

Risk Assessment

LANCASTER UNIVERSITY STUDENTS' UNION

| Details | |
|---|--|
| Event/Project Name | General Sessions, Events & Socials |
| Group | Lancaster University Magic and Circus Society (LUMACS) |
| Risk Assessment Review Date | 25/10/25 |
| Ongoing Assessment | |
| <p>The Risk Assessment process <u>must</u> be 'on-going' and 'dynamic'.</p> <p>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.</p> <p>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.</p> <p>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.</p> | |

| Hazard | What are the risks & potential injuries? | Who is at risk? | What are the controls and actions? (use numbers) | C o n t r o l l e d S e v e r i t y | C o n t r o l l e d L i k e l i h o o d | C o n t r o l l e d R i s k R a t i n g | Who is responsible for the control? |
|---------------------------------|---|--------------------------------------|---|--|--|--|--|
| LED Equipment | | | | | | | |
| Dark room | Individuals walking into objects or other people | Individuals in the room | 1. Have low lighting around the edges of the room | 1 | 1 | 2 | (1) Individuals setting up the event |
| Equipment | Getting hit by equipment, bruises, concussion | Individuals near LED equipment | 1. Stop using LED equipment if it does not light up/ stops working 2. Individuals using the equipment should be aware of their surroundings and stop if someone gets too close 3. Individuals in the vicinity of LED equipment should be careful around individuals using equipment | 1 | 1 | 2 | (1-3) Individuals in the vicinity of LED equipment (2) Individuals setting up the event |
| Circus Equipment | | | | | | | |
| Damaged/ broken equipment | Injury from using the equipment, bruises | Individuals using the equipment | 1. Individuals using a piece of equipment should check over the equipment. | 1 | 1 | 1 | (1) Individuals using the equipment |
| Juggling equipment (e.g. balls, | Hitting other people with equipment, dropping | Individuals juggling and individuals | 1. Individuals should be aware of their surroundings when juggling | 1 | 1 | 1 | (1) Individuals using the equipment |

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|---|---|---|---|--|--|--|---------------------------------------|
| clubs, rings) | equipment onto yourself | nearby | | | | | |
| Hoop/staff | Hitting other people with the equipment, bruises | Individuals using the equipment, individuals nearby | <ol style="list-style-type: none"> 1. Individuals should be aware of their surroundings when using the equipment 2. Individuals using equipment (mainly hoop) should use the right size and weight of the equipment for particular moves | 1 | 1 | 1 | (1-2) Individuals using the equipment |
| Far reaching equipment- e.g. poi and diablo | Hitting other people with the equipment, bruises, loss of circulation from strings | Individuals using the equipment, individuals nearby | <ol style="list-style-type: none"> 1. Individuals should be aware of their surroundings when using the equipment | 1 | 1 | 1 | (1) Individuals using the equipment |
| Stilt walking | Falling from stilts resulting in bruises and minor cuts, falling onto other people nearby | Individuals using the stilts, individuals nearby | <ol style="list-style-type: none"> 1. If individual is learning or unsteady on stilts someone else should be near to support them 2. Individuals should wear helmet, elbow pads and knee pads when using the stilts unless the health and safety regulatory body deem it unnecessary for them to. 3. Stilts are not allowed to be used in the dark unless the health and safety regulatory body deem it safe for them to 4. The stilts should not be used if the floor is | 2 | 2 | 4 | (1-4) Individual using the stilts |

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|---|---|--|---|--|--|--|---|
| | | | deemed too slippery or unstable. | | | | |
| Unicycling | Falling from unicycling resulting in cuts and bruises, can hit head, falling onto people nearby | Individuals using the unicycle, individuals nearby | <ol style="list-style-type: none"> 1. Individuals should learn and practice how to safely mount, dismount and fall before learning to unicycle 2. Individuals should wear helmet, knee pads and elbow pads when using a unicycle unless the health and safety regulatory body deem it unnecessary for them to 3. If an individual is learning or unsteady on the unicycle someone else should be near to support them 4. The unicycle is not allowed to be used in the dark unless the health and safety regulatory body deem it safe for them to 5. Workshops for unicycling should have a minimum of one instructor per active unicyclist, with someone from the health and safety regulatory body present. 6. The stilts should not be used if the floor is deemed too slippery or unstable. | 2 | 2 | 4 | (1-2, 4-5) LUMACS health and safety regulatory body (3, 6) Individual using the unicycle (5) Individuals running unicycling workshops |
| Aerial (more detail covered in LUMCAS) | Overexertion, overstretching, | Individuals using the aerial equipment | <ol style="list-style-type: none"> 1. A limited number of individuals will be allowed to do aerial at one time 2. The aerial co-ordinator will be present at all times during an aerial workshop | 1 | 1 | 1 | (1-3) LUMACS health and safety regulatory body |

