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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Asian Cultural Society weekly sports sessions**  **Location: Avenue campus, Avenue Court A**  **Time: 6-7pm every Wednesday**  **No of attendees: roughly 20** | | **Date** | 22.10.2022 |
| **Unit/Faculty/Directorate** | Asian Cultural Society | **Assessor** | Yashvi Depala, Maneesh Vankina | |
| **Line Manager/Supervisor** | Malvika Saxena | **Signed off** | Yashvi Depala, Maneesh Vankina | |

**PLEASE USE THIS SECTION TO UPDATE/AMMEND/ADD ANY INFORMATION REQUIRED. IF YOU HAVE ANY FURTHER QUESTIONS REGARDING YOUR RISK ASSESSMENT PLEASE CONTACT XXXXXXXXXXXXXX FOR FURTHER INFORMATION.**

**PLEASE NOTE AS A COMMITTEE IT IS ESSENTIAL THAT YOU HAVE A RISK ASSESMENT IN PLACE PRIOR TO ANY ACTIVITY OR TRIP**

| ***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** |
| Goalposts (collapse or collision) | Accident and/or Injury | * Student participants * Sports reps | **2** | **3** | **6** | * Ensure goalposts are checked prior to sessions. * Compliant with FA guidelines | **1** | **3** | **3** | * Should injury occur, sports reps to contact appropriate emergency services * Sports reps to bring a first aid kit for minor injuries * Emergency services to be called in event of major injury * Ensure first aid trained staff is on site * Report any incidents to SUSU * SUSU policy [https://www.susu.org/groups/admin/howto/protectionaccident](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Cms21g21%40soton.ac.uk%7C605fafad70e046f4195608dab33a3969%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638019360027529665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=u%2FFXgIbp4RQtosC3IcACcX1Olf%2B2vVMOfgOJQQGFjco%3D&reserved=0)   **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENTS AND SPORTS REPS**  **YASHVI DEPALA:** 07500834127  **MANEESH VANKINA:** 07483220779  **MEGHNA SINGH**  **07480701895**  **MIYA SEHANGERA**  **07950585385** |
| Player misconduct | Injury | * Student participants * Sports reps | **4** | **1,2,3,4** | **4-16** | * 2 sports reps will be continuously monitoring play, making referee decisions that must be followed | **2** | **3** | **6** | **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENTS AND SPORTS REPS**  **YASHVI DEPALA:** 07500834127  **MANEESH VANKINA:** 07483220779  **MEGHNA SINGH**  **07480701895**  **MIYA SEHANGERA**  **07950585385**   * In serious situations, notify venue security, call 999 * Ensure first aid trained staff is on site * Report any incidents to SUSU * SUSU policy [https://www.susu.org/groups/admin/howto/protectionaccident](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Cms21g21%40soton.ac.uk%7C605fafad70e046f4195608dab33a3969%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638019360027529665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=u%2FFXgIbp4RQtosC3IcACcX1Olf%2B2vVMOfgOJQQGFjco%3D&reserved=0) |
| Inappropriate clothing | Injury  Not allowed to participate. | * Student participants * Sports reps | **3** | **1** | **4** | * Students will be told to wear sport appropriate clothing * Jewellery must be removed or covered | **2** | **2** | **4** | * In serious situations, notify venue security, call 999 * Ensure first aid trained staff is on site * Report any incidents to SUSU * SUSU policy [https://www.susu.org/groups/admin/howto/protectionaccident](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Cms21g21%40soton.ac.uk%7C605fafad70e046f4195608dab33a3969%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638019360027529665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=u%2FFXgIbp4RQtosC3IcACcX1Olf%2B2vVMOfgOJQQGFjco%3D&reserved=0)   **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENTS AND SPORTS REPS**  **YASHVI DEPALA:** 07500834127  **MANEESH VANKINA:** 07483220779  **MEGHNA SINGH**  **07480701895**  **MIYA SEHANGERA**  **07950585385** |
| Medical Emergency | Participants may sustain injury due to; pre-existing medical conditions, or as a result of a poor response to a previous medical situation. | Student participants | **3** | **5** | **15** | * Advise participants; to bring their personal medication, what numbers to ring in an emergency * Sports reps to familiarise self and brief participants on medical facilities | **2** | **5** | **10** | * Emergency services to be called in event of major injury   **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENTS AND SPORTS REPS**  **YASHVI DEPALA:** 07500834127  **MANEESH VANKINA:** 07483220779  **MEGHNA SINGH**  **07480701895**  **MIYA**  **07950585385**   * In serious situations, notify venue security, call 999 * Ensure first aid trained staff is on site * Report any incidents to SUSU * SUSU policy [https://www.susu.org/groups/admin/howto/protectionaccident](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Cms21g21%40soton.ac.uk%7C605fafad70e046f4195608dab33a3969%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638019360027529665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=u%2FFXgIbp4RQtosC3IcACcX1Olf%2B2vVMOfgOJQQGFjco%3D&reserved=0) |
| Adverse weather conditions | Injuries | * Members * Sports reps | **2** | **1,2,3,4** | **2-8** | * Checks will be carried out the day before to ensure the grounds are playable * Contact location staff to ensure field is in appropriate shape for playing. * Find an alternative venue |  |  |  | **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENTS AND SPORTS REPS**  **YASHVI DEPALA:** 07500834127  **MANEESH VANKINA:** 07483220779  **MEGHNA SINGH**  **07480701895**  **MIYA SEHANGERA**  **07950585385**   * In serious situations, notify venue security, call 999 * Ensure first aid trained staff is on site * Report any incidents to SUSU * SUSU policy [https://www.susu.org/groups/admin/howto/protectionaccident](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Cms21g21%40soton.ac.uk%7C605fafad70e046f4195608dab33a3969%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638019360027529665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=u%2FFXgIbp4RQtosC3IcACcX1Olf%2B2vVMOfgOJQQGFjco%3D&reserved=0) |
| Injury | Cuts, sprains, swelling, broken bones, dislocated joints, bruising | * Members * Sports reps | **5** | **2-4** |  | * Ensure a trained first aider is on site at all times. * First aid kit. * Appropriate equipment to be worn * University insurance coverage. * Require players to inform us of any medical history/conditions | **5** | **1-4** | **5-20** | **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENTS AND SPORTS REPS**  **YASHVI DEPALA:** 07500834127  **MANEESH VANKINA:** 07483220779  **MEGHNA SINGH**  **07480701895**  **MIYA SEHANGERA**  **07950585385**   * In serious situations, notify venue security, call 999 * Ensure first aid trained staff is on site * Report any incidents to SUSU * SUSU policy [https://www.susu.org/groups/admin/howto/protectionaccident](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Cms21g21%40soton.ac.uk%7C605fafad70e046f4195608dab33a3969%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638019360027529665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=u%2FFXgIbp4RQtosC3IcACcX1Olf%2B2vVMOfgOJQQGFjco%3D&reserved=0) |

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| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| 3 | Participant briefing on health & safety before session | Meghna, Miya | 26.10.22 | | 26.10.22 | First aid kit will be present incase of any injuries. | |
| 6 | Organisers to check and pack a first aid kit | Meghna, Miya | 26.10.22 | |  |  | |
|  | Check playing surface the day before and the morning of the tournament. | Meghna, Miya | 26.10.22 | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Malvika Saxena | | | | Date: 22.10.22 | Print name: Yashvi Depala | | Date: 22.10.22 |

**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  2  3  4  5 |
| 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** | | | | |

Risk process

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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.

|  |  |
| --- | --- |
| 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 |

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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. |