



Risk Assessment Template

Task To Be Assessed:	Campus Sport Activities
Assessor Name:	Gareth Lougher
Reference Number:	EHS/SD/CSA1.0
Number Of People Exposed:	1500
Assessment Date:	August 2024
People Exposed (Staff / Student / Visitor):	Staff / Student / Community
Department:	Edge Hill Sport
Location Of Activity:	Sports Facilities
Activity Description: (Please give a description of the activity you are risk-assessing, including times, number of people, and current controls where applicable)	

Hazard Checklist – use this to identify the hazards to be considered:

Situational	Tick	Physical / Chemical	Tick	Environmental	Tick
Slip, trip, fall	✓	Harmful substances		Temperature	✓
Fall from height		Electrical (shock, burns, fire, arcing, explosion etc)		Weather	✓
Lone Working		Biological agents		Extreme locations (mountains, mud flats etc)	
Manual Handling		Fire			
		Machinery (entanglement, incorrect setup etc)			
		Use of sharps			
		Vehicle movements			

N.B. The above list is not exhaustive and additional options can be found in the Risk Assessment Guidance for Biology (Appendix A) and Media (Appendix B)

HAZARD NUMBER	HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*		
					L	C	R
1.	Player Issues	Participants	Collisions	Manage safe number of students per session in the facilities provided.	2	2	4
2.	Control / discipline / behaviour	Participants		<p>All NGB / BUCS guidelines to be followed during all sessions</p> <p>Ensure there is a designated lead for each session and that they have controlled during sessions and challenge any unacceptable conduct. Players should follow the rules of the game and play 'in the spirit of the game'. Designated lead should be responsible for the actions of the players.</p> <p>Consistent failure to do so or dangerous play should result in player(s) being asked to leave the session.</p> <p>Participants should not use equipment unless under the supervision and instruction of a qualified person / coach.</p> <p>Ensure goalkeepers defend their goal against one ball at a time only during skills practice/warm-up</p> <p>For activities not within the Sports Centre an additional method for communication must be available to be used (e.g. radio (if available) or mobile phone)</p>	2	2	4
3.	Personal effects around the side of playing and training facilities	Participants	Obstruction, Slip, Trip	<p>All personal belongings to be keep away from the area for play.</p> <p>Where possible belonging to be left in lockers, changing areas or in designated areas (such as dugouts or spectator area)</p>	1	2	2
4.	Building Faults	Participants	Slip, trip, collision	<p>If anyone within the session raises any concerns or faults regards the building or facilities these should be reported to an Edge Hill Sport Member of staff (issues with lighting, floor surface, faulty equipment etc)</p>	1	4	4

HAZARD NUMBER	HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*		
					L	C	R
5.	Safety of equipment	Participants	Impact, crush / collision	EHS to inspect equipment regularly and where possible prior to use and report immediately any concerns they have to an Edge Hill Member of staff (goals, posts, nets etc). Session to be provided with NGB approved equipment (e.g. size of balls) and other recommendations (e.g. pressure). Any damage occurred during use must be reported immediately to an Edge Hill Sport member of staff. Participants to ensure they do not use any equipment which is damaged or fault which could result in injury or harm.	2	2	4
6.	Footwear	Participants		The correct footwear should be worn for reach facility; Sports Halls – non-marking footwear Hockey Pitch – Moulded / pimpled footwear 3G pitch – Studded / moulded footwear (No trainers / blades) Grass Pitches – studded / moulded footwear including blades if NGB's guidelines allow (No trainers) Swimming pool – no outdoor footwear	2	2	4
7.	Not warming up injuries	Participants	Injury	Ensure all customers participating in an activity have completed an appropriate warm up prior to participating in the session.	1	2	2
8.	Foreign Objects on playing/training area	Participants	Slip / Trip / Collision	EHS / volunteers to check play and training area for any foreign objects remove prior to use and during all sessions. Participants to report any concerns regards items found.	1	2	2
9.	Persons general physical condition or lack of experience leading to injury	Participants	Injury	Participants to self-assess own fitness capability to undertake physical activity. Ensure all players are aware of rules and enforce rules of the game and centre. Aim to match size/weight of participants paired together. Also take into consideration differing technical ability of students.	3	2	6

