

LUCC General Risk Assessment

Risk Assessment

LANCASTER UNIVERSITY STUDENTS' UNION

Details	
Event/Project Name	LUCC General Risk Assessment
Group	Lancaster University Magic and Circus Society (LUMACS)
Risk Assessment Review Date	15/07/25
Ongoing Assessment	
<p>The Risk Assessment process <u>must</u> be 'on-going' and 'dynamic'.</p> <p>In other words, professional judgements and decisions regarding safety will need to be made <u>during</u> the activity. If the control measures aren't sufficient, the activity must not proceed.</p> <p>All personnel involved with the running of the event must receive very clear guidance and instructions for the management of the event and be very clear about their own roles and responsibilities for each aspect of the event and carry these out under the guidance given.</p> <p>The whole team must be told that under no circumstances are they to admit liability in case of any accidents; all incidents or questions involving insurance must be referred to LUSU the next day.</p>	

LED

Hazard	What are the risks and potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	C o n t r o l l e d s e v e r i t y	C o n t r o l l e d l i k e l i h o o d	C o n t r o l l e d R i s k R a t i n g	Who is responsible for the control?
Dark room	Individuals walking into objects or other people	Individuals in the room	1. Have low lighting around the edges of the room	1	1	2	(1) Individuals setting up the event
Equipment	Getting hit by equipment, bruises, concussion	Individuals in the LED room	1. Only use LED equipment in the LED room 2. Stop using LED equipment if it does not light up/ stops working	1	1	2	(1-4) Individuals in the room (2) Individuals setting up the event

			3. Individuals using the equipment should be aware of their surroundings and stop if someone gets too close 4. Individuals in the room should be careful around individuals using equipment				
Children using equipment	Getting hit by equipment, hitting others with equipment, damaging equipment	Individuals in the LED room	1. Children are not to be left alone unsupervised and should be supervised by an accompanying adult	2	1	2	(1) Adult accompanying the child

Gala Show

Hazard	What are the risks and potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled severity	Controlled likelihood	Controlled Risk Rating	Who is responsible for the control?
Circus equipment e.g. LED or thrown items including juggling balls	Equipment may be dangerous to audience who come too close to performance	Performers and audience	1. Designated performance space Performers have been assigned off as safe by instructors, and competent with their performances/ equipment	1	1	1	(1) Performers (1) LUMACS performance regulatory body
Far reaching equipment e.g. poi or diablo where the equipment swings beyond a performers personal space	Audience members caught by equipment strings or hit by flying equipment causing bruising or minor cuts.	Performers and audience	1. Designated performance space	1	1	1	(1) Performers (1) LUMACS performance regulatory body

Uneven or wet ground	Performers fall/ trip due to unbalanced ground, causing sprained or broken limbs, cuts or bruises	performers	<ol style="list-style-type: none"> 1. Performance area scoped out prior to performance to ensure even ground. 2. If it were to rain, mobile performers would move under shelter while the aerial equipment is dismantled. 	1-2	2	3	(1-2) LUMACS performance regulatory body (1) Performers
Sudden crowd surge/ large crowd	Performers may sustain minor injuries in a crowd surge or more major injuries if performing on equipment at the time	Performers	Designated space for performers	1-2	1	1-2	(1) LUMACS performance regulatory body
Exposure to loud noise over long period of time	Hearing of performers may be damaged throughout the event if the noise is expected to be considerably loud	Performers	<ol style="list-style-type: none"> 1. Performers instructed ahead of time by society to bring and wear their own ear defence/ ear plugs. 	1-2	4	6	(1) Performers (1) LUMACS performance regulatory body
Fire	Burns	Performers and audience	<ol style="list-style-type: none"> 1. Performers are not allowed to perform fire inside. Fire performers are only allowed outside and during the fire session 	3	0	0	(1) LUMACS performance regulatory body (1) LUMACS health and safety regulatory body
Aerial performance	Performers may fall from the equipment causing bruises, strains, or sprains. Audience members	Performers and audience	<ol style="list-style-type: none"> 1. Protective mat underneath performers/ aerial equipment 2. Designated performance space 3. Performers have been signed off as safe by instructors, and competent with their performances/ equipment 	2	1	1	(3) Performers (1-3) LUMACS performance regulatory body

	may interfere with the performance / equipment causing harm to themselves such as bruising						
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Circus Equipment

