


Risk Assessment

Risk Assessment for the activity of	Malaysian Students Association Southampton Sports Activities -Badminton @Jubilee Sports Hall (Date: depends on availability of members and venue) -Football @Southampton Common/ Cantell School field (Date: depends on availability of members and venue)		Date	10/7/21
Unit/Faculty/Directorate	Society	Assessor	Hasief Kamarulzaman (Male sports officer) Soon Li Tan (Female sports officer)	
Line Manager/Supervisor	Sharifah Miza (President)	Signed off	Sharifah Miza (President) 	

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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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			L i k e l i h o o d	I m p a c t	S c e n e		L i k e l i h o o d	I m p a c t	S c e n e	
Spread of COVID 19 Coronavirus	<ul style="list-style-type: none"> - Fever - Cough - Loss of Smell & Taste - Difficulty Breathing 	Users; those within or near the vicinity; especially vulnerable groups i.e. elderly, pregnant, health-compromised people	3	5	15	<ol style="list-style-type: none"> 1. Accessible hand washing facilities and emphasise on hand washing/sanitising guidelines 2. Adhere to Government COVID 19 guidelines (including social distancing and face mask- wearing guidelines) 3. Individuals with COVID-19 or showing symptoms of COVID-19 are not allowed to participate in events 	2	5	10	<ul style="list-style-type: none"> - Frequent cleaning and disinfection of objects and surfaces, particularly high-touch areas such as sports equipment, door handles, light switches. - Have hand sanitising gel, spare disposable gloves and masks at the ready

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						<p>4. Individuals who show COVID-19 symptoms at the venue are instructed to return home and take a COVID test and report the results to the committee. If the person tests positive, the committee shall proceed to advise all participants on that day on following guidelines: Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK (www.gov.uk).</p> <p>5. Before each activity, give members clear explanation on:</p> <ul style="list-style-type: none">- changes to activity in response to COVID-19 restrictions- Consequences (e.g. disallowed to play				
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						games) if they do not adhere to rules and put others at risk.				
In-game collision or injury	-Bleeding - Sprained ankle - Knee injuries which may require medical attention -Concussions -Swelling	Users; those within or near the vicinity	2	5	10	1. Protective equipment required for contact sports 2. Supervision from committee members required 3. Always have a first aid kit in hand	2	3	6	1. First aid kit utilised where possible 2. Medical assistance to be called immediately if necessary 2. SUSU to be informed of incident
(Outdoor) Rainy weather causing wet ground	Slips and falls, resulting in injury	Users	4	4	16	1. Postpone or cancel activity, 2. Move to an indoor facility where possible, practical, and safe to do so.	2	3	6	- Person(s) in charge of activity to perform regular weather forecast checks before activity - Ensure a clear announcement is made to members as soon as person-in charge forecasts weather to be unsuitable for activity to commence.e
Missing/ Wrong venue for planned event	Participating players unable to play	Users; people in nearby vicinity	3	3	9	1. Committee members to coordinate with all parties involved 2. Constant updates on venue confirmation and any changes	2	3	6	- Sports officers arrive at the venue before the event to prepare and to greet participants.
Damage of property/ equipment	Damaged items (within university grounds or in public) may be unsafe and. or unsuitable for use.	Users of property/ equipment	2	8	16	All participating members are advised to be considerate and use property/ equipment with care.	2	3	6	- SUSU and MSA committee members are to be informed of any damages - Parties involved to be held responsible and act accordingly to compensate for damages

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<p>Conflict between teams (in and out of the court)</p>	<p>- Fights (verbal and/ or physical) may break out, resulting in injury and social disorganisation -Mar the image for parties involved, which includes the club and university - MSA may be barred from holding future events</p>	<p>Users; those within or near the vicinity</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>1. All participants expected to act respectfully. 2. Members and committee members are encouraged to engage in friendly conversation and socialise. 3.Members who have any dissatisfaction or dispute with another party should be discussed with the committee or relevant mediator to assist in this matter.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Well planned events and providence of clear instructions will prevent misunderstandings from arising.</p>
<p>Insufficient First aid kit</p>	<p>-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.</p>	<ul style="list-style-type: none"> Participant s and spectators 	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> First aider (Soon Li Tan) 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 	<p>1</p>	<p>2</p>	<p>2</p>	<ul style="list-style-type: none"> 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.

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						aid kits and first aiders on self				
Footwear – inappropriate footwear /dress/equipment used	<ul style="list-style-type: none"> -Personal injury -Injury of other participants -Damage to facility -Damage to equipment 	Users; Those in the vicinity	3	2	6	<ul style="list-style-type: none"> • Identify the appropriate footwear/dress that should be worn 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	<ul style="list-style-type: none"> • Official's, referees and organisers to check pre-match that appropriate protective wear is worn.
Jewellery	<ul style="list-style-type: none"> • Loss of personal possession • Personal injury • Damage to facility 	<ul style="list-style-type: none"> • User • Other participants 	3	2	6	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Event organisers will be vigilant and ask any players seen to be wearing jewellery to remove it.

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<p>Crowd Control -Spectators walking onto pitches or interfering with games.</p>	<p>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.</p>	<ul style="list-style-type: none"> • Players and spectators near the game 	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> • 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) 	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 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
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Dehydration/Exhaustion	<ul style="list-style-type: none"> Personal injury 	Participants, spectators	3	5	15	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> First aid also available on site
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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	Meeting every fortnight to plan future activity (cost: nil)	MSA Committee	28/6/2021	4/7/2021	Completed over Whatsapp. Concluded activity type and date will be adjusted based on availability of members and venue.
2	Hand sanitizers and face Masks (cost: to be confirmed)	Relevant MSA Committee	When sports event is planned and confirmed		
3	Review government guidance on organised group sports	Relevant MSA Committee	28/6/2021	4/7/2021	Completed. Activities align with government guidance on grassroots sports during COVID 19
Responsible manager's signature: <i>Soon Li Tan</i>				Responsible manager's signature: <i>Hasief Kamarulzaman</i>	

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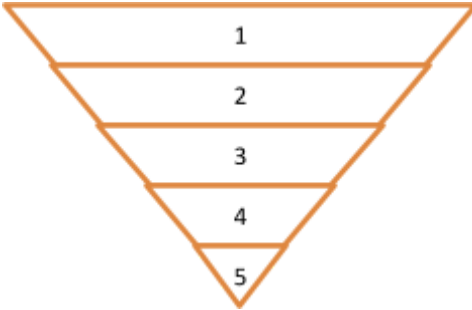
Print name: Soon Li Tan

Date : 10/7/21

Print name: Hasief Kamarulzaman

Date : 10/7/21

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why								
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why								
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well								
4. Admin controls	Examples: training, supervision, signage									
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual								
LIKELIHOOD					5	5	10	15	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	

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		1	2	3	4	5
	IMPACT					

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.

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