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|-------------------------|--|---|---|--|--|--|---|
| Aerial Risk Assessment) | falling, getting stuck | | 3. The LUMACS Aerial Risk Assessment will be followed at all times | | | | |
| Face painting | Allergic reactions, face paint in mouth or eyes | People that come into contact with face paint | <ol style="list-style-type: none"> 1. Hypoallergenic face paint will be used 2. Individuals wanting to get face paint should disclose allergies before getting the face paint 3. If face paint gets into an individual's eyes or mouth they are to rinse out with cold water. Seek professional medical help if problems occur | 2 | 1 | 2 | (1) Individual buying the face paint (2-3) Individuals wanting to get their face painted |
| Levi Wand | Hitting other people with the equipment, Hitting yourself with the equipment | Individuals using the levi wand | <ol style="list-style-type: none"> 1. Individual using equipment should be aware of their surroundings when using the levi wand | 1 | 1 | 1 | (1) Individual using the equipment |
| Rope Dart | Hitting other people with the equipment, Hitting yourself with the equipment, Wrapping rope around body parts (potentially strangulation). | Individuals using the rope dart, Individuals in the vicinity of the rope dart | <ol style="list-style-type: none"> 1. Individual should be fully aware of their surroundings when using the rope dart e.g. do not use headphones whilst using the rope dart 2. Individuals should have adequate space when using rope dart 3. Individuals should not attempt moves with the rope dart unless approved by a member of the LUMACS Health and Safety Regulatory | 3 | 1 | 3 | (1-4) Individual using the equipment (3) LUMACS Health and Safety Regulatory Body |

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|-------------------------|---|-------------------------|--|--|--|--|--|
| | | | Body 4. The rope dart is not allowed to be used in the dark | | | | |
| Devil Sticks | Hitting other people with the equipment, Hitting yourself with the equipment | | 1. Individual using equipment should be aware of their surroundings when using devil sticks | 1 | 1 | 1 | (1) Individuals using the equipment |
| Workshops | | | | | | | |
| Learning new techniques | Hitting people with equipment, bruises, cuts | Individuals in the area | 1. Individuals running the workshop are competent with their equipment at a level approved by the LUMACS Health and Safety regulatory Body | 1 | 2 | 2 | (1) Individual running the workshop (1) LUMACS Health and Safety Regulatory Body (1) Individuals learning new techniques |
| Using new equipment | Hitting people with equipment, bruises, cuts | Individuals in the area | 1. Individuals running the workshop are competent with their equipment | 1 | 2 | 2 | (1) Individual running the workshop (1) LUMACS exec (1) Individuals using new equipment |

| 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? |
|------------------------------|---|--|--|---------------------|-----------------------|------------------------|---|
| Auditory Processing Disorder | Not understanding instructions, bruises, cuts | Individuals with Auditory Processing Disorder or similar | <ol style="list-style-type: none"> 1. Instructions should be clear, concise, and easy to understand. 2. Instructions should be given when all individuals participating are ready and listening. 3. Instructions should be accompanied by demonstrations of the moves. 4. Instructions should be repeated as many times as individuals deem necessary in order to understand. 5. Individuals should be monitored by the leader while they do the move so that the leader can give advice and make corrections when needed. 6. Individuals should not give other individuals instructions to avoid conflicting with what the leader has said. 7. Instructions given by the leader should not be interrupted by others to avoid confusion or distraction. | 1 | 2 | 2 | <p>(1-5) Individual running the workshop</p> <p>(2, 6-7) Individual using the equipment</p> |
| Overcrowding | Injured from circus equipment | Individuals in the room | <ol style="list-style-type: none"> 1. The number of people in the room will not go over the maximum capacity | 1 | 1 | 1 | (1) LUMACS Health and Safety Regulatory Body |

