

## RISK ASSESSMENT FORM – Students' Union

<b>Activities:</b>	Run YSJ's twice weekly training sessions.		
<b>Location(s):</b>	Out and around York city, York St John University Sports Park Athletic Track.		
<b>Who may be exposed?</b>	Run YSJ club members, members of the public.		
<b>Responsible Person:</b>	Olivia King- Run YSJ's Health and Safety Secretary.		
<b>Assessors name:</b>	Olivia King	<b>Committee position:</b>	Health and Safety Secretary
<b>Assessors signature:</b>	OGAKing	<b>Date of assessment</b>	16/04/19
<b>Related Documents:</b>	•	<b>Review date:</b>	
		<b>Review date:</b>	
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**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 after Control Measures	Additional Control Measures Required Throughout Year	Risk Level
01.	Trips / Slips / Falls / Collisions with Other Athletes/ the public  Relevant locations: Around York & Athletic track	<ul style="list-style-type: none"> <li>Immediate first aid provision can be given to injured participants by club members.</li> <li>Participants are informed and advised on correct footwear / clothing (participants without correct clothing / equipment are asked not to participate).</li> <li>Inspection of training area (if using athletic track) is completed prior to training /competitions to ensure that the court and surrounding area is clear before training etc.</li> <li>Committee aware of how to call person responsible for first aid during any given training session.</li> <li>All training sessions must be taken by a competent coach who has the necessary coaching credentials.</li> <li>No training on dangerously wet surfaces either on athletic track or around York.</li> </ul>	Low		
02.	Muscle Strains / Bruising / Cuts / Bleeding  Relevant locations: Around York & Athletic track	<ul style="list-style-type: none"> <li>All members/ participants must engage with an appropriate warm-up prior to training.</li> <li>Members/ participants suffering from muscle strains/ bruising/ cuts are immediately given the appropriate first aid provision.</li> <li>Any member/ participant suffering severe injury during a session must seek further medical attention.</li> <li>Club must have at least one first aid qualified individual present at each session.</li> </ul>	Low		
03.	Head / Spinal Injury  Relevant locations: Around York	<ul style="list-style-type: none"> <li>If an individual is suspected to have suffered from a spinal / head injury the individual must NOT be moved, this protocol must be taught to all Run YSJ members as the join the club.</li> </ul>	Medium		

No.	Hazard	Control measures	Risk Level after Control Measures	Additional Control Measures Required Throughout Year	Risk Level
	& Athletic track	<ul style="list-style-type: none"> <li>Emergency services (999) must be dialled immediately and YSJ-Active staff present at the facility (if at a YSJ facility) must be notified immediately.</li> <li>Health and Safety secretary notified immediately, if they are not present at the training session then the first aider in charge for that session.</li> <li>Ensure a member of the committee is ready to meet the ambulance / paramedics on their arrival preferably a first aider.</li> </ul>			
04.	Inexperienced Athletes (Beginners)  Relevant locations: Around York & Athletic track	<ul style="list-style-type: none"> <li>All inexperienced athletes (beginners) should be closely monitored.</li> <li>Session content should be differentiated based on ability, so no members are pushed to an injury.</li> <li>Beginner athletes should be given a brief health and safety talk by the Club Chair and Health and Safety Officer.</li> </ul>	Low		
05.	Incorrect Footwear  Relevant locations: Around York & Athletic track	<ul style="list-style-type: none"> <li>Members/ session participants must wear footwear advised by YSJSU / YSJActive when using the athletic track, if using an external facility, the Club must follow guidance giving by the facility.</li> <li>Individuals are encouraged to wear appropriate trainers for each session. (e.g. running spikes for the athletic track)</li> <li>Individuals without correct footwear will be asked not to participate in the session.</li> </ul>	Low		

No.	Hazard	Control measures	Risk Level after Control Measures	Additional Control Measures Required Throughout Year	Risk Level
06.	Poor Track Quality / Maintenance  Relevant locations: Athletic track	<ul style="list-style-type: none"> <li>Before use committee should complete a track inspection removing any harmful / foreign objects from the athletics track / surrounding area.</li> <li>Students' Union / YSJ-Active will advise when the athletics track is unusable due to poor lighting and / or the quality of the track.</li> <li>Health and Safety Secretary responsible for any decisions if usability of the track or any other location is in question.</li> </ul>	Low		
07.	Fire  Relevant locations: Athletic track	<ul style="list-style-type: none"> <li>All electrical equipment used must be PAT tested prior to its use at training sessions/ competitions (i.e. stereo systems / CD players).</li> <li>All club members must understand and know the fire evacuation procedure and know where the nearest fire assembly point is.</li> <li>In the case of a fire, all participants / players, coaches and spectators must follow the evacuation procedure and inform security at the earliest possibility.</li> </ul>	Low		
08.	Spectators  Relevant locations: Athletic track	<ul style="list-style-type: none"> <li>All spectators must be advised to keep well away from the track during training and in competitive fixtures. In the case spectators refuse to follow above instruction, security should be called.</li> </ul>	Low		
09.	Use of Equipment / Storage of Equipment  Relevant locations: Athletic track	<ul style="list-style-type: none"> <li>Equipment must be checked for damage prior to every training session/ use at competition, any damage to equipment must be reported the Students Union immediately, heavily damaged equipment must not be used for training sessions.</li> <li>All equipment must be stored safely in the allocated storage unit</li> <li>No new equipment is to be ordered without authorisation from the SU.</li> </ul>	Low		

## 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
<b>High</b>	<b>Extremely likely</b> 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).
<b>Medium</b>	<b>Most Likely</b> 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)
<b>Low</b>	<b>Likely</b> 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
<b>High</b>	<b>Extremely harmful</b> 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.
<b>Medium</b>	<b>Harmful</b> 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.
<b>Low</b>	<b>Could be harmful</b> e.g. superficial injuries, minor cuts and bruises, temporary irritation, less than 3-day staff absence.

Net Risk	Action and Timescale
<b>Low</b>	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.
<b>Medium</b>	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.
<b>High</b>	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.