

Writing a Risk Assessment

UKU sanctioned events require the organiser(s) to complete a Risk Assessment to ensure you have considered all of the risks, and taken action either to eliminate or reduce them.

The Risk Assessment template (available in the Sanctioned Events pack) contains completed sections covering venues in general and playing Ultimate. You must update the document to make it relevant to your event including all relevant information about your event.

It is imperative that you **read through the whole Risk Assessment** to ensure you are clear of all of the health and safety requirements. Any steps or actions outlined in the assessment to address risks need to be completed, otherwise you may be held responsible for any incidents.

The Risk Assessment is a guideline. It's basically a checklist to show you've put certain actions in place to ensure the event is safe for all participants: players, spectators and staff. Make sure you read the "Measures to Reduce Risk" columns to ensure you know what is required from you over the course of the event.

Structure of the Risk Assessment

There are 5 separate parts to the UKU risk assessment.

1. Header
2. Venue (General)
3. Venue (Specific)
4. Playing Ultimate
5. Suggestions

To understand the Risk Assessment and to be able to read it clearly, the 3 main pages (sections 2-4) are structured with 15 columns.

What constitutes each column is outlined below:

Col	Name	Details
A	Reference	Number outlining the heading and subheadings of the document.
B	Activity	The basic details of the activity taking place that needs to be risk assessed.
C	Significant Hazards and Consequences	The details of what the hazards of a particular activity that's taking place i.e. what could cause an incident. In italics, the estimated level of injury that could happen from the activity should an incident occur.

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D	Who might be affected?	Outlining which group of people could be affected by the hazard. Usually one or more of the following groups:: players, spectators, members of staff, or general public.
E	Degree of Risk (Uncontrolled) – Likelihood	The score given to the likelihood of the hazard (1 -5). This can be measured against the Risk Assessment Matrix on the Header page.

F	Degree of Risk (Uncontrolled) – Severity	The score given to the severity of the hazard should an incident occur (1 -5). This can be measured against the Risk Assessment Matrix on the Header page.
G	Degree of Risk (Uncontrolled) – Score	The overall score that indicates the current level of risk before any measures are put in place (1 – 25). This can be measured against the Risk Assessment Matrix on the Header page.
H	Risk	The level of risk that corresponds to the score given. The Risk Assessment Matrix can be used for reference.
I	Measures to Reduce Risk	Includes the details for the measures that will be put in place to reduce the risk level and to ensure the health and safety of all participants at the event. Measures can range from very low-level checks at the beginning/end of the event, to repeated and periodic assessment of the risk. Details should also be included about what the venue/external companies will provide to combat the hazard/risk and to reduce the likelihood of it occurring.
J	Residual Degree of Risk - Likelihood	The likelihood of the hazard following the implication of the measures outlined in Column I (1 – 5). Generally, a lower number.
K	Residual Degree of Risk - Severity	The severity of the hazard should an incident occur (1 – 5). The severity does not change following the implication of the measures to reduce risk.
L	Residual Degree of Risk - Score	The overall score indicating the level of risk following the measures put in place to reduce the likelihood of the hazard (1 – 25). Generally, a lower number.
M	Risk	The level of risk that corresponds to the score given. The Risk Assessment Matrix can be used for reference.

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N	Residual Risk	This can outline the details of the risk that still remain. Not compulsory, can be left blank. Hopefully, the measures that have been put in place should have addressed and mitigated the hazard to the best of your ability so the residual risk has already been considered.
O	Further Action	To be completed should any issues be noted throughout the event (e.g. bags left in walkways that needed moving). Useful to compile notes of any actions taken to reduce risk at future events.

The final tab, “suggestions”, simply outlines some notes that you should take into consideration when choosing a venue and considering any health and safety risks that may impact the feasibility of hosting an event there, and/or the measures you put in place through the risk assessment.

This document will outline the changes that you need to make to 2 of these sections:

- Header
- Venue (Specific)

Pages to Edit:

Header

The first page of the risk assessment includes the key details about your event. Your risk assessment will not be valid without these details!

It requires an event name, the location and date of your event, the date the assessment was completed (by you), and your name.

On this tab you will see the Risk Assessment Matrix. This outlines the LIKELIHOOD of the event happening against the SEVERITY of the incident should an incident of this type occur.

LIKELIHOOD x SEVERITY = RISK

The level of risk is determined by the number given.

We always endeavour to either eliminate the risk or significantly reduce the level of risk, either to LOW or MED. If any risk remains HIGH then it requires significant oversight and may need consideration as to whether the event should go ahead as planned.

However, as much as we want to reduce the risk, measures need to be realistic and manageable. A risk assessment should not include unachievable measures to reduce risk as if an incident were to occur you may be held accountable.

If you need help to ensure you’ve covered all possibilities, please contact UKU. If you have considered a risk you’re struggling to manage / put measures in place for please get in touch.

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Venue (Specific)

This is the main page that requires your input.

There are some activities already included in Column B. You need to add details to the “Measures to Reduce Risk” based on the context of your venue and event. In all rows that already outline an activity, you must complete additional details in column I.

For example:

In the row for First Aid provision, you should note:

- how many first aiders will be on-site
- whether this will be arranged by the venue
- where the first aiders will be located (proximity to the pitches)
- any level of experience the staff have with frisbee events which may help them when prioritising any injuries
- the proximity of nearby medical facilities such as A&E
- include details about how this information will be shared with players.

When completing this sheet, overwrite the cell and include the relevant details.

Once the “Measures to Reduce Risk” columns have been completed, you must update the “Residual Degree of Risk” using the Risk Assessment Matrix as a guide. **Remember to ensure that all of these details are as accurate as possible and realistic.**

Please note:

The activities included in the template will not necessarily cover all the details for your event. It is your responsibility to ensure that all activities are considered and added to the risk assessment. *This might include activities such as other sports taking place in the same hall, specific obstacles such as basketball nets/football goals, temporary structures like marquees, etc, or anything else specific to your event. Additionally, this might also include any activities or services in and around your event, for example - parties, games or activities unrelated to Ultimate, camping or other accommodation, etc.* Please note that if your event includes anything beyond a standard provision, there is a reasonable chance we will not be able to sanction it. If you do not include anything in your risk assessment and an incident occurs, the insurance policy is unlikely to provide cover.

Similarly, if any of the activities already in the Venue (Specific) sheet are not relevant to your event please delete.

Please ensure all columns are completed for all activities included. If you need any assistance please contact UKU.

Completed Risk Assessment

Once your Risk Assessment is complete, ensure that you have a copy saved with the rest of your tournament documents. You can also send the document through to UKU for it to be checked if you would like a second opinion.

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Please make sure you read your Risk Assessment in full (including any sections pre-filled in the template) as you are responsible for ensuring all the health and safety measures outlined in the document are in place at your event.

Any queries, please contact events@ukultimate.com.