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| **Risk Assessment** |
| **Risk Assessment for the activity of** | Southampton University Disc Golf -Generic Risk Assessment  | **Date** | 15/01/2023 |
| **Unit/Faculty/Directorate** | SUSU AU | **Assessor** | Ambroise Morgan |
| **President/Captain Name/2nd Committee Member**  | Yves Bell | **Signed off (SUSU Staff)** |  |
| **Club or Team Information** | SUDG is a club that focuses on the sport of disc golf. This predominantly occurs on the common with the use of temporary baskets. This provides a nice middle ground between golf and ultimate frisbee providing a more relaxed but still challenging experience.As committee we take responsibility for not causing any damage to sites where we might play as well as not leaving any litter or other waste.  |

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| ***PART A***  |
| **(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** |  |
| **Activity**  |
| Equipment  | Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used? | All participants and bystanders. | 2 | 2 | 4 | Check any baskets for sharp edges on the rims as well as any damage to the chain links.Also make sure none of the discs being thrown have any sharpy edges or are damaged before throwing.Do those leading the session have the appropriate training to demonstrate and use the equipment correctly? Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated.  | 1 | 1 | 2 | Via considering the control measures and making sure those are adhered to, the assessor should be able to reduce the likelihood and impact of anyone getting injured by the equipment. Seek medical attention if problem arisesIs there a qualified first aider in attendance at the session? Do session organisers know the location of a first aid kit/ who the nearest first aider is? Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.  |
| Being hit by a frisbee | Concussion if hit on the head. Otherwise, potential bruising. | All participants and organisers/staff and spectators as well as members of the public who may be walking past | 2 | 4 | 8 | What control measures can help to avoid someone being hit? i.e. Don’t throw towards other people, having a spotter for activities that involve throwing/hitting/kicking out of a line of sight.  | 1 | 4 | 4 | If the person who has been hit by the Frisbee is showing signs of concussion or is confused, seek medical attention immediately.Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Setting up the equipment disc golf baskets or driving net. | Various forms of injuries up to and including possible sprains and breakages  | All participants and organisers/staff.  | 2 | 3 | 6 | Large or heavy equipment to be carried by 2 people.Request tools to aid with the moving of heavy objects – SUSU facilities/venue e.g., hand truck, dolly, skates etc.Any equipment not in use that is not fixed should be removed from the activity area. Reduce frequent movement of heavier equipment to reduce potential strain or injury. | 1 | 2 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Call 999 in an emergency.Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Jewellery and other objects in pockets | Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises.  | All participants and organisers/staff.  | 2 | 2 | 4 | Participants asked to remove jewellery and objects from pockets prior to joining in. Those leading the session must ensure this has been done.  | 1 | 2 | 2 | If any injury occurs, seek medical attention. If severe, call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Participant’s over-exerting themselves | Muscle injury – strains and pulls.  | All participants and organisers/staff  | 3 | 3 | 9 | Those leading the session should ensure a proper and thorough warm up is carried out prior to the session that focuses on the areas that are likely to be used the most i.e., arms.  | 2 | 3 | 6 | If any injury occurs, seek medical attention. If severe, call 999 in an emergency (although unlikely for muscular) Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Fire | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators  | 1 | 5 | 5 | Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.  | 1 | 4 | 4 | In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Slips, trips and falls | Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces (see below). | All participants and organisers/staff and spectators  | 2 | 3 | 6 | Check ground conditions for holes, lumps, and other obstacles. (Provide an example? To make clearer for someone else reading the risk assessment)  | 1 | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Call 999 in an emergency.Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Participant Attire | Injury can occur if people are not wearing attire appropriate to the sport or activity.  | All participants and organisers/staff and spectators  | 2 | 3 | 6 | Ensure all participants are wearing suitable clothing and appropriate footwear. Especially for wet weather check for appropriate shoes to reduce slipping and falls on wet ground.  | 1 | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Call 999 in an emergency.Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Weather | Heat or sun – risk of sunburn, heat exhaustion and dehydration. Cold – risk of hypothermia. Weather directly influences ground surfaces (see below) and the risk of slips, trips and falls (see above)  | All participants and organisers/staff and spectators  | 3 | 3 | 9 | Ensure regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle. If it is hot or sunny, ensure participants have taken steps to reduce their chance of harm – i.e., use of sun cream, hats and having available shaded area. If it is cold, ensure participants have suitable attire to enable them to keep warm.  | 1 | 3 | 3 | If anyone is affected by the heat or cold, seek immediate medical attention. If severe, call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Ground surfaces | Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips trips and falls (see section above)  | All participants and organisers/staff and spectators  | 2 | 3 | 6 | Check areas for hazards prior to session starting. Avoid running over areas of unknown surfaces to reduce the risk of falls or sprains. Ensure participants are wearing suitable clothing and appropriate footwear. | 1 | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Call 999 in an emergency.Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| COVID Guidelines | All those in attendance must adhere to the latest COVID guidelines as set out by the UK Government as well as the University.  | All participants and organisers/staff and spectators  | 3 | 2 | 6 | Always adhere to the latest COVID guidance. Where applicable, ensure areas where people meet is well ventilated i.e. opening windows. Encourage those with symptoms to test and avoid sessions if positive. | 2 | 2 | 4 | Encourage participants or staff who test positive to inform group leaders so they can pass this information on if applicable.  |
