# LANCASTER UNIVERSITY STUDENTS' UNION

## **Group Risk Assessment**

Lancaster University Badminton Club & Society
April 2023
April 2024

#### **Ongoing Assessment**

The Risk Assessment process must be 'on-going' and 'dynamic'.

In other words, professional judgements and decisions regarding safety will need to be made <u>during</u> the activity. If the control measures aren't sufficient, the activity must not proceed.

All personnel involved with the running of the event must receive very clear guidance and instructions for the management of the event and be very clear about their own roles and responsibilities for each aspect of the event and carry these out under the guidance given.

The whole team must be told that under no circumstances are they to admit liability in case of any accidents; all incidents or questions involving insurance must be referred to LUSU the next day.

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled	Controlled Risk Rating	Who is responsible for the control?
Area of Activity	Set-up						
e.g. Portable Electrical Equipment	Electrocution or fire leading to burns or death	Exec and Members	Check all leads and casing before use to check for visual damage; do not use if damaged.     Ensure all electrical equipment is PAT tested when it is due for renewal	5	1	5 Mod	User (members)     Health & Safety     Officer
Code of Practice	will be labelled as such and not used with it is repaired.						

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Contact with shuttles	Leaving bruises to the body or potential contact with eyes	Exec and members (playing or spectating)	There must be trained First Aiders at the sports centre.     Exec members must warn members about shuttle movement, so that they are aware of it hitting them.	1	3	3	User (members)     Health & Safety     Officer
Code of Practice	English to the state of the sta						
Contact with rackets / players	Potential concussion, cuts or bruises to the body.	Exec and members (playing or spectating)	<ol> <li>First aiders at Sports Centre</li> <li>Players must be aware of calls used on court.</li> <li>The Exec will warn all new players to be aware of other player's movements and will train members on safe movement on court to try and prevent collisions.</li> <li>Inexperienced players paired with experienced players</li> </ol>	3	2	6	User (members)     Health & Safety     Officer
Code of Practice	they know how  New players s	to communicate	contact with the body, it is important to educate players on co with their partners on court.  the appropriate calls and safe team play principles before player.				-
Sprains	Sprains to arms or legs (ankles)	Exec and members	<ol> <li>First aiders at Sports Centre</li> <li>New members will be told the correct footwear and attire and must wear it.</li> <li>Warmups are run by the exec before each session to avoid injury. Executives should be trained in how to conduct a warmup session properly.</li> </ol>	2	2	4	Health & Safety     Office     Any Executive     present at the     session

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Code of Practice	advise all new • Players should	members on suit densure they hav	t always be worn on court; players not wearing suitable footwood able footwear and attire when they join. e correctly warmed up prior to playing. Players who have miss cutive if they need any guidance on conducing their own warn	sed the			
Area of Activity:							
People on court (intruding)	Falling/tripping causing cuts, bruises, sprains	Players, Spectators, Sports Centre Staff, General Public	<ol> <li>First aiders at Sports Centre</li> <li>President or Health &amp; Safety Officer tell all members:         <ul> <li>To always stay off other courts when a game is in play</li> <li>To stop playing immediately if any person enters the court area</li> </ul> </li> <li>Stow bags and other possessions away from the court edges which cause players to step into the courts.</li> <li>Keep tight control on entry to the play space, to ensure no members of the general public access the space unauthorised and hence potentially unaware of the danger.</li> </ol>	2	1	2	All members     Health & Safety     Officer     Exec members
Code of Practice	there are intru line away from	sions onto the count the count the court. The Ex	be there is a risk that injuries, caused either by rackets or play ourt, games must be immediately paused to avoid such happer sec will verbally inform all players and spectators. The main play area and courts to prevent people walking around the	nings; s	pectator	s should	d stay behind a designated

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Bags at side of courts / obstacles	Tripping/falling causing sprains, bruises, cuts.	Players, Spectators, Sports Centre Staff, General Public	<ol> <li>All members to stow bags, and other possessions away from the court edges which cause players to step into the courts.</li> <li>First aiders at sports centre</li> <li>Members shown correct lifting techniques by the safety officer, benches &amp; other obstacles moved out of the way using the correct techniques.</li> </ol>	2	1	2	All executives at the session.     Health & Safety Officer
Code of Practice	moved and sto members will I • Stow your bag	ored against the wo be shown how to less away from the r	ave bags in inappropriate positions where they cause a trip har all; the executive will enforce this. The Exec will ensure the cup ift correctly by the Safety Officer and must use this technique nain play area and courts.  ags are tucked away to minimise trip hazards.	ourts ar	e clear l	before th	ne session begins. All new
Unsupervised play	Sprains, bruises, cuts	Members	A member of exec will always be present at sessions, or the session will be cancelled.	2	1	2	All Exec     members
Code of Practice	Players will be	given sufficient n	Difficial session if an exec member is there. Otice that a session has been cancelled. Sufficient notice that a session has been cancelled and hence	e inform	anyone	arriving	that the session is not on.
Trips / falls	Sprains	Exec and Members	<ol> <li>New members will be told the correct footwear and attire and must wear it.</li> <li>The Exec will check the surface at the start of the session to ensure it is dry, clear, and safe.</li> </ol>	2	2	4	User (members)     Exec Members
Code of Practice	advise all new	members on suita	t always be worn on court; players not wearing suitable footwable footwable footwear and attire when they join.  The society or sports centre will be on hand to assist with any increase.				to play. The Exec will

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
Setting up courts	Sprains, bruises, cuts	Exec and members	Members who know how to set up the nets will set them up and must do it correctly and safely.	2	2	4	- H&S Officer - Exec members
Code of Practice			if required, although this should be left to trained sports cent set up courts or alter the position of equipment during a sessi		ss they	can con	fidently do so in a safe
Lack of fluids	Dehydration	Exec and members	<ol> <li>All new members will be told to bring drinks with them or a bottle to fill up at the sports centre. There will be regular breaks for drinking fluids.</li> <li>Exec will point out the nearest water fill stations.</li> </ol>	1	1	1	- H&S Officer - Exec members
Code of Practice	to take on fluid	s.	the Exec to bring fluids or a water bottle to fill up at the Sport be pointed out by an executive to new members of the socie		e. There	will be	regular breaks in training
Wet/debris on floor	Slipping/ falling causing sprains, bruises, cuts, grazes.	Players, spectators, sports centre, staff, general public	<ol> <li>Exec members to check floors before training, any wet patches or debris will be swept before use</li> <li>Ensure sports centre has adequate cleaning equipment regularly</li> <li>Train members, especially new players, about the danger of debris on the courts, and hence they need to report it immediately.</li> <li>Executives ensure the floor is left debris and liquid free after the session has ended to protect the general public using the space afterwards.</li> </ol>	3	1	3	- H&S Officer - Exec members - All members
Code of Practice	<ul> <li>If you notice a may include fe</li> </ul>	<ul> <li>The surface will always be checked off as safe at the start of the session by the Exec (a particular hazard is moisture on the court).</li> <li>If you notice any debris or liquid on the court surface then notify an executive immediately and cease play until it has been cleared. Debris may include feathers from shuttles, cork heads from shuttles, water bottles, rackets etc.</li> <li>Ensure courts are left free of debris and potential slip hazards after the session has finished</li> </ul>					

## **Risk Rating Guide**

Below is a simple guide to help risk assessors determine the risk rating of each hazard identified.

A Risk Assessment should be 'Suitable and Sufficient'. That is to say:

- It should identify the risks arising in connection with the activity.
- The level of detail included should be proportionate to the risk.
- It must consider all those who might be affected i.e. staff, students, etc.
- It should be appropriate to the activity and should identify the period of time for which it is to remain valid.

### Risk = Likelihood X Severity

Likelihood	
Very Unlikely	0
Unlikely	1
Possible	2
Likely	3
Very Likely	4
Certain	5

The Severity		
No Action	No injury	0
First Aider	Bruising, minor cuts, grazes	1
Doctor	Strains, Sprains, concussion	2
A & E 1	Loss of consciousness, blood loss, burns, breaks or injury resulting in Visit to A&E. Other non-permanent chemical effects. Corrosive toxic, flammable substances, mild chemical irritation of eyes or skin. Harmful, irritant substances	3
A & E 2	Permanent /partial/total disablement or other reportable injury/disease	4
Death	Single Death or Multiple Death	5

Likelihood	Severity	/				
	Death	A&E2	A&E1	Nurse Unit	First Aider	No Action
Certain	25	20	15	10	5	0
Very Likely	20	16	12	8	4	0
Likely	15	12	9	6	3	0
Possible	10	8	6	4	2	0
Unlikely	5	4	3	2	1	0
Very Unlikely	0	0	0	0	0	0

Risk Rating	Score	Action
Trivial Risk	0 - 2	No further action required unless incidents occur
Low Risk	3 - 4	No additional controls may be needed overall, but specific hazards may be reduced. Monitoring is required to ensure controls are maintained. Review if an incident occurs or more effective controls become available.
Moderate Risk	5 - 10	Efforts should be made to reduce the risk over a defined period of time.
High Risk	12 - 16	Work should not be started until the risk has been reduced. If work is in progress Urgent action should be taken to reduce or control risks.
Intolerable Risk	20 - 25	The activity should cease until risks have been reduced to an acceptable level.