaching to ability of members) | Coach level is different to the member skill, leading to overexertion, tiredness, injuries, etc | Assessment of member level skill / technique appropriate to coaching / training - making sure the coaching level is equivalent to the skill level, this must be identified by the coach and then acted upon  Perform regular assessments/training sessions to test skill to ensure coaching level is appropriate to the skill level | 1 | 2 | 2 |  |
| Coach unavailable / unsupervised training | Unsupervised training leading to an accident/injury for members | Ensure members of the squad are coaching affiliated to continue training sessions, otherwise cancel sessions | 2 | 1 | 2 |  |
| Inappropriate space for training | Lack of space resulting in more collisions for members with objects/ other members | Check any new training spaces prior to booking the space and/or be aware of the cancellation procedure | 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 to members | Club Captain and Team Captain receive information regarding away fixture safety  Have an away fixture safety and emergency procedure in place to instruct members on | 1 | 2 | 2 |  |
| Failure to report an accident | Reputational damage for club and university.  Lack of support from LUU staff as they are unaware of incident | If an accident occurs, it should be reported immediately and accordingly. | 1 | 2 | 2 |  |
| Equipment unsafely set up/packed away/transported | Unsafe set up, transport or storage could lead to harm or injury to member | All equipment setup should be checked properly prior to use (i.e by venue staff)  Equipment transported in suitable containers e.g. kit bags  Before finishing any training session, equipment should be checked to ensure it is packed away safely  Anyone moving equipment should be supported by other members, and the instructions of any equipment will be read prior to use. | 1 | 2 | 2 |  |
| Unsuitable equipment, kit or attire for the activity | Injury to member caused by ill-fitting kit getting caught on something/ someone, injuring self with ill-fitting shoes, equipment not supporting the activity and breaking, etc. | Guidance is given by society on suitable attire and equipment or provided by the venue.  Ensure all kit is the correct size and having extras where needed - especially important for protective equipment which should be the appropriate size for the player | 1 | 2 | 2 |  |
| Damaged equipment | Leading to equipment failure and injury to a member as a result | Don't use the equipment  If possible, fix equipment  Where possible, have extras present at matches/training e.g. extra protective equipment or bats | 1 | 3 | 3 |  |
| Handling heavy equipment/equipment with moving parts | Manual handling injuries to operator  Injury to member 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 member to carry any item or load beyond their capabilities/comfort level  With heavy equipment and equipment with moving parts, ensure that manual handling instructions are given, only those with experience handle the equipment, and use teamwork where possible. | 1 | 3 | 3 |  |

**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 | Ensuring exits and fire exits are not obstructed and equipment is not left in the way. Ensuring the space is kept tidy. | 1 | 3 | 3 |  |
| Theft/loss of money/equipment | Financially hurts the society | Reducing the use of cash by buying tickets online and having any purchases of equipment for events being completed prior to the event itself. Storing money in a secure place known only to exec committee. | 1 | 2 | 2 |  |
| Theft/loss of personal items | Members lose their belongings and creates mis-trust between members | Bringing as few items as is necessary to any event and using lockers or keeping the belongings under watch at all times. | 2 | 2 | 4 |  |
| Separation from group | Members could get lost and come to harm/miss event | All members have contact details for other members on social and ensure no one leaves events alone. All members to be told route or plan or a pre-arranged meet up point if separated. | 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 to members resulting from collisions (equipment or member) in a room too small for the number of people  Unsuitable flooring leading to slips/trips  Lack of fire exits resulting in harm where there is an emergency | Ensure space is suitable for numbers and keep space tidy with all unnecessary equipment removed. Ensure surfaces are even and secure as well as presence of suitable fire measures. | 1 | 2 | 2 |  |
| Placement of equipment and untidiness | Harm to members resulting from trip/collision hazards | Ensure equipment is stored correctly and out of the way. Tape wires down or move them out of sight. | 1 | 2 | 2 |  |
| Slip / trip / fall hazards  e.g. wet floor, objects in the way | Leads to injury of members (bruises, cuts, sprains, abrasions, broken bones) | Remove all hazards which could be a hazard and notify all members present of such as well as venue staff if appropriate. | 1 | 2 | 2 |  |
