| **1st checker** |  | **Date completed** |  |
| --- | --- | --- | --- |
| **2nd checker** |  | **Date completed** |  |
| **3rd checker** |  | **Date completed** |  |

| **Society** | Karate | **Category** | Martial Arts | **Contact Details** | pm14dlfa@leeds.ac.uk |
| --- | --- | --- | --- | --- | --- |

| **Core Members and Roles (Completing this risk assessment)** | Dario Luis Fernandez Ainaga, President | **Date completed** | 09/09/2020 |
| --- | --- | --- | --- |

| **Society Description** | Karate is a Japanese martial art, originating from the Japanese island of Okinawa. Just as the Japanese “Karate” (空手) means “empty hand”, karate practitioners focus mainly in unarmed combat using strikes with their hands, feet, knees and elbows. However, karate also includes a range of throwing, grappling, and locking techniques, making it a well-rounded martial art.  Contact us at leedsunikarate@gmail.com |
| --- | --- |

**Community**

| **Hazard**  e.g. Lack of access for a disabled person | **How might someone be harmed?**  e.g. Causes person injury | **Existing control measures**  e.g. Have access arrangements in place | **Risk rating\*** | | | **Suggested additional measures**  e.g. Modify activities where access arrangements are not possible | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Lack of communication of risk assessment to all members | Causes injury in any situation where the member doesn’t know the correct procedure for the day to day runnings of the club and activities. | Copies can be downloaded from the LUU Karate page. Copies will be given in a welcome pack to people after buying membership. | 2 | 2 | 4 | Hold a meeting specifically for members to read the risk assessment and emergency procedure. Get them to sign their attendance.  Translation of risk assessment and emergency procedure into additional languages where required | 1 | 2 | 2 |
| Lack of communication of emergency procedure to all members (fire evacuation, point of contact) | Causes injury in an emergency situation where the member doesn’t know the correct procedure e.g. where the nearest fire escape is. | Emergency procedure will be communicated in the sessions as to where the fire exits are every session. | 2 | 3 | 6 | Demonstrate the emergency procedure for clarity  Advise all members of the location of the agreed emergency assembly point and who will authorise a return to the site. | 1 | 3 | 3 |
| Lack of safety and awareness of disabled members | Causes injury to a member due to the lack of access or where any of the activities are unsuitable. | Access arrangements should be covered by university venues. Disabled members are made aware to make any adjustments they need clear to us plus our coach has a disability qualification in teaching sport. | 2 | 3 | 6 | Plan all socials and events in a way that is not restrictive to disabilities.  Modify activities, altering access arrangements where necessary/able to | 1 | 3 | 3 |
| Lack of awareness of overall health and wellbeing (illnesses, medical conditions, pre-existing injuries, contagious conditions) | Causes injury to participant/s, spread of an illness, an allergic reaction or could exacerbate an existing condition or pre- existing injury. | Medical conditions disclosed will be reaffirmed every session that if something hurts don't do it. Members will be told to make sure everything they do is followed in the correct procedure and protective equipment is used for contact. | 2 | 3 | 6 | Individuals should make coaches/instructors/committee members aware of any medical conditions, allergies or pre-existing injuries- committee members can remind participants during each session.  Committee members should inform individuals that they are responsible for bringing any medicine or specific equipment they require to sessions e.g. inhaler, epipen, ankle support  Check in with members prior to activities/training/events to ensure everyone is in a fit state to participate, mentally and physically. | 1 | 3 | 3 |
| Lack of safety and awareness procedures in place to protect members of the public | Causes members of the public to be injured from physical contact with members or equipment. | Protective equipment is used for contact. | 2 | 2 | 4 | Ensure members remain respectful to members of the public at all times to mitigate any possible harm caused  Keep members of the public/spectators a certain distance away from an activity to avoid equipment impacts/bodily collisions. | 1 | 2 | 2 |

**Planning & People**

| **Does the society have first aid trained people?** | **Y** | ~~N~~ | **Contact details if Y** | Oliver Thornton - oliver@soaringeaglekarate.co.uk  Amber Brennan - mn12a2b@leeds.ac.uk |
| --- | --- | --- | --- | --- |

| **Hazard**  e.g. Unsafe behaviour from someone | **How might someone be harmed?**  e.g. Someone is knocked down | **Existing control measures**  e.g. De-escalation plans in place | **Risk rating\*** | | | **Suggested additional measures**  e.g. Plans to remove someone from the situation | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Lack of appropriate first aid on or off campus | Incidents leading to death, serious, moderate or minor injury to society members and members of the public when prompt first aid is not given. | The venues used are university/edge venues which have first aid equipment to access from staff. The head coach is first aid trained and qualified. | 2 | 3 | 6 | Have awareness of nearest first aider/procedure on campus  Have people in the society who are first aid trained  Have procedures in place if there is an incident requiring first aid off campus  Knowing when to report to emergency services- immediately contact 999 if any major accidents or injuries occur.  Reporting incidents to LUU as required | 1 | 3 | 3 |
| Unsafe behaviour or attitude of any person(s)  e.g. member starts a fight, member not performing activity correctly, etc | Causes injury to a participant or member of the public where behaviour or attitude gets out of hand. | If the attitude of participants is unacceptable, then committee members and coaches will speak to the person about what behavior is acceptable. If a second warning is needed then the person will be asked to leave. | 2 | 3 | 6 | Any unsafe/dangerous behaviour should not be tolerated by the club and after one warning, any person exhibiting such will be ejected from the practice/meeting/event  All members should be reminded of code of conduct and consequences of breaching these  Have de-escalation plans in place  If this becomes an issue either during training, at competitions or on a social, the offending club member should be asked to leave said activity.  Depending on the severity of the incident, this may be followed by a meeting with someone from the LUU  Referees/team captains to monitor players behaviour and administer warnings when appropriate. | 1 | 3 | 3 |
| Differing skill levels not accounted for within group  e.g. being paired with someone on a different skills level | Causes members to injure or over exert themselves due to being paired with someone of far greater/lesser ability. | We have a pre-prepared syllabus for our activities which encompasses all different skill levels. | 2 | 2 | 4 | Get members to fill in a form detailing their previous playing history/years of experience etc. Put members into groups according to ability for training/matches/activities.  Split classes/training into different ability levels, members will be placed in classes after an assessment of their ability by the advanced teachers.  Regularly re-assess whether each member is at the appropriate training level | 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 | Too many people in one space causing crowding, collisions, lack of personal space, issues when it comes to an emergency and potentially unsociable behaviour. Potentially leading to injury and or death. | People will be put into groups of safe numbers and assigned spaces to work in. We ask for people to be silent and listen when the coaches are talking for their safety. | 2 | 2 | 4 | Carry out a poll/sign up sheet to see how many people are planning on attending the event to ensure there are adequate facilities to accommodate everyone.  If regular classes/meetings/training, cap the amount of people who can attend.  Only sell a certain number of tickets to events which matches space capacity.  Do not exceed room capacity | 1 | 2 | 2 |

**Socials, Meetings & Events**

**General procedures for society activity on and off campus**

| **Hazard**  e.g. Blocked emergency exit | **How might someone be harmed?**  e.g. people can’t get out in the event of a fire | **Existing risk control measures**  e.g. ensuring spaces are tidy | **Risk rating\*** | | | **Suggested additional measures**  e.g. running regular fire drills | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Blocked exits | Attendees or members of the public are impeded or prevented exiting, resulting in injury or death in the event of an emergency. | No equipment/personal belongings will block the exits. | 2 | 3 | 6 | No crowds near exits  Ensure training mats/other equipment don’t block the emergency exits  Ensure spaces are kept tidy | 1 | 3 | 3 |
| Theft/loss of money/equipment | Financially harms society both short and long term. | The treasurer will be the sole handler of money and people will be directed to them to pay cash, which will be kept safe on their person. | 2 | 2 | 4 | Don’t draw attention to cash  Store money in a secure place only known by the core committee  Use the Cash Office safe when taking cash after hours then return to count and deposit money in the morning  Sell tickets online so as not to handle physical cash | 1 | 2 | 2 |
| Theft/loss of personal items | Causes loss of personal or society belongings.  Causes mistrust between members. | Items will be left at people's own risks. Within the facilities there are lockable places to keep personal belongings. | 2 | 2 | 4 | Use lockers if at training or an event  Ensure someone stays with bags if group move away from area  Ask members not to bring expensive items to events  Check location of items regularly  Remind members they are responsible for their belongings | 1 | 2 | 2 |
| Separation from group | Cause a member to get lost leading to potential injury or mental distress. | Groups will never be separated. Emergency contact details will be communicated when joining the club. | 2 | 2 | 4 | Ensure all members have given their contact details and have each other’s details in case of separation.  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 | 1 | 2 | 2 |
| 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 | Causes collisions between members of society and members of the public resulting in injury.  Causes injury to participants from slips, trips and falls.  Lack of fire exits resulting in collision, stempeding, serious injury or death in case of an evacuation. | We use the edge facilities and these are pre-approved. Double check for hazards at the start of the session. | 2 | 2 | 4 | Ensure surfaces are even and secure  Ensure space is suitable for the amount of people - do not exceed advised room capacity.  Keep the space tidy  Ensure there are suitable fire escapes / extinguishers / room-specific procedures in case of emergency | 1 | 2 | 2 |
| Placement of equipment and untidiness | Causes participants or members of the public injury from slips, trips and falls. | Equipment is protective and kept to the side away from training area. | 2 | 2 | 4 | Ensure any mats used aren’t a slip hazard - either with the member slipping or the mat sliding on the floor.  Ensure equipment is tidy and organised to reduce a trip/collision hazard  Ensure equipment is not stacked in a hazardous way (e.g. stacked too high, could fall on someone) at the end of the session | 1 | 2 | 2 |
| Uncomfortable room where the activity or event is held | Causing injury to society members from inappropriate lighting (causing fall/collision injury) or overheating. | People are advised where the bathrooms are, we will make sure the room temperature is comfortable. Light and ventilation are set by the edge. | 1 | 2 | 2 |  |  |  |  |

**During Socials, Meetings & Events**

**N.B Alcohol should not be consumed at meetings and where possible LUU encourages alcohol free events.**

| **Hazard**  e.g. Wet floor | **How might someone be harmed?**  e.g. Slipping on a wet floor and falling down | **Existing risk control measures**  e.g. Routinely checking floors | **Risk rating\*** | | | **Suggested additional measures**  e.g. Communicating hazard to members | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Slip / trip / fall hazards  e.g. wet floor, objects in the way | Causes injury (bruises, cuts, sprains, abrasions, broken bones) by someone tripping over something or slipping on a wet floor. | If someone falls in a bar or club then that is the fault of the venue. Members attend anything at their own risk and drink at their own risk. | 2 | 3 | 6 | Routinely checking floors  Committee members should alert all members of any hazards immediately  Remove all obstacles which could be a trip hazard  Have a ‘wet floor’ sign accessible and used where needed  Notify venue staff of any spillages/other hazards | 1 | 3 | 3 |
| Influence of alcohol | Alcohol affecting/impeding judgement leading to physical injury or abusive behaviour to self or others. | Members are asked to behave appropriately while on club outings and representing the club. Members drink at their own risk. | 3 | 3 | 9 | Have alcohol-free events  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  Ensure all members share emergency contact details prior to the event  Be willing to cut people off or talk to a member of staff at the event about putting measures in place for someone who has drunk too much, e.g. staff not serving them anymore | 1 | 3 | 3 |
| Excessive alcohol consumption, alcohol poisoning and associated illnesses | Over intoxication could lead to or cause serious injury or death to members of society or the public. | Members drink at their own risk. If someone falls ill we will make sure that they are cared for and receive any help they need. | 2 | 3 | 6 | Same as above  Be willing to cut people off or talk to a member of staff at the event about putting measures in place for someone who has drunk too much, e.g. staff not serving them anymore  Report issues to event/venue staff (e.g. bouncers)  Knowing when to report to emergency services | 1 | 3 | 3 |
| Drink spiking | Cause unusual behaviour/loss of consciousness, serious health issues, physical/mental abuse or death. | being aware of surrounding people, not letting drink out of sight, buying own drinks | 2 | 3 | 6 | 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 | 1 | 3 | 3 |
| Abuse/violence (verbal, physical, sexual) | Causes serious injury or death to someone when verbally, physically or sexually assaulted.  Causes short or long term mental health issues. | We will stay as a group, any confrontations in karate we train to diffuse. | 2 | 3 | 6 | Stay with members of the club, keep each other safe  Avoid any verbal or physical confrontation when out (no offence caused to others)  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 of club  Reporting issues to event/venue staff (e.g. security)  Know when to report to emergency services  Report any incidents to the LUU | 1 | 3 | 3 |
| Lack of safety measures in place for vulnerable groups (disabilities/medical conditions) | Causes someone who is disabled or has medical conditions, mental or physical harm due to lack of provisions made for them. | People won't be separated or be left on their own. | 2 | 3 | 6 | 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.  Ensure no one is separated from the group | 1 | 3 | 3 |
| Strobe lighting | Causes a member illness or an epileptic fit, this could also lead to secondary injuries e.g falls or head injuries. | If members suffer from light sensitivity we should be made aware so we can provide an alternative event. | 2 | 3 | 6 | Make sure that it is known before the event of the presence of strobe lighting  Check whether any member has a medical condition such as epilepsy. | 1 | 3 | 3 |
| Excessive noise/loud music at socials | Causes both short and long term damage to hearing. | If members suffer from noise sensitivity we should be made aware so we can provide an alternative event | 2 | 2 | 4 | Make sure that it is known beforehand that there will be loud music,  Check in with members regularly to see how they are feeling throughout events | 1 | 2 | 2 |
| Inappropriate behaviour/offence caused to others | Result in a physical fight leading to injury, death or mental anguish. | If someone behaves inappropriately they will be warned. If the behavior continues they will be asked to leave. | 2 | 3 | 6 | 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 | Causes any of the associated illnesses (such as sunburn, heat stroke, dehydration or hypothermia) or injuries (such as falls, slips and trips). | N/A we do not take trips which encompass adverse weather. We will cancel if weather warnings are issued to the city. | 1 | 2 | 2 |  |  |  |  |

