

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'. 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)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	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	<ul 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	<ul 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	<ul 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"> Individuals should learn and practice how to safely mount, dismount and fall before learning to unicycle 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 If an individual is learning or unsteady on the unicycle someone else should be near to support them The unicycle is not allowed to be used in the dark unless the health and safety regulatory body deem it safe for them to Workshops for unicycling should have a minimum of one instructor per active unicyclist, with someone from the health and safety regulatory body present. 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"> A limited number of individuals will be allowed to do aerial at one time 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	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	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	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 Body	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

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

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Fire Session (more detail covered in LUMACS Fire Risk Assessment)	Burns	Individuals in the area	<ul 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	<ul 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	<ul 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

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?
Asthma	Struggling to breathe	Individuals with asthma	<ul 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	<ul 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	<ul 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	<ul 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

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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"> Individuals who have consumed alcohol or perception altering drugs will not be allowed to partake in aerial and fire activities Individuals who have consumed alcohol or perception altering drugs may be asked to leave the session if the exec deem it necessary 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"> Agree to terms and conditions Purchase a membership 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	Ell 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		The Severity					
Very Unlikely	0	No Action	No injury				0
Unlikely	1	First Aider	Bruising, minor cuts, grazes				1
Possible	2	Doctor	Strains, Sprains, concussion				2
Likely	3	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
Very Likely	4	A & E 2	Permanent /partial/total disablement or other reportable injury/disease				4
Certain	5	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 <u>Urgent action should be taken to reduce or control risks.</u>
Intolerable Risk	20 - 25	The activity should cease until risks have been reduced to an acceptable level.