Hazard	What are the risks and potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	C on tr oll ed se ve rit y	C on tr oll ed eli ho d	Co ntr oll ed Ris k Ra tin g	Who is responsible for the control?
Damaged/ broken equipment	Injury from using the equipment, bruises	Individuals using the equipment	1. Damaged or broken equipment should not be used	1	1	1	(1) Individuals using the equipment
Juggling equipment (e.g. balls, clubs, rings)	Hitting other people with equipment, dropping equipment onto yourself	Individuals juggling and individuals nearby	1. Individuals should be aware of their surroundings when juggling	1	1	1	(1) Individuals using the equipment
Hoop/ staff	Hitting other people with the equipment, bruises	Individuals using the equipment, individuals nearby	1. Individuals should be aware of their surroundings when using the equipment 2. Individuals using equipment (mainly hoop) should use the right size and weight of the equipment for particular moves	1	1	1	(1-2) Individuals using the equipment
Far reaching	Hitting other	Individuals	1. Individuals should be	1	1	1	(1) Individuals

equipment- e.g. poi and diablo	people with the equipment, bruises, loss of circulation from strings	Is using the equipment, individuals nearby	aware of their surroundings when using the equipment				using the equipment
Stilt walking	Falling from stilts resulting in bruises and minor cuts, falling into other people nearby	Individuals using the stilts, individuals nearby	<ol style="list-style-type: none"> 1. Individuals are not allowed to use the society's stilts due to it being damaged and deemed unsafe to use 2. Individuals can use their own equipment if deemed safe to use 3. If individual is learning or unsteady on stilts someone else should be near to support them 4. Individuals should wear helmet, elbow pads and knee pads when using the stilts 	2	2	4	(1-3) LUMACS health and safety regulatory body (3-4) Individual using the stilts
Unicycling	Falling from unicycling resulting in cuts and bruises, can hit head, falling onto people nearby	Individuals using the unicycle, individuals nearby	<ol style="list-style-type: none"> 1. Individuals should learn and practice how to safely mount, dismount and fall before learning to unicycle 2. Individuals should wear helmet, knee pads and elbow pads when using a unicycle 3. If individual is learning or unsteady on unicycle someone else should be near to support them 	2	2	4	(1-2) LUMACS health and safety regulatory body (3) Individual using the unicycle
Aerial	Overexertion, overstretching, falling, getting stuck	Individuals using the aerial equipment	<ol style="list-style-type: none"> 1. Only individuals (16/18+?) will be allowed to do aerial 2. A limited number of individuals will be allowed into the room to do aerial 3. The aerial co-ordinator will be present at all times during an aerial workshop 4. The LUCC Aerial Risk Assessment will be followed at all times 	1	1	1	(1-3) LUMACS health and safety regulatory body

Face painting	Allergic reactions, face paint in mouth or eyes	People that come into contact with face paint	<ol style="list-style-type: none"> 1. Hypoallergenic face paint will be used 2. Individuals wanting to get face paint should disclose allergies before getting the face paint 3. If face paint gets into an individual's eyes or mouth they are to rinse out with cold water. Seek professional medical help if problems occur 	2	1	2	(1) Individual buying the face paint (2-3) Individuals wanting to get their face painted
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Workshops

Hazard	What are the risks and potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	C on tr oll ed se ve rit y	C on tr oll ed lik eli hod	Co ntr oll ed Ris k Ra tin g	Who is responsible for the control?
Learning new techniques	Hitting people with equipment, bruises, cuts	Individuals in the area	<ol style="list-style-type: none"> 1. Individuals running the workshop are competent with their equipment 	1	2	2	(1) Individual running the workshop (1) LUMACS exec (1) Individuals learning new techniques
Using new equipment	Hitting people with equipment, bruises, cuts	Individuals in the area	<ol style="list-style-type: none"> 1. Individuals running the workshop are competent with their equipment 	1	2	2	(1) Individual running the workshop (1) LUMACS exec (1) Individuals using new equipment
Teaching individuals circus	Bruises, cuts	Individuals in the area	<ol style="list-style-type: none"> 1. Individuals running the workshop are competent with their equipment 	1	2	2	(1) Individual running the workshop
Auditory Processing Disorder	Not understanding instructions, bruises, cuts	Individuals with Auditory Processing	<ol style="list-style-type: none"> 1. Instructions should be clear, concise, and easy to understand. 2. Instructions should be given when all 	1	2	2	(1-5) Individual running the workshop