**Transport and Movement**

| **Hazard**  e.g. Separated from group | **How might someone be harmed?**  e.g. Become lost and come to harm | **Existing risk control measures**  e.g. Emergency contact details saved | **Risk rating\*** | | | **Suggested additional measures**  e.g. All members being aware of route plan | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Transport cancelled or breaks down to or from social event | Causing a member to get lost in an unknown place and come to harm.  Causes an issue in getting to an event and/or being stuck in an unknown place. | Transport to events will be covered for sporting events and members will be given a meeting time and place. | 2 | 2 | 4 | Ensure transport is booked well in advance with a reputable company and that good relationships are maintained with the external companies used.  Prepare for this - have train times, public transport and vehicle recovery numbers written down  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 before the day  Ensure all members know the way to each event’s location prior to the day of the event | 1 | 2 | 2 |
| Night time navigation | Causes members to get lost resulting in slip, trips, falls or an unseen hazard. | Members will be asked to stay together. Look out for at least one other member in case of separation and keep committee contact details to hand in case of emergency or being left behind. Committee members will check for the right number of people. | 2 | 2 | 4 | Same as above  Travel on well lit routes with adequate street lighting  Not travelling alone to events or 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 | No answer given | 3 | 3 | 9 | 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  Follow LUU guidance on report/logging accidents  Knowing when to report to emergency services - immediately contact 999 if any major incidents or injuries occur | 1 | 3 | 3 |
| Unsuitable transport to and from activity | Causing member/s to get lost resulting in mental distress.  Severe or minor injury occurs due to unsafe transportation of society members. | No answer given | 3 | 2 | 6 | Ensure transport is booked well in advance with a reputable company and that good relationships are maintained with the external companies used.  Prepare for this - have train times, public transport and vehicle recovery numbers written down  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 before the day  Ensure all members know the way to each event’s location prior to the day of the event | 1 | 2 | 2 |
| Separation from group/losing contact | Individual/s becoming lost causing physical harm or emotional distress. | No answer given | 3 | 2 | 6 | Ensure all members have the relevant contacts if lost/separated from the group | 1 | 2 | 2 |

