

## RISK ASSESSMENT FORM – Students’ Union

<b>Activity:</b> (Describe the activity: What is happening)	Muay Thai training sessions		
<b>Location(s):</b>	Dance studio and Temple hall lecture theatre		
<b>Who may be exposed:</b>	All members of the team		
<b>Responsible Person:</b>	Sam Livingstone		
<b>Assessors name:</b>	Kay Parkin and Sam Livingstone	<b>Committee position:</b>	Club captain and health and safety officer
<b>Assessors signature:</b>	Kay Parkin and Sam Livingstone	<b>Date of assessment</b>	14/05/19
<b>Related Documents:</b>	•	<b>Review date:</b>	September
		<b>Review date:</b>	
		<b>Review date:</b>	

**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.

<b>Impact/severity</b>	<b>High</b>	<b>M</b>	<b>M</b>	<b>H</b>
	<b>Med</b>	<b>L</b>	<b>M</b>	<b>M</b>
	<b>Low</b>	<b>L</b>	<b>L</b>	<b>L</b>
		<b>Low</b>	<b>Med</b>	<b>High</b>
	<b>Likelihood</b>			

**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 Individuals	<ul style="list-style-type: none"> <li>. Immediate first aid provisions can be given to injured participants by club committee/ staff on YSJ University Campus</li> <li>. Participants are informed and advised on correct footwear / clothing (participants without correct clothing / equipment are asked not to participate e.g. not wearing shoes)</li> <li>. Inspection of room is completed prior to training</li> <li>. All training sessions must be taken by a competent coach who has the necessary coaching credentials</li> <li>. No training on wet or uneven surfaces</li> </ul>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Health and safety officer to make committee aware of who to contact in an emergency or the first aiders in charge</li> </ul>	<b>Low</b>	
02.	Poor Quality Coaching	<ul style="list-style-type: none"> <li>. All individuals delivering sessions are required to have relevant Muay Thai Coaching credentials. This must be documented and kept on file at the SU</li> <li>. All coaches are advised to engage in continued professional development (CPD)</li> </ul>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Certain committee members to complete needed coaching training for insurance purposes</li> </ul>	<b>Low</b>	
03.	Muscle Strains / Bruising / Cuts / Bleeding	<ul style="list-style-type: none"> <li>. All participants must engage with an appropriate warm-up prior to training</li> <li>. Participants suffering from muscle strains / bruising / cuts are immediately given the appropriate first aid provision</li> <li>. Any members suffering severe injury must seek further medical attention</li> </ul>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Make sure coaches each session at the start and end of sessions complete a warm up and cool down</li> <li>• Make sure coaches understand the importance of completing a warm up and cool down</li> </ul>	<b>Low</b>	
04.	Head / Spinal Injury	<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</li> <li>. Emergency services (999) and security staff present must be notified immediately</li> <li>. Ensure a member of the team is ready to meet the ambulance / paramedics on their arrival at YSJ University and lead them to the training room</li> </ul>	<b>Low</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<b>Low</b>	

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
05.	Poor Hall Quality / Maintenance	. Before use committee should complete a room, inspection removing any harmful / foreign objects . Make sure all chairs and other society's equipment is put away	Low	•	Low	
06.	Inexperienced Players (Beginners)	. All new members to the sport must be shown basic technique of a variety of skills to reduce chance of incurring and injury during training . Beginner members are encouraged to engage in training with other inexperienced members	Low	•	Low	
07.	Fire	. All electrical equipment used must be PAT tested prior to its use at training sessions (ie stereo systems) . All club members must understand and know the fire evacuation procedure and know where the nearest fire assembly point is . In the case of a fire, all members must follow the evacuation procedure and inform security at the earliest possibility	Low	•	Low	
08.	Spectators / Members of Other Sports Teams	. All spectators must be advised to keep well away from training areas. In the case spectators refuse to follow above instruction, security should be called.	Low	•	Low	
09.	Use of Mats	. All sessions involving any ground combat / events where individuals may fall to the floor appropriate mats must be used . Mats used must be undamaged, any damage to mats must be reported to the Students' Union at the earliest opportunity . Mats should meet the appropriate guidelines / safety restrictions	Low	•	Low	

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
10.	Use of Equipment / Storage of Equipment	<p>. Equipment must be checked for damage prior to every training session, any damage to equipment must be reported to the Students Union immediately, heavily damaged equipment must not be used for training sessions</p> <p>. All equipment must be stored safely in the allocated storage unit (Temple Hall Storage)</p> <p>. No new equipment is to be ordered without authorisation from the SU</p>	Medium	<ul style="list-style-type: none"> <li>• Make sure all committee members know where equipment is stored and the correct way to store equipment.</li> </ul>	Low	
11.	Trespassers Entering Temple Hall	<p>. Fire exits must not be opened for fresh air, if the door does need to be opened at least one member of the squad must stand by the door to ensure externals do not enter Temple Hall</p> <p>. If an external trespasses during training University Security Staff must be informed immediately</p>	Low	<ul style="list-style-type: none"> <li>•</li> </ul>	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.

<b>Hazard</b>	<b>Further actions / Control measures (as identified from the risk assessment)</b>	<b>Responsible Person/s</b>	<b>Target Completion Date</b>
Trips / Slips / Falls / Collisions with Other Individuals	. Health and safety officer to make committee aware of who to contact in an emergency or the first aiders in charge	Sam Livingstone	First committee session back in September
Poor Quality Coaching	. Certain committee members to complete needed coaching training for insurance purposes	Sam Livingstone and Daniel Parker	Through the summer before September
Muscle Strains / Bruising / Cuts / Bleeding	. Make sure coaches each session at the start and end of sessions complete a warm up and cool down . Make sure coaches understand the importance of completing a warm up and cool down	Sam Livingstone and Daniel Parker	First committee session back in September and throughout year
Use of Equipment / Storage of Equipment	. Make sure all committee members know where equipment is stored and the correct way to store equipment.	Sam Livingstone	First committee session back in September

## 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.