

RISK ASSESSMENT FORM – Students’ Union

Activity: (Describe the activity: What is happening)			
Location(s):			
Who may be exposed:			
Responsible Person:			
Assessors name:		Committee position:	
Assessors signature:		Date of assessment	
Related Documents:	•	Review date:	
		Review date:	
		Review date:	

Get to Green! Look at the activity and identify the risks. Then put in place all the things that will make that activity safe. Once you’ve done that, the risk will be low! You’ll **Get to Green!** If there is a control measure that is not done just yet (maybe some training), highlight it in Bold and then put in in the action plan at the end with a target completion date. If your risk assessment is suitable and sufficient, then just review it yearly and fill in the dates. If you need any advice, contact YSJU Health and Safety Adviser.

Impact/severity	High	M	M	H
	Med	L	M	M
	Low	L	L	L
		Low	Med	High
	Likelihood			

Risk Matrix: The risk matrix to be used is a simple 3x3 with only one red area. This simplistic ‘traffic light’ approach incorporates the likelihood and severity criteria rated as Low (L), Medium (M) or High (H). Risk assessors need only ask two questions to ensure the risk is graded correctly:

- What are the chances of this happening? (Likelihood)**
- And if it did happen, what is the worse that could happen? (Severity)**

Always consider who this may affect (Staff, visitors, general public etc).

A full detail explanation can be found at the end of this risk assessment.

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
01.	Trips / Slips / Falls / Collisions with Other Players	<ul style="list-style-type: none"> All training sessions are delivered by a coach who holds at least UKCC Level 1 Hockey or other relevant qualification Immediate first aid provision can be given to injured participants by club members / staff at YSJU Sports Park 	Medium	<ul style="list-style-type: none"> Participants are informed and advised on correct footwear / clothing (participants without correct clothing / equipment are asked not to participate) Sessions are abandoned in adverse weather conditions Pitch inspection is completed prior to training / matches Committee aware of how to call First Aid 	Low	
02.	Muscle Strains / Bruising / Cuts / Bleeding	<ul style="list-style-type: none"> All participants / players must engage with an appropriate warm-up prior to training / competitive BUCS fixtures Players / participants suffering from muscle strains / bruising / cuts are immediately given the appropriate first aid provision 	Medium	<ul style="list-style-type: none"> Any player suffering severe injury in game must seek further medical attention 	Low	
03.	Dislocation / Broken Bones	<ul style="list-style-type: none"> First aiders / Pitchside Physio to perform initial first aid treatment at fixtures Ensure a member of the team / YSJ-Active Staff / SU Staff is ready to meet the ambulance / paramedics on their arrival at YSJU Sports Park 	Medium	<ul style="list-style-type: none"> Contact emergency services (999) and YSJ-Active staff present at the facility immediately 	Low	
04.	Head / Spinal Injury	<ul style="list-style-type: none"> If an individual is suspected to have suffered from a spinal / head injury the individual must NOT be moved Ensure a member of the team / YSJ-Active Staff / SU Staff is ready to meet the ambulance / paramedics on their arrival at YSJU Sports Park 	Medium	<ul style="list-style-type: none"> Emergency services (999) and YSJ-Active staff present at the facility must be notified immediately 	Low	

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
05.	Poor Pitch Quality / Maintenance	<ul style="list-style-type: none"> Before use ground staff / should complete a pitch, inspection removing any harmful / foreign objects from the pitch / surrounding area 	Medium	<ul style="list-style-type: none"> Students' Union will advise when the pitch is unplayable due to adverse weather conditions and / or the quality of the pitch 	Low	
06.	Incorrect Footwear	<ul style="list-style-type: none"> Players / session participants must wear footwear advised Individuals are encouraged to wear Hockey shoes with increased support / protection 	Medium	<ul style="list-style-type: none"> Before each competitive fixture's referees will check each players boots / shoe to ensure footwear is suitable and safe. 	Low	
07.	Shin Pads	<ul style="list-style-type: none"> All players to wear shin pads whilst training and playing competitive BUCS fixtures in order to minimise potential injuries 	Medium	<ul style="list-style-type: none"> Shin pads are specific hockey shin pads at the correct length and size. 	Low	

RISK ASSESSMENT ACTION PLAN

This action plan identifies the control measures to be implemented in order to reduce identified risks to the lowest acceptable risk level.

Note: immediate action must be taken to address any identified net red risk

Other categories of net risk (amber and green) should be completed within the agreed time period (from the report date) specified providing it is reasonably practicable.

Hazard	Further actions / Control measures (as identified from the risk assessment)	Responsible Person/s	Target Completion Date

CRITERIA FOR LIKELIHOOD AND IMPACT/SEVERITY

Likelihood

To determine "likelihood" you should consider previous accidents, frequency of the activity and the knowledge and experience of people involved.

Description	Example Detail
High	Extremely likely e.g. previous incidents recorded in the past month or if hazard is likely to occur imminently or in a very short term. (Hazard exists permanently, a hazardous event occurs daily or throughout the day).
Medium	Most Likely e.g. previous incidents recorded in the past 6 months or if hazard is likely to occur in time. (Hazard occurs intermittently, or hazardous event occurs occasionally throughout week/month)
Low	Likely e.g. previous incidents recorded in the past year or if hazard may occur in time. (Hazard exists very infrequently, or hazardous event occurs monthly or less frequently.)

Impact / Severity

To establish the severity of the "impact" you need to consider how seriously someone could be injured by the hazard. You should also consider damage to property and equipment, disruption to service and compliance with legislation.

Description	Example Detail
High	Extremely harmful e.g. Death, life threatening illness/injury, amputations, major fractures, multiple injuries, long term incapacity, long term staff sickness, serious service failure impacting on vulnerable groups, major fire.
Medium	Harmful e.g. 3-day injuries, hospital admission, work related upper limb disorder, dermatitis, burns, lacerations, concussion, property damage, service failure impacts on property or non-vulnerable groups.
Low	Could be harmful e.g. superficial injuries, minor cuts and bruises, temporary irritation, less than 3-day staff absence.

Net Risk	Action and Timescale
Low	No further preventive action is necessary, but consideration should be given to solutions or improvements that impose no additional cost burden. Monitoring is required to ensure controls/precautions remain effective and review annually or sooner if there are changes.
Medium	Action should be taken within 6 months to reduce the risk as low as is reasonably practicable. A consideration of costs versus effectiveness should be considered. Where an amber risk is associated with a harmful impact/severity further risk assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Action must be taken immediately/as soon as possible. Work should stop or not commence until adequate control measures have been implemented. While the control measures should be cost-effective, there may legally be an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then work must remain prohibited.