**Society Activity Hazards (Regular and Physical Activities)**

**Ensuring health and well-being during training, rehearsals, performances and competitions**

| **Hazard**  e.g. Contact sport | **How might someone be harmed?**  e.g. Breaking a bone due to contact in sport | **Existing risk control measures**  e.g. Knowing emergency contact details | **Risk rating\*** | | | **Suggested additional measures**  e.g. Ensuring competence and skills of members | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Slips, trips, falls on an outside space due to objects in the way, slippy ground, etc | Causing physical harm to a member resulting in broken falls, trips or slips leading to muscle damage, bone damage or death. | Floors should be clear for training and mats used. Members must listen on how to execute the activity correctly and be aware of the space. | 2 | 3 | 6 | 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  Check and clean mats throughout sessions if they become a hazard (due to any wetness on the mat, rips, or other wear)  Ensure mats aren’t a slip hazard - either with the member slipping or the mat sliding on the floor. | 1 | 3 | 3 |
| Contact injury (with objects or people) | 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 ect | Members will be trained efficiently for any contact beforehand. Emergency contacts will be given with membership. | 2 | 3 | 6 | Members should be told how to reach the nearest first aider.  Ensuring that all players are aware of the rules in regard to contact  Ensure all members are reminded of the code of conduct  Ensure club has emergency contact details of all members  Accidents should be cordoned off and crowds will be asked to move away.  Account taken for skills and competence of members before they participate in training against each other  Members who are overly aggressive towards other members or are not aware of the rules will not take part. If a conflict does arise, it will either be sorted immediately, or the involved members will stop taking part.  Be aware of surrounding space, people and mirrors when conducting training - ensure there is enough space in the room | 1 | 3 | 3 |
| Impact from equipment | Member/s being hit or colliding with a piece of equipment resulting in minor or serious injury. | N/A |  |  |  | N/A |  |  |  |
| Over-exertion, tiredness, cramp when participating in activities | Causes harm to member/s when over-exerting themselves leading to direct physical injury or or poor judgement being used resulting in falls, trips, slips or collisions. | Anyone who has overexerted will be sat down and re hydrated. We take regular breaks but we ask members to do things that are within their own capabilities and listen to their own body. | 2 | 2 | 4 | Ensure 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 or injuries | 1 | 2 | 2 |
| Jewellery and piercings | Members jewellery ripped out during a session causing harm to self.  Caused harm to self and/or others through puncturing from sharp objects. | No jewellery. | 2 | 2 | 4 | Ensure all jewellery and accessories are removed before training or playing  For new piercings, a bandage or plaster should be worn over it at all times | 1 | 2 | 2 |
| Adverse weather  [Applicable to outdoor training introduced in 2020] | Slipping on wet and/or muddy ground.  Illness resulting from exposure to cold and wet conditions.  Dehydration, sunburn or heat stroke from training in hot weather. | In cases of extreme rain, snow or other hazardous weather, outdoor training sessions will not go ahead.  Advise members to train in proper trainers and appropriate sports clothing for the temperature, not in standard gis.  Advise members to bring plenty of water and sun protection in hot weather. | 3 | 1 | 3 | Look for outdoor training spots that are more sheltered (either from rain or sun) by trees and nearby buildings.  Advise members not to attend outdoor training if they are uncomfortable with training in light-medium rain and cold conditions.  In hot conditions, consider bringing extra bottles of water for trainees, or locate training near a water fountain or other sources. | 2 | 1 | 2 |
| Lack of training environment precautions | Unsafe area to conduct activity | We train in sports halls. Check for wet floors or objects on the floor as we train barefoot. | 2 | 2 | 4 | Be aware of new training environments, always check before training | 1 | 2 | 2 |
| Nighttime training | Inadequate lighting leading to more collisions with unseen people/objects | Wearing the right kit is important to train. The venues are on campus. We advise members to be careful at night when travelling. | 2 | 2 | 4 | 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. | 1 | 2 | 2 |
| Home training  [Introduced in 2020] | Collisions with furniture; breaking furniture and personal impact injury.  Malpractice in warm up and training due to coaches not being physically present. May lead to personal injury such as strains or sprains. | Members should be aware of the space they have to train in and how they should adjust their techniques.  Advise members to follow along with proper warm ups provided by coaches, and to ask questions freely about techniques and stretches in order to fully understand them. | 2 | 2 | 4 | Advise members on the best ways to adjust techniques for tight spaces. (This can be incorporated into general training advice for making techniques more versatile.)  Advise members to warm up on their own before online sessions start. | 2 | 1 | 2 |

