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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Charity Sports Tournament** (Date of Event + Location) | | **Date** |  |
| **Unit/Faculty/Directorate/Club or Society** | Club/Society Name | **Assessor** | Name of person completing this form | |
| **Line Manager/Supervisor/President** | *Club/Soc Captain President* | **Signed off** | ***(Requires sign off by an Activities Coordinator)*** | |

| ***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 Sports equipment- e.g, nets, goals, cones | * Injury * Slipping * Stress * Damage to equipment | Committee, Participants, Coaches, Bystanders | **3** | **3** | **9** | * Heavy loads to be delivered to the nearest point where they are to be used. * Mechanical handling equipment/aids available where required- liaise with facilities staff/sports & wellbeing * Where the movement of heavy loads must be manually handled these should decanted to reduce the weight. Equipment will always be moved in pairs or groups if necessary following correct manual handling procedures (lifting with knees not back) * 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. * Request support from facilities staff/UoS Sports and Wellbeing * If an incident occurs, contact emergency services/report to first aiders at venue/inform the SUSU duty manager (07775 732937) * All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Adverse Weather- excessive cold, heat, wet weather etc. | * Injury * Illness * Slipping * Burns | All who attend/take part | **4** | **2** | **8** | * Check weather reports prior to event * Warn those attending to prepare by wearing appropriate clothing & footwear * In the case of hot weather advice participants to bring/wear appropriate level sunscreen, hydrate * Sports and wellbeing/venue check the condition of the pitches/sports hall are suitable for activities daily. | **3** | **2** | **6** | * If adverse weather is too extreme to be controlled, the event can ultimately be changed to a different date * Club/society to follow and adhere to advice given by venue * Ensure water refill facilities available where possible-encourage participants to bring water to hydrate |
| Collecting Money – Theft | * Loss of money * Injury to those in possession of money | Participants/  Organisers | **2** | **4** | **8** | * Collection money will be collected in sealed RAG buckets or lockable money tins to make theft difficult. * Bucket collectors remain visible always of event and to not be left unattended * Two people will always be collecting the ticket money together, allowing one to support in the other in the case of such a situation. Each collector will also be carrying a phone to contact the emergency services * Bucket collectors will not confront any potential thief and will be instructed to surrender the money box in the event of a confrontation. | **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  * All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * At the earliest opportunity committee members will bring the sealed donation bucket back to Engagement Office, Level 2, Building 42 at end of the event to be processed. |
| Collecting Money – Storage | * Loss of money | * Those looking after money until Union opens on Monday | **1** | **4** | **4** | * If event out of activities office hours/bank opening times a responsible committee member will be appointed to securely store funds overnight. Taxis/Cars will be taken over public transport where possible to avoid advertisement of funds | **1** | **3** | **3** | * Buckets will be stored by Name and bought into the union on the next working day   (Activities team Office, Level 2, Building 42) |
| During the match/activity – injury | * 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** | * Players will be advised to bring all medication such as asthma inhalers and for it to be on the playing area/pitch/court side. * All players with existing medical conditions must inform team captains and co-ordinators for appropriate action to be taken. Captains are advised to ask their players immediately before the tournament and report to the event co-ordinator. GDPR guidance to be followed. * Provide space for warm ups, ensure all participants take part in these warm ups * Ensure that all participants make event coordinators aware of any potential injury they may have picked up * Ensure first aid staff are aware of event and are appropriately equipped in event of injury | **2** | **2** | **4** | * First Aid booked and on site for the event * Notice of medical conditions will be requested-following GDPR guidelines * 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 | * If there is an insufficient first aid kit this could result in the injured party may not receive appropriate first aid without a reasonably complete first aid kit. | * Participants and spectators | **2** | **2** | **4** | * First aider (***who)*** will check there is a satisfactory first aid kit prior to the day * Extra first aid materials will be ordered as required – organisers to check with venue staff on availability of onsite first aid kits * Organisers to familiarise self of venues available first aid kits and first aiders on self | **1** | **2** | **2** | * Ensure first aid staff are aware of event and are appropriately equipped in event of injury * It will be checked again on the day before the commencement of the tournament. |
| During the match/game – disorderly behaviour | * Injury to other players * Injury to spectators | * Anyone in the vicinity | **1** | **4** | **4** | * Make players aware of expected sporting behaviour prior to event * Use of officials to 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 prior to the event- follow guidance of referees/officials * Consider need for security at large scale events (check venue requirements and with activities team) * 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  * All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Before the match/game – foreign objects on the ground | * Trip hazard * Potential injury * Disruption of event | * Players * Officials * 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 * Ensure there are bins/refuge options on site. Provide bin bags as required | **1** | **3** | **3** | * Sports and wellbeing/venue check the condition of the pitches/area are suitable for activities daily and prior to each game. |
| Goal posts/Nets etc | * Potential collapse * Collision between players and goal posts/nets etc | * Players * Officials | **1** | **4** | **4** | * Goal Posts and nets are checked before every match by the referee * Ensure Sports and wellbeing/venue/committee checks have been carried out prior to use/game | **1** | **4** | **4** | * First aid on site in case of accident |
| Balls – too hard | * Potential injury * Disruption of event | * Players * Spectators near the event * Officials | **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 |
| Requirement – damaged | * Potential injury * Disruption of event | * Players * Spectators * Officials | **1** | **2** | **2** | * Check equipment before and during the event- do not use anything that is damaged * Spare equipment on hand in case of damaged beyond immediate repair | **1** | **2** | **2** | * Event will be cancelled in cases where equitant cannot be fixed or replaced. * Referees/Officials on hand to advice and check equipment in use |