		Disorder or similar	<p>individuals participating are ready and listening.</p> <ol style="list-style-type: none"> Instructions should be accompanied by demonstrations of the moves. Instructions should be repeated as many times as individuals deem necessary in order to understand. Individuals should be monitored by the leader while they do the move so that the leader can give advice and make corrections when needed. Individuals should not give other individuals instructions to avoid conflicting with what the leader has said. Instructions given by the leader should not be interrupted by others to avoid confusion or distraction. 				(2, 6-7) Individual using the equipment
Overcrowding	Injured from circus equipment	Individuals in the room	<ol style="list-style-type: none"> The number of people in the room will not go over the maximum capacity There will be a sign up sheet for workshops in rooms with a limited capacity to ensure the room does not become overcrowded 	1	1	1	(1-2) LUMACS health and safety regulatory body
Fire Session	Burns	Individuals in the area	<ol style="list-style-type: none"> The fire session will be on a small scale The fire department has been contacted and been made clear the fire session will be on a small scale ran by semi-professionals Only individuals (16/18+?) will be allowed to use fire There will only be one person in each 	3	1	3	(1-5) LUMACS health and safety regulatory body

			<p>designated space for fire at one time, and maximum six people using fire at only on time</p> <p>6. Individuals who have consumed alcohol will not be allowed to take part in the fire session</p>				
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General and Accessibility

Hazard	What are the risks and potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	C on tr oll ed se ve rit y	C on tr oll ed lik eli hod	Co ntr oll ed Ris k Ra tin g	Who is responsible for the control?
Children	Getting lost, injured by circus equipment	Children	<ol style="list-style-type: none"> 1. Children need to be accompanied by an adult 2. Children will be given a numbered wristband they need to wear when they are at the convention 3. There will be a lost child point 4. Adults are responsible for their own children- LUMACS is not a childcare service. 	2	2	4	(1-3)LUMACS health and safety regulatory body (1-2) Adults accompanying children (4) The adult who signed for the child is responsible for the child.
Injuries	Worsening previous injuries, falling, bruises	Individuals taking part who are already injured	<ol style="list-style-type: none"> 1) Individuals who are injured should not attempt moves which may worsen their injury 2) Individuals should disclose any injuries to relevant individuals before the session starts 	2	2	4	(1-2) Individuals with an injury using the equipment (1-2) LUMACS health and safety regulatory body
General Medical Conditions	Worsening condition,	Individuals who have	<ol style="list-style-type: none"> 1. Individuals who have medical conditions should not attempt 	2	2	4	(1) Individuals with existing

	overexertion , fatigue	medical condition s	moves which may worsen their condition				medical conditions
Asthma	Struggling to breathe	Individuals with asthma	<ol style="list-style-type: none"> 1. Individuals with asthma should have their inhaler on hand 2. If struggling to breathe, individuals with asthma should stop what they are doing and take a break/drink water/use their inhaler 3. Another individual should be aware of where the individual's inhaler is so they can get it if necessary 	2	1	2	(1-3) Individual using the equipment with asthma (3) LUMACS health and safety regulatory body
Hypermobility	Pulling/ straining muscles, dislocation	Individuals with hypermobility	<ol style="list-style-type: none"> 1. Individuals who have hypermobility should not overextend joints to avoid dislocations 2. Individuals with hypermobility should take a break if in pain 	3	1	3	(1-2) Individuals with hypermobility
Fatigue (CFS or similar)	Overexertion	Individuals with CFS or similar health conditions	<ol style="list-style-type: none"> 1. Individuals with CFS or similar conditions should only take part in what they feel they can manage 2. Individuals with CFS or similar conditions should take regular breaks when and if needed 	2	2	4	(1-2) Individuals with CFS or similar conditions using the equipment
Pets	Animals could be injured, chase individuals, damage equipment	Individuals at the convention, pets	<ol style="list-style-type: none"> 1. Pets are not allowed to be brought to the convention, with the exception of service dogs. 	2	0	0	(1) Individuals with pets
Injured/ worsened injury or medical condition	Worsening previous injuries, falling, bruises, wors	Individuals attending the	<ol style="list-style-type: none"> 1. There will be a designated first aid room, that will always have two people manning and a new and 	1	1	1	(1) LUMACS health and safety

