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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton Medics Tennis Club (Tigers Tennis)** | | **Date** | **13/04/2021** |
| **Unit/Faculty/Directorate** | **Medsoc / SUSU** | **Assessor** |  | |
| **Line Manager/Supervisor** | ***Tessa Mitchell – President 2020/21*** | **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** |
| Slips, Trips and Falls | Bruising, muscle strains, sprains of joints, soft tissue injuries | Players and Coaches | **3** | **3** | **9** | Training and matches will be held outdoors and will be postponed or cancelled appropriately due to adverse weather. Check courts are clear and well maintained before play. Use brush to ensure any puddles are swept into the drainage system and ensure supportive footwear worn. Pick up tennis balls regularly and warn players of equipment or balls nearby which may trip them. | **2** | **3** | **6** | Pick up tennis balls regularly and warn players of equipment or balls nearby which may trip them. |
| Personal injury from tennis balls or equipment. | Bruises, broken bones, soft tissue injuries | Those nearby/ public/ spectators/ players/ coaches | **2** | **3** | **6** | All matches/ training to be held in caged courts to minimise risk to the public.  When not playing, participants to be stood well away and to continue to be aware of stray balls.  Verbal warnings should be given from the player regarding stray balls | **1** | **3** | **3** |  |
| General Personal Injury | Muscle fatigue, cramp, sore / stiff joints, pulled and strained muscles, ligaments and tendons to broken bones, etc. | Players | **2** | **3** | **6** | Warm up led by coaches at the beginning of each session.  Declare any previous injuries at the beginning of training.  Incidents kept in a logbook and reported at the next committee meeting.  Seek medical advice when necessary. | **2** | **2** | **4** |  |
| Personal Injury from faulty court and equipment | Bruises, soft tissue injury, cuts/ grazes | Players, coaches | **1** | **3** | **3** | Coach and president responsible for keeping in contact with the groundsman regarding the state of the courts and doing a check of the courts before each session.  Individual players responsible for checking their racquet is in working order and well maintained. Coach to ensure communal equipment is in a good state of repair.  Report any concerns to the facilities in which they are playing | **1** | **3** | **3** | Where first aid is needed, players will be offered equipment such as ice packs/ plasters/ wipes to carry out first aid on themselves to ensure social distancing measures are followed (2m apart). Where this is not possible, masks will be worn by both the player and the first aider and hands will be sanitised before and after first aid is administered. |
| Personal injury from poor technique or low level of fitness | Tennis elbow, lower back strain. | Players | **2** | **4** | **8** | Players are expected to be suitably fit or to know their own fitness limits.  Warm up led by coaches at the beginning of each session.  Coaching given by a qualified coach or a very experienced player to ensure correct technique. | **1** | **4** | **4** |  |
| Covid-19 | Hand washing and PPE | Clubs/Soc Members  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  Anyone else who physically comes in contact with you in relation to your activity | **1** | **5** | **5** | Providing hand sanitizer around the environment, in addition to washrooms. Players encouraged to bring their own hand sanitizer and their own mask when coming to training in line with all government guidelines.  Committee will clean and disinfect surfaces that are touched regularly, especially equipment in-between use by different people. Every member to wash hands before handing balls, during the session and afterward – using the hand sanitiser. | **1** | **3** | **3** | Hand sanitiser will be provided or players to use their own. |
| Covid-19 | Social Distancing | Club/Socs Members  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  Anyone else who physically comes in contact with you in relation to your activity | **2** | **5** | **10** | Social Distancing - Reducing the number of persons in any activity area to comply with the 2-metre gap recommended by the Public Health Agency.  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Where people are not playing, a minimum distance of 2m between people will be upheld or players will be at a distance of 1m+ and have a mask on, where 2m is not possible.    Activities all undertaken outside in addition to social distancing.  The LTA recommends no more than 12 players on one full-size tennis court  and surrounding areas at any one time, in order to ensure social distancing  can be maintained at all times. We will adjust numbers as per court availability and maintain this limit by encouraging members to sign up to a training session before attending.  <https://www.lta.org.uk/globalassets/news/2020/lta-guidance-for-tennis-coaches---covid-19.pdf>  <https://www.lta.org.uk/globalassets/news/2021/summary-grid---permitted-tennis-activity.pdf> | **2** | **3** | **6** | Committee will ensure different households are kept 2m apart throughout training and matches – this will be through verbal reminders and signs at the venue.  We will limit the number of people at each training session to ensure we can all be adequately distanced in line with government advice.  When entering a university building masks will be worn at all time. Toilets are not usually available at avenue when we train however for any venue changes this rule will be followed.  All participants will have to book the session both using the clubs google forms and the Sports and Wellbeing app (joinin.soton.ac.uk) to allow for track and trace. |