| Footwear – inappropriate footwear /dress/equipment used | * Personal injury * Injury of other participants * Damage to facility * Damage to equipment | * User * Those in the vicinity | **3** | **2** | **6** | * Identify the appropriate footwear/dress that should be warn well in advance of the event * Prevent those wearing footwear that can cause damage from participating in the event until more suitable footwear can be found * equipment (helmets, pads) to be worn when in play. No damaged protective wear to be used. Advice given by organisers on what should be worn | **1** | **1** | **1** | * Official’s, referees and organisers to check pre-match that appropriate protective wear is worn. |
| Jewellery | * Loss of personal possession * Personal injury * Damage to facility | * User * Other participants | **3** | **2** | **6** | * Officials must check all participants before they take part in the event * Jewellery must be either removed or covered up (with tape) before participation | **3** | **1** | **3** | * Event organisers 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 * Consider need for security at large scale events or events involving alcohol (check venue requirements and with activities team) | **1** | **3** | **3** | * Removal of any spectators from event who do not adhere to expectations of conduct at event after multiple warnings from event coordinators * 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  * All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Crowd** Control -Spectators walking onto pitches or interfering with games. | * Players may be injured by spectators disrupting games by getting in their way resulting in collisions (see control measures for collision injuries), and spectators may be injured from flying balls or players coming off court. | * Players and spectators near the game | **3** | **3** | **9** | * Spectators will be advised by the Committee members and referees to be a safe distance away from matches. Referees will ensure ultimately that spectators are in their judgement far enough away. * Consider need for security at large scale events (check venue requirements and with activities team) | **2** | **2** | **4** | * A first aider are present should an injury arise. If a spectator enters onto a pitch or comes too close, then referees will stop the game until the spectator removes themselves. * Volunteers/security will be assigned to monitor/advise any crowds. * 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  * All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Poor Communication | * Players may be injured as above if the above control measures are not relayed to teams. | * Participants | **3** | **4** | **12** | * Information will be emailed to all team captains to relay to team members regarding the schedule of the day and health and safety briefing, listing points within this risk assessment. This information will be handed to team captains on arrival too. It will include first aid provisions and the responsibility of captains and participants | **2** | **4** | **8** | * There will be a welcome talk relaying important information to all participants at the start of the event and any further information will be passed by committee members. There will be a specific committee member assigned to each game, with additional members to help. |
| Dehydration/Exhaustion | * Personal injury | Participants, spectators | **3** | **5** | **15** | * Ask all participants to bring adequate amounts of water with them * Give ample opportunity for participants to rest/rehydrate * Officials will make conscious effort to observe the wellbeing of participants and intervene if they deem it necessary * Water available either through water fountains on site or through the ability to purchase bottled water on site | **2** | **2** | **4** | * First aid also available on site |
| Car parking and vehicle safety | * Personal injury Cars hitting pedestrians at low speed (spectators and players) while driving around the car park * Damage of possessions * Damage to facility | * Participants * Spectators * Members of Public | **2** | **5** | **10** | * Recommend carpooling /mini bus hire to reduce overall numbers of vehicles on site during event * Ensure there is clear division between spectators and parking facilities on site * Car parking is away from the sports area in a clearly marked area so the danger is isolated and will be obvious to all participants (all adults). | **1** | **4** | **4** | * First aid on site in event of injury in the car park * Call emergency services as required * Report and incidents via SUSU incident reporting tools |
| Poor Pitch/Court/Facility conditions (e.g. pot holes, puddles, slippery surfaces) | * Injuries from players and spectators falling/tripping | * Anybody in attendance | **4** | **4** | **16** | * Sports and wellbeing/venue check the condition of the pitches and courts daily, and prior to games start | **2** | **4** | **8** | * Ask event coordinators to report any issues with courts/pitches to myself and sports and wellbeing. If pitch/court is dangerous to cancel that pitch/courts activities. |
| Improperly prepared food | * Food poisoning | * Persons consuming the food | 3 | 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 stall operators are ill * All stall holders and chefs will follow food safety and hygiene procedures: |
| Food | * Choking on the food | * Persons consuming the food | 1 | 5 | 5 | * Make stall operators aware of the potential risks | 1 | 3 | 3 | * Seek assistance from first aid * Call 999 as required |
| Food | * Allergic reactions to food | * Persons consuming the food | 2 | 5 | 10 | * Provide a card for each food item with details of all the ingredients * Keep allergen foods/bakes in separate containers and do not mix cutlery etc. | 1 | 5 | 5 | * Completion of level 2 Food hygiene course and general care when cooking food * Seek assistance from first aid * Call 999 as required |

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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 | Referees? E.g. (Professional Refs hired/in attendance– Free as the event is of a charitable nature) | Who organised-where refs are from |  | |  |  | |
| 2 | Booking of First Aid (who, how many, cost) | Who/where first aid is sourced from |  | |  |  | |
| 3 | Secondary review of grounds, equipment and conditions with wide lane to ensure that the grounds are in the same appropriate condition they were in when we previously inspected the grounds, and that steps have been taken to make sure all equipment is safely set up. - free |  |  | | On the day |  | |
| 4 | Weather check, NAME will be keeping an eye on the weather forecast and will confirm that the pitches and courts are safe to play on in connection with the weather – free |  |  | |  |  | |
| 5 | NAME to securely store collection buckets/funds for (how long) to return to activities office (when) |  |  | |  |  | |
| 6 | NAMES to complete Level 2 food hygiene course and will provide certificates to activities team (where applicable) |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: your names | | | | Date: | Print name: | | Date |

**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 |