during convention	ening condition, overexertion, fatigue	convention	fully equipped first aid kit. At least one of the individuals in the first aid room will have an active first aid certificate.				regulatory body
Alcohol	Injuring themselves or others	Individuals who have consumed alcohol, sober individuals in the vicinity	<ol style="list-style-type: none"> 1. Individuals who have consumed alcohol will not be allowed to partake in aerial and fire activities 2. Individuals who have consumed alcohol will be asked to leave the venue 3. Security on campus have been made aware of the convention and can be contacted if necessary 	1	2	2	(1-3) LUMACS health and safety regulatory body (3) Campus security

Sign Off

The undersigned believe this assessment to cover all significant risks associated with the above activity and accept their responsibilities for ensuring associated controls are in place

Authorisation			
Position	Print Name	Sign	Date
Health and Safety Officer	Holly Williams	H.E.Williams	24/07/25
Organiser / Acting President	Amy Holmes	A.R.Holmes	15/07/25

Please detail how this risk assessment will be communicated to all parties who must comply:

Communication			
Who needs to understand this assessment?	How will this be communicated to them?	Person Responsible	Date
LUMACS Exec Committee and Volunteers	Event Briefing	Health and Safety Officer	15/07/25

LUSU Events Team and Present Security Team	Email communication and event briefing if requested	Health and Safety Officer and Acting President	15/07/25
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Risk Rating Guide

Below is a simple guide to help risk assessors determine the risk rating of each hazard identified.

A Risk Assessment should be 'Suitable and Sufficient'. That is to say:

- ◆ It should identify the risks arising in connection with the activity.
- ◆ The level of detail included should be proportionate to the risk.
- ◆ It must consider all those who might be affected i.e. staff, students, etc.
- ◆ It should be appropriate to the activity and should identify the period of time for which it is to remain valid.;

Risk = Likelihood X Severity

Likelihood	
Very Unlikely	0
Unlikely	1
Possible	2
Likely	3
Very Likely	4
Certain	5

The Severity		
No Action	No injury	0
First Aider	Bruising, minor cuts, grazes	1
Doctor	Strains, Sprains, concussion	2
A & E 1	Loss of consciousness, blood loss, burns, breaks or injury resulting in Visit to A&E. Other non-permanent chemical effects. Corrosive toxic, flammable substances, mild chemical irritation of eyes or skin. Harmful, irritant substances	3
A & E 2	Permanent /partial/total disablement or other reportable injury/disease	4
Death	Single Death or Multiple Death	5

Likelihood	Severity					
	Death	A&E2	A&E1	Nurse Unit	First Aider	No Action
Certain	25	20	15	10	5	0
Very Likely	20	16	12	8	4	0
Likely	15	12	9	6	3	0
Possible	10	8	6	4	2	0
Unlikely	5	4	3	2	1	0
Very Unlikely	0	0	0	0	0	0

Risk Rating	Score	Action
Trivial Risk	0 - 2	No further action required unless incidents occur
Low Risk	3 - 4	No additional controls may be needed overall, but specific hazards may be reduced. Monitoring is required to ensure controls are maintained. Review if an incident occurs or more effective controls become available.
Moderate Risk	5 - 10	Efforts should be made to reduce the risk over a defined period of time.
High Risk	12 - 16	Work should not be started until the risk has been reduced. If work is in progress Urgent action should be taken to reduce or control risks.
Intolerable Risk	20 - 25	The activity should cease until risks have been reduced to an acceptable level.