

## Risk Assessment Guidance

The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

Hazard Severity (a)		Likelihood of Occurrence (b)	
<b>1 – Trivial</b>	(eg discomfort, slight bruising, self-help recovery)	<b>1 – Remote</b>	(almost never)
<b>2 – Minor</b>	(eg small cut, abrasion, basic first aid need)	<b>2 – Unlikely</b>	(occurs rarely)
<b>3 – Moderate</b>	(eg strain, sprain, incapacitation > 3 days)	<b>3 – Possible</b>	(could occur, but uncommon)
<b>4 – Serious</b>	(eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	<b>4 – Likely</b>	(recurrent but not frequent)
<b>5 – Fatal</b>	(single or multiple)	<b>5 – Very likely</b>	(occurs frequently)

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

The risk rating (high, medium or low) indicates the level of response required to be taken when designing the action plan.

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	<b>-STOP THE ACTIVITY-</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

# Risk Assessment Record

<b>Risk Assessment of:</b> Karate Club Activities.	<b>Assessor(s):</b> Sebastian Scott – Secretary, University of Bath Karate Club	<b>Date:</b> 27/05/2018
<b>Overview of activity / location / equipment / conditions being assessed:</b>	Activities hosted by the University of Bath Karate Club: Training sessions held in the Dojo, Founders Hall, STV sports hall; and socials hosted in the Bath area	
<b>Generic or specific assessment?</b> General risk assessment	<b>Context of assessment</b> To provide a general risk assessment for events and training activities carried out by the Karate Club	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
1	Cuts, bruises, abrasions to: legs, arms, body and face in “street-style defence” practice, kata, and sparring.	All club members	<ul style="list-style-type: none"> <li>• First Aid kit nearby.</li> <li>• Personal protective equipment used during sparring</li> </ul>	2	3	6	Nails (feet and fingers) must be cut short.
2	Use of weapons in training sessions (eg: 6 ft wooden staff, three-pronged weapon and chain-sticks) could cause minor injuries.	All club members	<ul style="list-style-type: none"> <li>• Perimeter around demonstration area;</li> <li>• First Aid kit nearby.</li> <li>• Weapons used under the supervision of experienced persons</li> </ul>	2	3	6	.
3	Dislocation/sprains of joints, fracture/break of bones, or head injury in “street-style defence” practice, kata, and sparring.	All club members	<ul style="list-style-type: none"> <li>• Practice is to be performed in a controlled manner to prevent injury.</li> <li>• Practice performed under supervision of experienced persons.</li> <li>• Members warm up and stretch before training, and use protective equipment to spar</li> </ul>	4	1	4	
4	Pulled muscles in practice or performance.	All club members	<ul style="list-style-type: none"> <li>• Members warm up and stretch before training.</li> <li>• Late arrivals warm up before joining the session</li> </ul>	3	2	6	
5	Throws not being conducted on performance area mats.	All club members	<ul style="list-style-type: none"> <li>• Members are aware of the perimeter of the performance area and are to ensure adequate throwing space to perform throw.</li> </ul>	3	2	6	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
6	Being thrown by opponent and landing incorrectly.	All club members	<ul style="list-style-type: none"> <li>Members taught how to land as they're being thrown.</li> <li>Supervision provided.</li> <li>Throws are performed exclusively on mats</li> </ul>	4	2	8	Members to be made aware, and constantly reminded, that throws are only allowed in sparring sessions and on mats - not on hard flooring.
7	Blisters, bruises developing on feet from training on hard flooring	All club members	<ul style="list-style-type: none"> <li>First aid kit nearby.</li> <li>Members are advised not to attend training if blisters have formed.</li> <li>Members advised to wear trainers for training on hard flooring if they feel blisters developing.</li> </ul>	2	3	6	
8	Dehydration/Exhaustion	All club members	<ul style="list-style-type: none"> <li>Regular breaks occur throughout each training session, allowing members to drink water and catch their breath.</li> <li>Drinking fountains are available in the local vicinity.</li> </ul>	1	3	3	Members to be made aware as to where the nearest drinking fountain is situated
9	Emergency Evacuation	All within grounds	<ul style="list-style-type: none"> <li>The venues emergency evacuation procedure will be followed</li> <li>Committee members and coaches will guide members to designated assembly point</li> <li>Important safety information is relayed to all involved in the event in an efficient and detailed manner so everyone can understand how to best protect their safety.</li> </ul>	5	1	5	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