| 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? |
|--|---|---|---|---------------------|-----------------------|------------------------|--|
| Fire Session (more detail covered in LUMACS Fire Risk Assessment) | Burns | Individuals in the area | <ol style="list-style-type: none"> 1. The fire session will be on a small scale 2. The fire department has been contacted and been made clear 3. There will only be one person in each designated space for fire at one time, and maximum six people using fire at any one time 4. Individuals who have consumed alcohol will not be allowed to take part in the fire session 5. The LUMACS Aerial Risk Assessment will be followed at all times | 3 | 1 | 3 | (1-5) LUMACS Health and Safety Regulatory Body |
| General and Accessibility | | | | | | | |
| Injuries | Worsening previous injuries, falling, bruises | Individuals taking part who are already injured | <ol style="list-style-type: none"> 1. Individuals who are injured should not attempt moves which may worsen their injury 2. Individuals should disclose any injuries to relevant individuals before the session starts | 2 | 2 | 4 | (1-2) Individuals with an injury using the equipment (1-2) LUMACS Health and Safety Regulatory Body |
| General Medical Conditions | Worsening condition, overexertion, fatigue | Individuals who have medical conditions | <ol style="list-style-type: none"> 1. Individuals who have medical conditions should not attempt moves which may worsen their condition | 2 | 2 | 4 | (1) Individuals with existing medical conditions |

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|--|---|---|---|--|--|--|--|
| Asthma | Struggling to breathe | Individuals with asthma | <ol style="list-style-type: none"> 1. Individuals with asthma should have their inhaler on hand for activities where it may be needed 2. If struggling to breathe, individuals with asthma should stop what they are doing and take a break/drink water/use their inhaler | 2 | 1 | 2 | (1-2) Individual using the equipment with asthma |
| Hypermobility | Pulling/ straining muscles, dislocation | Individuals with hypermobility | <ol style="list-style-type: none"> 1. Individuals who have hypermobility should not overextend joints to avoid dislocations 2. Individuals with hypermobility should take a break if in pain | 3 | 1 | 3 | (1-2) Individuals with hypermobility |
| Fatigue (CFS or similar) | Overexertion | Individuals with CFS or similar health conditions | <ol style="list-style-type: none"> 1. Individuals with CFS or similar conditions should only take part in what they feel they can manage 2. Individuals with CFS or similar conditions should take regular breaks when and if needed | 2 | 2 | 4 | (1-2) Individuals with CFS or similar conditions using the equipment |
| Injured/ worsened injury or medical condition during session | Worsening previous injuries, falling, bruises, worsening condition, overexertion, fatigue | Individuals attending circus sessions | <ol style="list-style-type: none"> 1. There will be a designated fully equipped first aid kit that will always be available. At least one of the exec in the circus session will have an active first aid certificate. | 1 | 1 | 1 | (1) LUMACS Health and Safety Regulatory Body |

| Hazard | What are the risks & potential injuries? | Who is at risk? | What are the controls and actions? (use numbers) | C o n t r o l l e d S e v e r i t y | C o n t r o l l e d L i k e l i h o o d | C o n t r o l l e d R i s k R a t i n g | Who is responsible for the control? |
|---|---|---|--|--|--|--|---|
| Alcohol and drugs | Injuring themselves or others | Individuals who have consumed alcohol or perception altering drugs, sober individuals in the vicinity | <ol style="list-style-type: none"> 1. Individuals who have consumed alcohol or perception altering drugs will not be allowed to partake in aerial and fire activities 2. Individuals who have consumed alcohol or perception altering drugs may be asked to leave the session if the exec deem it necessary 3. Security on campus can be contacted if necessary | 1 | 2 | 2 | (1-3) LUMACS Health and Safety Regulatory Body (3) Campus security |
| Injuries obtained whilst partaking in circus activities | Injuring themselves or others | Individuals in the vicinity | <ol style="list-style-type: none"> 1. Agree to terms and conditions 2. Purchase a membership 3. Must have a valid membership to attend any circus and aerial sessions and socials | 1 | 1 | 1 | (1-3) Individuals turning up to sessions (2-3) LUMACS exec |

Sign Off

The undersigned believe this assessment to cover all significant risks associated with the above activity and accept their responsibilities for ensuring associated controls are in place

| Authorisation | | | |
|---------------------------|----------------|--------------|----------|
| Position | Print Name | Sign | Date |
| Health and Safety Officer | Holly Williams | H.E.Williams | 17/11/25 |
| President | Eil Cleary | E.Cleary | 17/11/25 |

Please detail how this risk assessment will be communicated to all parties who must comply:

| Communication | | | |
|--|---|---------------------------|----------|
| Who needs to understand this assessment? | How will this be communicated to them? | Person Responsible | Date |
| LUMACS Aerial Co Ordinator(s) | Email | Health and Safety Officer | 17/11/25 |
| LUMACS Members | https://lumacs.co.uk | President | 17/11/25 |

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. |