HAZARD NUMBER	HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*		
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10.	Lacerations from uncut fingernails, toenails or jewellery caught	Participants		Advise participants to keep fingernails and toenails cut short. Where possible all jewellery should be removed before activity. If jewellery cannot be removed it should be taped up.	1	2	2
11.	Clothing caught	Participants		Participants to wear appropriate clothing Advise against wearing clothing with toggles / zips that can get caught or injure other participants.	1	2	2
12.	Loose hair trapped in apparatus and effecting vision	Participants		Hair to be tied back properly out of the way when participating in any sporting activity.	1	1	1
13.	Dehydration	Participants		Encourage participants to drink plenty of water before and after activity and at regular intervals if required.	2	2	4
14.	Injuries	Participants		All injuries occurring on EHU campus must be reported to Edge Hill Sport. All accidents must be reported to the Duty Manager on the day of the accident. Students should self-report injuries occurring on EHU campus must be reported using the EHU Accident reporting mechanism (https://www.edgehill.ac.uk/services/accident-reporting/).	2	2	4
15.	Injury resulting from collision with another player or playing equipment (ball etc)	Participants	Collision, Impact	Where safety / protective equipment is required by the NGB, no player should be allowed to enter the playing area with intent to play without the required protective equipment in place. Participants need to ensure that they communicate to each other to minimise any collisions / confusion and make sure that other players are out of their way Designated Session Leads to keep an eye on safe practice and stop any teams/athlete/spectators participating in an unsafe manner (e.g. kicking a ball towards a group of people, spectators encroaching towards the field of play).	3	2	6

HAZARD NUMBER	HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*		
					L	C	R
16.	Encroachment onto playing area	Participants / Spectators / other users (next sessions)		People encroaching onto the facility whilst sessions taking place, spectators to be asked to leave whilst session continues, if persistent issue contact EHS for support			
17.	Sunburn	Participants		Apply sun cream regularly. Wear a hat, where appropriate. Seek medical attention if required.	3	1	3
18.	Intoxication	Participants		No participant will be allowed to play if they are intoxicated. There is an alcohol exclusion zone around the sports facilities.	2	3	6
19.	Coaches	Participants		Where NGB / BUCS guidelines require a qualified coach, they must be present at all sessions. EHS SDO to ensure coaches are qualified and are teaching the correct technique following NGB guidelines and to the level of qualification. Ensure that the coaches are aware of limits of role/responsibilities. Coaches to ensure all safety precautions are in place (e.g. matting, spotters) Coaches should ensure that all players are fit and capable of playing the sport. The coach should first instruct participants in the proper technique and ensure that the instructions have been understood full before undertaking skills.	2	2	4
20.	First Aid Provision	Participants		Edge Hill Sport will provide first aid cover for all Campus Sport sessions and undertaking the appropriate skills.	2	2	4
21.	Officials	Participants		Lack of Qualified Referee BUCS / NGB guidelines are to be followed	1	3	3
22.	Lack of Medical Conditions	Participants		Session leads are to provide the opportunity and actively encourage participants to disclose any relevant medical conditions including any supportive requirements and action in case of an emergency	2	2	4

HAZARD NUMBER	HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*		
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23.	Participating in activities which require high skill or experience. (trampolining, cheerleading etc)	Participants		Ensure students are trained appropriately by a qualified and experienced person and that the students has been assessed and deemed competent to participating in a particular activity prior to match/competition. Ensure that when a person has previously been injured in a high skilled activity, they are reassessed in their competence to participate in an activity prior to the next competition. Where a student is injured in a training session / match on more than one occasions or where regular injuries occur resulting from similar practices (e.g. scrums) these should be investigated, and additional safety measures should be considered (e.g. NGB guidelines / additional training).	2	2	4

*Risk Factor / Residual Risk Factor (R) = Likelihood (L) x Consequence (C). Refer to Risk Matrix on final page.

The following activities have additional considerations within Risk Assessments (please click below for specific risk assessments)

- [Baseball & Rounders](#)
- [Trampoline](#)

HAZARD NUMBER	HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*		
					L	C	R
Baseball & Rounders							
24.	Hit by bat or ball and collision with a post	Participants	Collision / impact	Carry the bat around after batting Pitcher to check with batter that they are ready before every bowl Allocated areas for batters/fielders	2	2	4

HAZARD NUMBER	HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*		
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				<p>Catchers are required to wear a mask (and encouraged to wear a dangling throat protector), chest protector, a box/cup, leg guards and a catcher's helmet.</p> <p>The batter, players in the on-deck circle, base runners and players coaching in the coaching box must wear double ear batting helmets.</p> <p>Catching practice / exercises, inform spectators to be aware and batting practice hits away from catchers</p>			
Trampoline							
25.	<p>Accidents on trampoline</p> <ul style="list-style-type: none"> • Injuries back/neck • Broken / fractured bones • Trapped toes <p>Abrasions / grazes</p>	Participants		<p>Suitable, qualified staff for the skills being taught to ensure that everyone is able to control their bouncing</p> <p>Performers understand their own limits and do not misbehave</p> <p>Instruct users not to bounce onto neck or head</p> <p>Coach to ensure performer is suitably conditioned (both mentally and physically)</p> <p>The use of safety aids where appropriate.</p> <p>Follow correct emergency procedures trampoline evacuation.</p>	1	3	3
26.	<p>Other accidents</p> <ul style="list-style-type: none"> • Landing on the floor • Landing on edge of trampoline <p>Hitting wall / overhead protrusions</p>	Participants	Impact, crush / collision	<p>Coach to ensure that everyone can control their bouncing</p> <p>Spotters (at least 2 per trampoline)</p> <p>Placement of trampoline in suitable position</p> <p>Vertical space of at least 5m</p> <p>Ensure there are always crash mats at the ends of the trampoline are properly supported</p> <p>Ensure all surrounding floor area of 1.5m is correctly matted.</p> <p>2m object exclusion zone around trampoline</p>	2	2	4