| Covid-19 | Explain the changes you are planning to make your activity Safely | Club/Socs Members  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  Anyone else who physically comes in contact with you in relation to your activity |  |  |  | Ensure the RA is uploaded on Groups Hub and request your members download and read it.  Use your social media and Club/Society communication channel to make all the members aware about the changes in your activities and encourage them to take all the precautions.  Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them  Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity) |  |  |  | https://www.southampton.ac.uk/coronavirus/faq/student-travel.page  Government guidance advises that wherever possible students should remain where they are and not return to campus and/or halls of residence until in-person on-campus teaching resumes. Some students may not be able to safely or successfully study away from campus.  If students do return due to this reason we will ensure they have followed the guidance upon their return to isolate until two negative COVID-19 tests have been received.  Car sharing will not be permitted amongst players from different households and players will be encouraged to walk to Avenue Campus over using public transport. Where public transport is required, players will follow all government advice and adhere to social distancing measures. |
| Covid-19 | Symptoms of Covid-19 | Club/Soc Members  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  Anyone else who physically comes in contact with you in relation to your activity | **4** | **5** | **20** | If member becomes unwell with a new continuous cough or a high temperature, they will be sent home and advised to follow the stay at home guidance.  Committee Members will maintain regular contact with members during this time.   If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/> | **3** | **5** | **15** | Planning for people who are unable to engage in person  Provide meaningful alternative activity for those who have someone shielding in their household  Helping members at increased risk to engage from home, either in their current role or an alternative role  Offering people, the safest available roles in an activity.  Planning for members who need to self-isolate. |
| Covid-19 | Mental Health | Club/Soc Members  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE  Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services | **2** | **4** | **8** | Regular communication of mental health information and SUSU policies for those who need additional support. |
| Covid-19 | Sharing equipment (sport and non-sport) | Club/Socs Members  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  Anyone else who physically encounters you in relation to your activity |  |  |  | We will follow sensible precautions and clean in between users, and follow [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE).  We will strongly discourage the sharing of equipment such as racquets.  <https://www.lta.org.uk/globalassets/news/2020/lta-guidance-for-tennis-players---covid-19.pdf>  <https://www.lta.org.uk/globalassets/news/2021/summary-grid---permitted-tennis-activity.pdf> |  |  |  | Where possible we recommend that you limit sharing of equipment, for example you should use your own tennis racquet, but if you do, practise strict hand hygiene.  If you are sharing equipment, including balls, you should wash/ sanitise your hands thoroughly before and after use, as well as all the equipment used.  Hand sanitiser will be provided before and after the sessions and equipment will be wiped down with disinfectant wipes where necessary.  Individuals should bring hand sanitiser themselves where possible. |

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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 | Individuals come to the venue wearing masks until training starts. They sanitise their hands prior to play and only turn up in their household bubbles – otherwise maintaining social distance of 2m.  Hand Sanitiser £25 for 5L | Players | | 12/04/2021 | 12/05/2021 |  | |
| 2 | There is limit on numbers playing of 12 people to one full size court as per LTA guidelines. <https://www.lta.org.uk/globalassets/news/2020/lta-guidance-for-tennis-players---covid-19.pdf>  <https://www.lta.org.uk/globalassets/news/2021/summary-grid---permitted-tennis-activity.pdf> | Coaches/President | | 12/04/2021 | 12/05/2021 |  | |
| 3 | Details of players are taken for NHS track and trace (name and university email).  <https://www.lta.org.uk/globalassets/news/2020/lta-guidance-for-tennis-players---covid-19.pdf>  <https://www.lta.org.uk/globalassets/news/2021/summary-grid---permitted-tennis-activity.pdf> | Coaches/ President | | 12/04/2021 | 12/05/2021 |  | |
| 4 | Sessions will run as a normal coaching session – warm up, drills, match play and games all maintaining distance. Doubles is equally as fine to play as singles with no restrictions being imposed as long as 2m distance is maintained.  <https://www.lta.org.uk/globalassets/news/2020/lta-guidance-for-tennis-coaches---covid-19.pdf>  <https://www.lta.org.uk/globalassets/news/2021/summary-grid---permitted-tennis-activity.pdf> | Coaches/ President | | 12/04/2021 | 12/05/2021 |  | |
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| Responsible manager’s signature:  A screenshot of a cell phone  Description automatically generated | | | Responsible manager’s signature: | | | | |
| Print name: Tessa Mitchell | | | | Date: 13/04/21 | Print name: Nadia Tognelli | | Date: 13/04/21 |

**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 |