| **Meetings & Socials** |
| Slips, trips and falls  | Physical injury | Event organisers and attendees  | 2 | 4 | 8 | All boxes and equipment to be stored away from main meeting area, e.g., stored under tables Any cables to be organised as best as possibleCable ties/to be used if necessaryFloors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs  | 1 | 4 | 4 | Seek medical attention from SUSU Reception/venue staff if in needContact facilities team via SUSU reception/venue staffContact emergency services if needed 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) |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | Make stall operators aware of the potential risks, follow manual handling guidelinesEnsure that at least 2 people carry tables.Setting up tables will be done by organisers.Work in teams when handling other large and bulky items.Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skatesMake sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | 1 | 3 | 3 | Seek assistance if in need of extra help from facilities staff/venue staff if neededSeek medical attention from SUSU Reception if in needContact emergency services if needed 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) |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion  | Event organisers and attendees | 1 | 3 | 3 | Committee check on room pre-booking, checks on space, lighting, access, tech available Ensure space meets needs of members e.g., considering location & accessibility of spaceCommittee to consult members on needs and make reasonable adjustments where possible  | 1 | 3 | 3 | Seek medical attention if problem arisesLiaise with SUSU reception/activities team on available spaces for meetings Postpone meetings where space cannot be foundLook at remote meeting options for membersCommittee WIDE training  |
| Socials: Costumes/Fancy Dress | Props/costumes causing injury or offence | ParticipantsMembers of the public | 2 | 2 | 4 | Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 2 | 2 | SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followedCommittee WIDE training  |
| Socials- alcohol consumption  | Participants may become at risk as a result of alcohol consumptionMembers of the public may act violently towards participants.  | Event organisers, event attendees,  | 2 | 5 | 10 | Members are responsible for their individual safety though and are expected to act sensibly Initiation behaviour not to be tolerated and drinking games to be discouragedFor socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excessCommittee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the eventSociety to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 3 | 5 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)Call emergency services as required 111/999Committee WIDE training |
| Socials-Travel  | Vehicle’s collision -causing serious injury  | Event organisers, event attendees, Members of the public  | 4 | 3 | 12 | Members are responsible for their individual safety though and are expected to act sensibly Local venues known to University of Southampton (UoS) students chosen Event organisers will be available to direct people between venues.Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. Avoid large groups of people totally blocking the pavement or spilling into the road. Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis). Be considerate of other pedestrians & road users, keep disturbance & noise down.  | 2 | 2 | 4 | Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999Incidents 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) |
| Socials/Meetings- Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | 3 | 5 | 15 | Advise participants; to bring their personal medicationMembers/Committee to carry out first aid if necessary and only if qualified and confident to do soContact emergency services as required 111/999Contact SUSU Reception/Venue staff for first aid support | 2 | 5 | 15 | 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) |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | 2 | 10 | 5 | Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be neededBuild-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. | 1 | 5 | 5 | All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.Call emergency services and University Security: Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311
* (Ext:3311).
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| **Awareness/Promotional Stand e.g. Bunfight** \*excluding items covered above  |
| Overcrowding at Stall | Reduced space in walkways and entrances.Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Members, visitors  | 2 | 3 | 6 | A maximum of 3 representatives to be at the stall at any one timeRequest that orderly ques are formed Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear Ensure that organisers /volunteers do not block walkways when engaging with attendeesFollow instructions given by support staff/staff on directions and entry and exit points Do not move tables if this has been placed for you by staff.  | 1 | 3 | 3 | Seek medical attention if problem arisesSeek support from facilities staff  |
| Falling Objects e.g. banners  | InjuryBruising Damage to equipment  | Members, visitors  | 2 | 3 | 6 | Tables to be safely secured by staff where possible – ask for support from facilities teamEnsure banner is secured and on a flat surface Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders. | 1 | 2 | 2 | Seek medical attention if problem arisesSeek support from facilities staff  |

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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:* Trips and Tours
* Fundraising events e.g. Bake Sales
* External Speaker Events
 | Relevant committee members – president to ensure complete. |  |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. |  |  |  |
|  | No additional heavy equipment needs purchasing due to the nature of the sport of Disc Golf.It is played with basic equipment so the risks, although numerous are from limited sources. |  |  |  |  |
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| Responsible manager’s signature: Ambroise Morgan  | Responsible manager’s signature:  |
| Print name: Ambroise Morgan 15/01/2023 | Date:  | Print name: Yves Bell | Date:15/01/2023 |

**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 |