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27.	Position of Trampolines	Participants	Impact, Entrapment, crush / collision	Positioned away from fire exits and walls overhead or protruding structures glare and dazzle from sunlight No one is to go underneath the trampoline When using more than one trampoline, coaches should carefully assess the following: The age, experience, varying abilities, number and discipline of the participants Their ability to observe, advise, support and respond to the difficulties of anyone in the trampolining area	1	2	2
28.	Twisted ankles / knees	Participants	Strain / Sprain	Correct footwear must be worn; socks or gym shoes.	1	2	2
29.	Carpet burns from the mats	Participants	Injury	Coach to instruct use of socks for skills with increased risk of carpet burn, provided this does not cause risk of slipping.	1	2	2
30.	Persons general physical condition or lack of experience leading to injury	Participants	Cuts, Bruises,	Maximum of 1½ minutes, 4 or 5 attempts at a skill or 2 routines without suitable rest Trained and experienced member of staff or spotter supervises the push in mat	1	1	1
31.	Learning new skills	Participants	First aid incident	New skills are taught only by a qualified coach using appropriate skill progressions Spotters to assist and directed by coach when necessary Recommended progressive practices are used, including manual or rig support and push in mats, where appropriate	1	3	3
32.	Spotting a gymnast	Participants	Crush. Fall, Impact	Spotter must be a qualified coach or member acting under coach supervision.	2	2	4

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				Spotter to ensure gymnast fully understands the movement and appropriate progressions have been completed as supervised by a coach Coach must ensure that all spotters are not in danger of injury from supporting gymnasts			
33.	Accidents caused by slipping mats	Participants	First aid incident	All gymnasts to lower themselves from trampoline side when exiting the trampoline	1	2	2
34.	Accidents involving the moving / assembling / dismantling of trampoline	Participants	Entrapment	Ensure that only those competent are involved in moving the trampoline All people must wear trainers Manual handling guidelines should be followed at all times.	2	3	6
35.	Injury caused by too many people on trampoline	Participants	Slip, Collision,	Coach to ensure strict ratio of number of participants on trampoline	1	2	2
36.	Injury due to inadequate supervision / lack of qualified staff	Participants	First aid incident	Trampoline sessions are always supervised by a qualified British Gymnastics coach British Gymnastics Guidelines suggest a ration of no more than 8 students to 1 trampoline, and no more than 16 students to 1 coach	1	3	3

HAZARD NUMBER	ADDITIONAL CONTROL MEASURES	RESIDUAL RISK FACTOR*			ACTION / BY WHOM?	ACTION / BY WHEN?
		L	C	R		

Assessment conclusion:

(i.e. have all foreseeable hazards been identified and control measures put in place to ensure that the risk is as low as reasonably practicable, provided all additional control measures identified have been put in place?)

YES / NO

Signature of Line Manager / Competent Person:

Review Date:

August 2025

Risk Matrix

		CONSEQUENCE				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
LIKELIHOOD	1 Rare	1 NO ACTION	2 NO ACTION	3 MONITOR	4 MONITOR	5 MONITOR
	2 Unlikely	2 NO ACTION	4 MONITOR	6 MONITOR	8 ACTION	10 ACTION
	3 Possible	3 MONITOR	6 MONITOR	9 ACTION	12 ACTION	15 URGENT ACTION
	4 Likely	4 MONITOR	8 ACTION	12 ACTION	16 URGENT ACTION	20 STOP
	5 Almost Certain	5 MONITOR	10 ACTION	15 URGENT ACTION	20 STOP	25 STOP

Risk = Likelihood x Consequence

Likelihood:

- 1 Rare - this will probably never happen
- 2 Unlikely - do not expect it to happen / recur but it is possible it may do so
- 3 Possible - might happen or recur occasionally
- 4 Likely - will probably happen / recur but it is not a persistent issue
- 5 Almost Certain - will undoubtedly happen / recur, possibly frequently

Consequence:

- 1 Insignificant – no or minimal injury / insignificant damage to equipment or property
- 2 Minor – minor damage to property, or minor injury or illness requiring minimal medical intervention
- 3 Moderate - injury requiring medical assistance and could result in time off work, damage to property requiring repair
- 4 Major – major injury or damage to property, leading to prolonged time off work, increased time in hospital, and likely prosecution
- 5 Critical – incident leading to multiple permanent injuries, irreversible health effects, or death. Permanent loss of facility, or persecution

Risk Factor / Residual Risk Factor:

NO ACTION (1-2): No further action, but ensure controls are maintained and reviewed

MONITOR (3-6): Look to improve at next review or if there is a significant change

ACTION (8-12): Improve within a specified timescale

URGENT ACTION (15-16): Take immediate action and stop activity if necessary; maintain existing controls rigorously

STOP (20-25): Stop activity immediately