**Playing environment conditions**

| **Hazard**  e.g. Astroturf | **How might someone be harmed?**  e.g. Sliding and falling down | **Existing risk control measures**  e.g. Communicating risk to team | **Risk rating\*** | | | **Suggested additional measures**  e.g. Pitch checking procedure in place | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Unsuitable training surfaces | Causes trips, slips or falls resulting in associated injuries such as sprains, cuts or broken bones. | Checking for wet floors or obstructions. | 2 | 2 | 4 | Check and clean mats throughout sessions if they become a hazard (due to any wetness on the mat, gaps between them, rips, or other wear)  Ensure mats aren’t a slip hazard - either with the member slipping or the mat sliding on the floor. | 1 | 2 | 2 |
| Training without mats.  [Applicable while COVID-19 restrictions are in place – see specific risk assessment] | Slipping and falling on hard floors, blistering bare feet. | Members are advised to take care when training on hard floors.  Use of ground stretches, exercises and techniques will be minimised. | 2 | 2 | 4 | Advise members to train in trainers on hard floors and do upright versions of some stretches that usually require sitting or lying on the ground. | 1 | 2 | 2 |
| Members’ own homes.  [Applicable to home training introduced in 2020] | Falling or slipping onto a hard floor, resulting in bruising, spraining or worse personal injury. | Members should be aware of the surfaces in their own homes and be cautious of training on hard flooring. | 2 | 2 | 4 | Advise members to train in trainers of hard floors, or to see if there is a carpeted room that can be used for home training.  Do not incorporate any falling or floor techniques into training schedules. | 2 | 1 | 2 |
| Astroturf or tarmac | N/A | N/A |  |  |  | N/A |  |  |  |

**Coaching**

| **Hazard**  e.g. Unsupervised training | **How might someone be harmed?**  e.g. Unregulated activity leading to injury | **Existing risk control measures**  e.g. Have a training back-up plan in place | **Risk rating\*** | | | **Suggested additional measures**  e.g. Communicating risk of unsupervised training to team | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Inappropriate coaching activity (level of coaching to ability of members) | Causing over-exertion or injury etc to participant/s when the level of coaching is inadequate or too advanced for individual/s. | We have a syllabus for all abilities. | 2 | 2 | 4 | 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 causes individuals to harm themselves or others leading to minor or serious injury. | We have numerous coaches. Without an insured coach we will not do person to person contact. | 1 | 2 | 2 | Cancel session where coach unavailable | 1 | 2 | 2 |
| Inappropriate space for training | Lack of space causing collisions with objects or individuals. | Spaces will be checked prior to training to make sure the area is safe. Mats are applied to the floor. | 2 | 2 | 4 | Check any new training spaces prior to booking the space and/or be aware of the cancellation procedure | 1 | 2 | 2 |

**Procedures**

| **Hazard**  e.g. Getting separated from the group | **How might someone be harmed?**  e.g. Panicking/getting lost | **Existing risk control measures**  e.g. Clear route communication guidelines | **Risk rating\*** | | | **Suggested additional measures**  e.g. Contact details distributed to members | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Lack of away fixture safety and emergency procedure | Lack of knowledge of away venues safety or emergency procedures causing minor or severe injury or death. | N/A | 3 | 2 | 6 | Have an away fixture safety and emergency procedure in place which members are instructed on | 1 | 2 | 2 |
| Failure to report an accident | Reputational damage to individual/s, society or LUU. | Accidents will be reported to the venue and also to the sports team and the union. | 1 | 3 | 3 | All incidents and near misses must be reported - complete form and submit to the Activities Team | 1 | 3 | 3 |

**Equipment**

| **Hazard**  e.g. Damaged equipment | **How might someone be harmed?**  e.g. Equipment breaking and harming the user/someone in the vicinity | **Existing risk control measures**  e.g. Fixing of equipment procedure | **Risk rating\*** | | | **Suggested additional measures**  e.g. Regular equipment assessments | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Equipment unsafely set up/packed away/transported | Causing a manual handling injury to an individual  Equipment falling on an individual causing serious or minor injury. | Equipment is stored in the union. Committee members will collect and unpack equipment. | 2 | 2 | 4 | Committee arrive early to set up equipment and stay after the event to ensure it is tidied away correctly  Have manual handling training of equipment where necessary to reduce injury  Ensure training for mat moving techniques is given for beginners  All mat setup should be checked properly prior to use  Before finishing any training session, mats should be checked to ensure they are packed away safely  Before mats are used, there should be checks to ensure they are secure | 1 | 2 | 2 |
| Unsuitable equipment, kit or attire for the activity | Injury caused by ill-fitting kit getting caught on something/someone. Equipment not supporting the activity leading to cuts, bruises, sprains or broken bones. | Equipment is checked when unpacking to make sure it is all safe to use. | 2 | 2 | 4 | Check for any wear and tear of the mats before use - do not use where unsuitable and likely to cause injury  Ensure all kit is the correct size and having extras where needed  Ensure there are enough mats to cover full space, and for the amount of members taking part at one time | 1 | 2 | 2 |
| Damaged equipment | Causing injury to participant/s due to slips, trips or falls leading to cuts, abrasions, sprains or broken bones. | Equipment will be removed, not used and replaced. | 1 | 3 | 3 |  |  |  |  |
| Handling heavy equipment/equipment with moving parts | Causing serious or minor injury resulting bring unable to move heavy/moving equipment | Mats are heavy so members will be taught how to carry them effectively, using teamwork if needed. | 2 | 2 | 4 | 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 | 2 | 2 |
| Inadequate protective equipment | Causing serious or minor injury resulting from slips, trips, falls or collisions. | We have all protective equipment ready and stored to be collected when needed for certain activities. Members will be taught to use equipment effectively. | 2 | 2 | 4 | Suitability of equipment, kit and attire for the activity - assessment of the protective equipment and ensuring they are all safe for use before using. | 1 | 2 | 2 |
| Unsuitable clothing and shoes/socks | Causes injury when one member is wearing shoes and another is not  Slipping with socks on  Unsuitable clothing leading to overheating/getting caught | Wear appropriate sports clothing and remove shoes and socks. | 2 | 2 | 4 | Committee members to keep an eye on this and recommend suitable attire | 1 | 2 | 2 |