| Influence of alcohol | Alcohol affecting/impeding judgement of members leading to physical injury or abusive behaviour to self or others. | Communication of code of conduct  There could be at least one sober committee member at events to keep an eye on everyone and look after someone where needed  Be willing to cut people off or talk to a member of staff at the event abou | 1 | 3 | 3 |  |
| Excessive alcohol consumption, alcohol poisoning and associated illnesses | Member suffering from alcohol poisoning and other associated illnesses | Same as above.  Ensuring all members have a Health ID on their phones so in emergencies their personal details are accessible. No members are forced to drink and if a member is looking too drunk, other members ensure they are looked after and are given water to help sober up and no more drinks are provided. | 1 | 3 | 3 |  |
| Drink spiking | Unusual behaviour/loss of consciousness and other serious health issues for affected member | Make sure that attendees are aware of the risk and advise them on how to make themselves less likely to be a victim of spiking e.g. by covering drinks  Don’t take drinks from the bar left unattended  Buy own drinks | 1 | 3 | 3 |  |
| Abuse/violence (verbal, physical, sexual) | A member is harmed or affected when verbally/ physically/ sexually assaulted | Stay with other members in the club, be vigilant and keep each other safe. | 1 | 3 | 3 |  |
| Lack of safety measures in place for vulnerable groups (disabilities/medical conditions) | A member who is disabled or has medical conditions is harmed due to lack of provisions made for them | Talk to the member in question about their specific needs before every activity/event  Ensure all venues and transportation that you visit/ use have appropriate wheelchair/ disabled access, as well as appropriate toilet facilities. | 1 | 3 | 3 |  |
| Strobe lighting | Member falling ill or having an epileptic fit could lead to secondary injuries e.g head injuries and falls | Check whether any members have medical conditions such as epilepsy before attending event with presence of strobe lighting | 1 | 3 | 3 |  |
| Excessive noise/loud music at socials | Member suffering damage to hearing | Notify before if attending event with loud music.  Check in with members regularly to see how they are feeling during such events. | 1 | 2 | 2 |  |
| Inappropriate behaviour/offence caused to others | Could result in a physical fight, causing member to be affected physically/mentally | Ensure members are aware of standards of behaviour and potential consequences if they do not adhere to them e.g. removal from activity/playing ban/exclusion from the club  Plan events carefully to avoid offence being caused.  If necessary, remove the member from an event to calm the situation. | 1 | 3 | 3 |  |
| Adverse weather when partaking in outdoor activities | Resulting in associated illness or injury for members (e.g. sunburn, heat stroke, hypothermia, dehydration) | Ensure regular breaks and suitable clothing for weather conditions or shelter.  Hydration. | 1 | 2 | 2 |  |
| Night time navigation | Member could get lost or injured/assaulted late at night in the dark | Travel on well lit routes with adequate street lighting.  Ensure suitable transport if possible and not travelling alone and having means to contact a member of committee on the journey. | 1 | 2 | 2 |  |
| Society members driving to events/meetings/training/competitions, etc | Inexperienced driver causing a crash  Poorly maintained car  Distractions causing a driver to crash | Drivers must be a registered driver with the LUU whether they are driving their own car or hiring a vehicle (students must have filled in the Authorised Driver Form)  Member should respect the driver and not distract them or behave inappropriately | 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 | Hire cars through the university service to ensure all members can access the sporting activity if away, if home group travel to the fixture together  Ensure all members know the way to each event, prior to the day of the event | 1 | 3 | 3 |  |
| Separation from group/losing contact | Member could get lost or injured and not be able to make their way home or to the event. | Make sure all members are able to be contacted and have relevant member contact details  Ensure that all members know the route plan for the particular event so they can head there  Pre-arrange a meet up point if a member gets separated  Ensure when travelling as a group one committee member is at the back of the group and one at the front to avoid people getting lost or left behind. | 1 | 3 | 3 |  |
| 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 | 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  Arrange a meet up point in case of separation  Ensure any accessibility requirements are met | 1 | 2 | 2 |  |