# Cardiff University Students’ Union [Club / Society Name] Activity Risk Assessment

Please read the guidance notes, or visit a member of the Activities staff team, for assistance to complete. Useful guidance can also be found from your relevant National Governing Body.

THIS IS A LIVE DOCUMENT THAT NEEDS REGULARLY REVIEWING AND UPDATING.

1. **General Information:**

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| Club / Society: |  | | |
| Name of most recent assessor / reviewer: |  | Date of most recent review: |  |
| Committee position of most recent assessor / reviewer: |  | Date of original assessment: |  |

1. **Description of Activity:**

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| **What is the activity?** Attach any routes and maps if applicable.  **Location / address of the activities:**  **Approximately how many people are involved?**  **Approximate duration of the activities:** |

1. **Hazard Assessment:**

Please continue this assessment for as many pages as required.

If your National Governing Body or managed facility provider have their own Risk Assessment, please attach and reference it within your assessment. Ensure that you act on any control measures that require implementation as a result of this assessment.

A hazard is anything that has the potential to cause harm, for example, a hole in the playing surface.

A hazardous event takes place when someone or something interacts with the hazard. Every hazardous event has a likelihood and a consequence.

Likelihood is a measure of the chance that a hazardous event will occur.

The consequence / severity is the most likely outcome should the hazardous event occur.

Risk is a combination of the likelihood of a hazardous event occurring, with the consequence / severity of the event.

Use the scales below (1-3) to complete the risk matrix.

*Areas for consideration (non-exhaustive list):*

* *Activity that has the potential to cause injury to those participating.*
* *Different levels of ability.*
* *The safe use of equipment required to do activity.*
* *Facilities / location where the activity takes place on/in/at, for example, surfaces, fixtures and fittings.*
* *Environmental factors that would impact the activity, for example, lighting and temperatures.*
* *Risk to both participants and non-participants from each other’s interaction.*
* *Appropriate leadership and information distribution / collecting, for example, participants brief and medical details.*
* *Transport / getting to and from the activity.*

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| **LIKELIHOOD** | **CONSEQUENCE / SEVERITY** |
| **1** = unlikely the event will happen, although conceivable. | **1** = unlikely for an injury to occur, although conceivable, and minor if so. For example, minor cut / graze. |
| **2** = the event could occur sometimes and is fairly likely. | **2** = something more than a ‘scratch’ or ‘bruised ego’. A ‘three day’ injury, requiring further medical assistance. For example, cuts needing stitches. |
| **3** = it is likely the event would occur quite easily / regularly. | **3** = a major injury. For example, broken bones, loss of consciousness, loss of limbs, death. |

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| **INJURY**  What type of injury / damage can occur? | **HAZARD**  What is the hazard that can cause the injury? For example, activity, equipment, procedure, location, environment, participants. | **EXISTING CONTROL MEASURES**  What measures are currently in place to reduce the risk of injury? | **LIKELIHOOD** of injury, taking account of existing control measures  (use scale 1-3). | **SEVERITY** of injury, taking account of existing control measures (use scale 1-3). | **RISK**  = Likelihood X Severity. |
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**ADD MORE ROWS IF REQUIRED, THIS SPACE IS NOT LIMITING.**

1. **Risk Evaluation:**

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| Risk factor from assessment matrix | Level of risk |
| 1 - 2 | **LOW RISK:** no further control measures should be required at this time but ensure any in place are maintained and reviewed. |
| 3 - 4 | **MEDIUM RISK:** ensure that the suitable control measures are in place as described in the hazard assessment. You must continuously consider and implement additional control measures where possible. Do not do the activity if you are uncomfortable with the equipment, guidance and support available. |
| 6 - 9 | **HIGH RISK: DO NOT DO ACTIVITY** until risk has been considered, reduced and additional control measures have been enforced. You must identify the additional, necessary control measures and re-evaluate the activity to understand if it is appropriate. Speak to the Activities department for advice. |

1. **Supervision / Safety of the Activity**

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| **What supervision is required for the activity?** Coach / leader registration via the student portal is to be completed for all coaches and activity leaders, including volunteers and current students.  **What appropriate ratio of coach / leader to student is required for the activity?**  **What First Aid provision is required?** If not required within the student group, how / where can you access this?You can source assistance with First Aid training from the Activities department if it is identified that provision is needed.  **What safety equipment do you need to provide for this activity to go ahead?**   * Ensure that you and your members are aware of the Cardiff University Students’ Union Emergency Procedures – these can be found on ‘committee resources’ on cardiffstudents.com. * **All incidents, accidents and near misses** are required to be reported / recorded to the Activities department as soon as possible after the event. |

1. **IMPLEMENT THE CONTROL MEASURES** detailed in this assessment and communicate the findings to members via Operating Procedures. A template can be found on ‘committee resources’ on cardiffstudents.com.

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| **What do you need to tell your members / the participants following this assessment? Where can they find your Operating Procedures?** |

1. **Review**

All safety-related documents must be reviewed each year by incoming committees and activity leaders. They also need reviewing in the event of a serious accident / incident or should any hazards / control measures change.

Each time this document is reviewed or updated, please complete and sign the below. Within the document, please note any additions with the date it was updated in brackets.

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| **NAME** | **COMMITTEE POSITION** | **REVIEW DATE** |
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1. **Activities Department Contacts for Student Groups**

Athletic Union – [AthleticUnion@cardiff.ac.uk](mailto:AthleticUnion@cardiff.ac.uk)

Guild of Societies – [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk)

Volunteering – [Volunteering@cardiff.ac.uk](mailto:Volunteering@cardiff.ac.uk)

1. **Enjoy your activity!**