10	Under 18s	All club members	<ul style="list-style-type: none"> <li>• Committee members can see if they student group has any U18s via the SU flagging system under membership.</li> <li>• If a social takes place in a bar, committee members should advise against anyone underage from drinking alcohol.</li> <li>• The committee will seek advice from the Students' Union regarding activities that may be affected by under 18's attending.</li> <li>• Under 18's are not permitted to attend overnight trips/tours</li> <li>• Parental consent forms received for all events and activities</li> </ul>	3	2	6	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
11	Bars and Clubs; travelling to and from/between / refused entry	All club members attending the social	<ul style="list-style-type: none"> <li>Members will be advised to leave the bar/club in groups/pairs and not walk home alone.</li> <li>Committee members will monitor students and if required ask students to stop drinking alcohol.</li> <li>Any student that is intoxicated and unable to look after themselves must not be sent home alone but be accompanied by two members and looked after until alcohol levels have dropped.</li> <li>Emergency number for Security on campus known by all committee members</li> <li>Designated committee members will remain sober.</li> <li>Members will be reminded not to walk along the river edge while intoxicated.</li> <li>When attending bars and clubs during trips, those attending should make sure they know their whereabouts, accommodation location, taxi numbers etc and follow the same controls as above.</li> </ul>	2	3	6	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
12	Bristol socials	All club members	<ul style="list-style-type: none"> <li>Students to be made aware of pick up and drop off times and locations</li> <li>It is the responsibility of those attending to ensure they arrive on time for coach departures</li> <li>If coach departure has been missed it is the responsibility of the individual to ensure they get safely home.</li> <li>Register to be taken on arrival and departure.</li> <li>Designated committee members will remain sober.</li> <li>Trip lists will be submitted to the Activities Office and Security office in advance</li> </ul>	3	2	6	
13	Members getting into fights amongst themselves or with outsiders when drunk	All club members	<ul style="list-style-type: none"> <li>Members must be informed of the SU social policy</li> <li>Committee members should report anyone that brings the club/team/University into disrepute</li> <li>When on campus, students should contact the security office.</li> <li>The emergency services (*Police/Ambulance) should be called if any assault takes place</li> </ul>	4	2	8	
14	Rooms Bookings	All club members	<ul style="list-style-type: none"> <li>Room Bookings guide followed at all times.</li> <li>Room Bookings policy followed at all times</li> </ul>	1	3	3	
15	Bookings	All club members	<ul style="list-style-type: none"> <li>Any bookings made (e.g. coach travel, entry fees etc.) must be approved by the Activities Office before the booking is confirmed</li> </ul>	1	4	4	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
16	Travel	All club members	<ul style="list-style-type: none"> <li>Students advised never to travel/walk anywhere alone and to stay in well-lit areas.</li> <li>When travelling by coach, car or minivan, seatbelts to be worn at all times.</li> <li>The coach companies hired will have experienced and qualified drivers. Whilst travelling by coach, tour members will follow any instructions given by the drivers.</li> <li>Driver to take breaks in accordance with regulations or as and when they feel necessary.</li> <li>Weather reports checked in advance for driving conditions.</li> <li>Students must not take alcohol onto the coach at any time.</li> </ul>	2	2	4	
17	Food from caterers and shops	All club members	<ul style="list-style-type: none"> <li>It is the responsibility of the caterer to ensure all food safety standards have been met when preparing food.</li> <li>It is the responsibility of members to check and inform caterers of any known allergies or dietary requirements</li> </ul>	2	3	6	
18	Trip attendance	All club members	<ul style="list-style-type: none"> <li>Trip lists will be given to the SU office and security for all trips</li> <li>Where possible next of kin details will be provided to the SU</li> <li>Attendees will be advised to purchase travel insurance</li> </ul>	2	3	6	
19	Group Accommodation	All club members	<ul style="list-style-type: none"> <li>Committee will inform the SU with details of the societies' accommodation details when on trip</li> <li>The Committee is responsible for its members' well-being for the duration of the stay in external venues</li> <li>The full address of accommodation and venues will be given to all those attending</li> </ul>	2	2	4	

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	<b>Assessor name:</b> Sebastian Scott			<b>Review date: 27/05/2019</b>			