**The Environment**

| **Hazard**  e.g. Diminishing quality of a pathway | **How might someone be harmed?**  e.g. Damages local area (plant and animal life) | **Existing risk control measures**  e.g. Re-route pathways regularly to allow re-growth | **Risk rating\*** | | | **Suggested additional measures** | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Unsustainable travel | Causing damage to the environment due to large amounts of pollution. | Members find their own way to sessions. We provide transport in the form of a coach for our university national competition. | 2 | 2 | 4 | Reduce use of public transport/cars to home games and training and walk/cycle instead when possible  Use coaches to transport larger numbers of people if events are off campus  Host events on campus where possible to limit the necessity to travel long distances | 1 | 2 | 2 |
| Rubbish, waste and litter | Causing damage to the venue or environment. Causes a trip hazard resulting in injury. Damage to club or LUUs reputation. | Members are asked to take all items with them. There are also bins on site. | 2 | 2 | 4 | Limit rubbish, waste and litter from your activity  Ensure that all litter is cleaned by members at the end of the session  Have a bin bag which people can put litter in | 1 | 2 | 2 |
| Damage to the environment | Damage to the venue resulting in anyone being able to use it for future activities.  Causing hazards due to damaging of venues which results in injury. | We train indoors away from plants and animals or anything else we could possibly impact. | 2 | 2 | 4 | Use reusable equipment as much as possible to reduce wastage.  Recycle where possible | 1 | 2 | 2 |

**Animals**

| **Hazard**  e.g. Unruly animal | **How might someone be harmed?**  e.g. Animal bites someone | **Existing risk control measures**  e.g. Knowing the first aid procedure | **Risk rating\*** | | | **Suggested additional measures**  e.g. Individual animal behaviour assessment prior to event | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Unpredictable animal behaviour |  |  |  |  |  |  |  |  |  |
| Bad allergies/allergic reactions  Unhygienic surroundings |  |  |  |  |  |  |  |  |  |
| Inappropriate space for keeping the animals e.g. space too small/unhygienic/dark/hot/cold/wet, etc |  |  |  |  |  |  |  |  |  |

**Staying Away**

| **Hazard**  e.g. Sleepwalker | **How might someone be harmed?**  e.g. Sleepwalks and hurts self | **Existing risk control measures**  e.g. Being aware of member sensitivities | **Risk rating\*** | | | **Suggested additional measures**  e.g. Clear communication of procedure to other members | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Lack of emergency procedure for stay aways  Emergency procedure not communicated properly |  |  |  |  |  |  |  |  |  |
| No controls for night time tendencies in place e.g. sleep walking  No safety procedures for moving around at night |  |  |  |  |  |  |  |  |  |
| Lack of control for illicit substance use and/or other incidents (such as trespassers)? |  |  |  |  |  |  |  |  |  |

**Additional risks**

| **Hazard** | **How might someone be harmed?** | **Existing risk control measures** | **Risk rating\*** | | | **Suggested additional measures** | **New risk rating\*** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

| **Society signatures:** | | | |
| --- | --- | --- | --- |
| **President** | Dario Luis Fernandez Ainaga | **Date** | 02/09/2021 |
| **Secretary** | Tobias Goldhill-Watts | **Date** | 09/09/2021 |
| **Treasurer** | Oliver Martin | **Date** | 08/09/2021 |