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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Sports Day 2020** | | **Date** | **07/03/20** |
| **Unit/Faculty/Directorate** | **University of Southampton Singapore Society** | **Assessor** | Rajpal Dhillon | |
| **Line Manager/Supervisor** | *Warren Song* | **Signed off** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Setting up of sporting equipment | * Injury * Slipping * Stress * Damage to equipment | Volunteers | **3** | **3** | **9** | Equipment will always be moved in pairs  All helpers will be lifting from their knees not their back, will carry equipment in pairs or groups if necessary.  Anyone with relevant pre-existing conditions not to engage in manual handling activity | **1** | **2** | **2** | Equipment should not be too heavy but helpers will be told not to carry more than they can reasonably manage.  [Guidance](https://www.susu.org/groups/admin/howto.php/handling) given by The Health and Safety Executive will be followed. |
| Adverse Weather | * Injury * Illness * Slipping | All who attend | **4** | **1** | **5** | Check weather reports prior to event  Event will be indoors, limiting the potential dangers associated with this hazard.  Warn those attending to prepare by wearing appropriate clothing | 4 | **1** | **4** | If adverse weather is too extreme to be controlled, the event can ultimately be changed to a different date |
| Collecting Money – Theft | * Loss of money * Injury to those in possession of money | * Volunteers tasked with collection of donations | **1** | **4** | **4** | Collection of money will be done in a group.  Bucket collectors remain visible at all times of event  Bucket collectors will not confront any potential thief | **1** | **3** | **3** | In the event of theft committee members will:   1. Highlight the incident to any community police officers in the area. 2. Alert university security – on campus 3311   At the earliest opportunity committee members will bring the collected donations back to Engagement Office, Level 2, Building 42 at end of the event to be processed. |
| Injury sustained during the match | * Muscle strain * Impact Injury * Existing medical conditions may be triggered or worsened by sport. It may make a player more vulnerable to injury or make any injury worse. | * Participants | **3** | **3** | **9** | Participants will be advised to bring all medication such as asthma inhalers and for it to be on the pitch/court side.  All players with existing medical conditions must inform referees prior to commencement of the game for appropriate action to be taken. Captains are advised to ask their players immediately before the tournament and report to any of the event planners.  Provide space for warm ups, ensure all participants take part in these warm ups  Ensure that all participants make referees and team captains aware of any potential injury they may have picked up | **2** | **2** | **4** | Advance notice of medical conditions will enable myself as co-ordinator to research medical condition to take additional steps to ensure player will be safe and in the unlikely event of an injury will have all medication and equipment needed.  Referees with experience of the rules will ensure conduct is within the rules of each sport to minimise the likelihood of such injuries.  Emergency services will be called by first aiders should an injury require further medical attention. |
| Insufficient First aid kit | * Insufficient first aid kits could result in the injured party not receiving appropriate first aid treatment. | * Participants and spectators | **2** | **2** | **4** | Selected First aiders will check there is a satisfactory first aid kit prior to the day | **1** | **2** | **2** | Kits will be checked again on the day itself before the commencement of the event. |
| Unruly behaviour during match | * Injury to other participants * Injury to spectators | * Event attendees | **1** | **4** | **4** | Make players aware of expected sporting behaviour prior to the start of the match  Referees will reinforce these measures and diffuse any potential conflict before it happens  Establish clear boundaries between players and spectators to help prevent potential conflicts | **1** | **3** | **3** | * Removal of any players or spectators who do not adhere to the rules and expectations of conduct set out by ourselves prior to the event |
| Foreign objects on the court | * Trip hazard * Potential injury * Disruption of event | * Participants * Referees * Spectators | **1** | **3** | **3** | Allocate clear space away from any area in which physical activity is taking place for any foreign objects to be left | **1** | **3** | **3** | Volunteers/referees to expect grounds prior to the start of each match to ensure court is in a safe and suitable condition. |
| Balls – too hard/damaged | * Potential injury * Disruption of event | * Participants * Spectators * Referees | **1** | **2** | **2** | Check equipment before and during the event  Have ball pump on hand in case the balls in use are not properly inflated | **1** | **2** | **2** | * Spare balls that could be used in the case that both original balls and ball pump are unusable |
| Inappropriate footwear | * Personal injury * Injury of other participants * Damage to facility * Damage to equipment | * Participants | **3** | **2** | **6** | Referees to inspect attire of participants prior to commencement of the games  Prevent those wearing unsuitable footwear from participating | **1** | **1** | **1** |  |
| Jewellery | * Loss of personal possession * Personal injury * Damage to facility | * User * Other participants | **3** | **2** | **6** | Referees must check all participants before they take part in the event  Jewellery must be removed | **3** | **1** | **3** | All volunteers/referees will be vigilant and ask any players seen to be wearing jewellery to remove it. |
| Conduct of spectators | * Damage to facility * Personal injury * Injury to others | * Those in the vicinity * Members of the public * Participants * Other spectators | **1** | **4** | **4** | Event coordinators will reinforce the positive sportsmanship expected of all those at the event  Clear boundary between playing area and where the spectators will be | **1** | **3** | **3** | * Removal of any spectators from event who do not adhere to expectations of conduct at event |
| Dehydration/Exhaustion | * Personal injury | User | **3** | **5** | **15** | Ask all participants to bring adequate amounts of water with them  Give ample opportunity for participants to rest/rehydrate  Referees will make conscious effort to observe the wellbeing of participants and intervene if they deem it necessary  Water fountains will be accessible on site | **2** | **2** | **4** | * First aid also available on site if all other measures fail |
| Food | * Food poisoning * Allergic Reactions | * Any attendee that purchases any food or drink on site | **2** | 2 | 6 | Completion of level 2 Food hygiene course and general care when cooking food  Make stall operators aware of the potential risks  Good food preparation guidelines will be followed including: washing hands, using ingredients from a reputable supplier, long hair tied back, jewellery removed, clean bowls, surface & utensils. Protect food from cross contamination, meat stored in fridge, food stored in sealable clean containers.  People who are preparing and food will not be suffering from any illnesses. | 1 | 2 | 2 | Make sure none of the chefs are ill  All stall holders and chefs will follow food safety and hygiene procedures  All consumers will be notified what’s in their food/drink before purchasing to reduce the risk of having an allergic reaction |

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| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
| 1 | Appointment of  Referees – Free as the referee will be chosen from a group of volunteers | Referees will be sourced from a pool of briefed volunteers | 06/03/20 | | On the day |  | |
| 2 | Appointment of  First aiders – Free as the it will be from a group of qualified volunteers | First aiders will be sourced from a pool of qualified volunteers | 06/03/20 | | On the day |  | |
| 3 | Secondary review of court and conditions with Cantell to ensure that everything is in an appropriate and safe condition for the event to run smoothly. - free | Check will be carried out by volunteers and a staff of Cantell prior to event and by volunteers throughout the event | 07/03/20 | | On the day |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Rajpal Dhillon | | | | Date: 07/03/20 | Print name: Rajpal Dhillon | | Date: 07/03/20 |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |