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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Southampton University Archery Club Generic Risk Assessment | | **Date** | 13/02/2023 |
| **Unit/Faculty/Directorate** | SUSU AU | **Assessor** | Niambh Jones - Captain | |
| **President/Captain Name/2nd Committee Member** | Niambh Jones – Captain  Miguel Pena - Secretary | **Signed off (SUSU Staff)** |  | |
| **Club or Team Information** | Southampton University Archery Club (SUAC) hosts general shooting all throughout the year, 6 days a week. This includes indoor target archery at the rifle range, and outdoor target archery and clout shooting at the Island site, Wide Lane. We also hold an archery taster session in the SUSU sports hall once yearly, and attend regular competitions against other universities including BUCS, South East Archery League, and Varsity.   * **Coach**: An individual who is trained through Archery GB and holds an official coaching qualification to safely advise archer on proper technique.   Gary Carr – Head Coach   * **Keyholder**: Experienced members of the club who have been trained appropriately to open and close the outdoor and indoor range and respond appropriately to any incidents that may occur. They must read and understand this risk assessment before becoming a keyholder and sign a document confirming they have done so. * **Equipment Officer**: Two committee members who are voted in by club members. They receive training from previous experienced equipment officers on how to manage and maintain club equipment.   Rachel Coombs – Equipment Officer 1  Alexander Janmohammed – Equipment Officer 2   * **Range Captain**: An experienced archer with 1+ years of shooting in charge of range commands, telling people when it is safe to shoot, collect arrows, and make safety calls. (It must be noted that any archer can make the safety command if they feel it is appropriate to do so). * Archery GB Rules of Shooting   <https://www.archerygb.org/about-us-structure-safeguard/about-us/the-rules-of-shooting/>   * SUSU Incident Report Policy   <https://www.susu.org/groups/admin/howto/protectionaccident>   * List of Keyholders <https://docs.google.com/spreadsheets/d/1xf1WAt7CCcJvssf01kcwPsCLfBZ6HKwDYM1i2B3PU2s/edit?usp=sharing> * SUSU Risk Assessment Guidance   <https://www.susu.org/groups/admin/howto/risk> | | | |

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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** | | | | | | | | | | |
| Archers under the influence of drugs, alcohol or suffering from a lack of sleep. | Archer is not in control of themselves and could injure others through poor technique | All participants and spectators | 1 | 4 | 4 | No archer shall be allowed to shoot when under the influence of drugs, alcohol or suffering from a lack of sleep. Archers are not permitted in the range under these conditions and shall be allowed to remain in the back room only if failure to do so would present further risk to the individual. | 1 | 1 | 2 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Individual to be sent home with someone or in a taxi  Call emergency services as required 111/999 |
| Vehicle incident during travel to/from competitions. | Incidents may cause injuries | Driver and passenger/s in car or minibus | 3 | 4 | 12 | All minibus drivers will be registered with SUSU and all SUSU guidelines adhered to, when travelling in personal cars drivers are to check their cars thoroughly and only drive if they have the correct insurance to do so, evidence must be provided to the Captain before car driver is able to take club members anywhere. | 2 | 2 | 4 | Where possible, we will host the competition to eliminate travel.  Contact emergency services as required 111/999  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) |
| Muscle injuries. | Various forms of injuries up to and including possible sprains | Participating archer. | 2 | 3 | 6 | All members are instructed in correct warm up technique. Coaches are able to give further advise on recommended warm-ups as required. | 1 | 3 | 3 | 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. |
| Inadequately managed shooting range. | Incidents leading to injuries may occur. | All participants and spectators | 2 | 2 | 4 | Shooting line will always have an experienced archer present, this is an archer who has been shooting for over 1 year. Further, experienced archers will still need to be deemed competent to manage the range by the Captain, a Keyholder will open and close the range and be present at all times although may be in the back room if another experienced archer is present in the range.  The range bookings are capped at 18 as to not overwhelm the keyholder. | 1 | 2 | 2 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required 111/999 |
| Unknown existing medical conditions cause illness which requires immediate treatment, due to possible isolated locations and shooting late at night with no Sport and Wellbeing first aid staff on site. | Poor treatment may cause injury. | Participating archer with medical condition. | 2 | 3 | 6 | All members receive a questionnaire asking about existing medical conditions, all first aiders briefed about serious medical conditions and the treatment of them.  There is a defibrillator at the water sports centre which can be used in an emergency (when indoors) and reception at Wide Lane have one as well (for outdoors). | 1 | 3 | 3 | 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. |
| Tripping, slipping, falling and sharp edges. | Could cause soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. (links to weather and ground surfaces. See below) | All participants | 4 | 3 | 12 | All boxes and equipment to be stored away from main area, e.g., stored under tables and nothing shall ever obstruct the shooting line.  Any cables are to be organised as best as possible.  Cable ties/to be used if necessary.  Floors 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 | 3 | 3 | Seek medical attention from SUSU Reception/venue staff if in need or seek a qualified first aider.  Contact facilities team via SUSU reception/venue staff  Contact 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) |
| Mobile phones on shooting line cause distraction. | Distraction could cause injury to archer and others. | All participants and spectators | 4 | 3 | 12 | People are advised not to have mobile phones when shooting, those wishing to have mobile phones must keep them on silent and only use them when behind the waiting line, people should use mobile phones considerately and not distract other archers. | 2 | 3 | 6 | 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. |
| Misuse of equipment. | Misuse of equipment could cause injury to archer and others | All participants and spectators | 5 | 3 | 15 | All members have undergone a beginner’s course delivered by coaches, committee, and experienced archers. Non coaches are taught proper teaching techniques. A beginner must have a minimum of 6 hours training in accordance with Archery GB before they can be considered to pass the course. Any misuse of equipment during any club shooting sessions is to be dealt with severely. The club retains the right to expel members who misuse club equipment. | 1 | 3 | 3 | Seek medical attention if problem arises  Seek qualified first aider, first aid kit supplied in the backroom – all keyholders and first aider are aware of its location.  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 | 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 | 3 | 3 | 9 | Check areas for hazards prior to session starting.  Ensure participants are wearing suitable clothing (nothing in pockets) 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. |
| Person being hit by arrow in flight. |  | All participants and spectators | 2 | 4 | 8 | All shooting will be controlled under Archery GB rules of shooting with the exception that denim may be worn during training. All archers are reminded that arrows are to be left in the injury until qualified medical staff arrives. | 1 | 4 | 4 | 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. |
| Interference at the shooting line causing archer to become distracted and an arrow to be shot at something other than target. |  | All participants and spectators | 3 | 3 | 9 | Only those shooting or coaching allowed in front of the waiting line. No spectator is permitted past the waiting line and mobile phones are to be left behind the waiting line also. A safety call will be made if an arrow rebounds and becomes a distraction meaning all archers put away their arrows and step away from the shooting line, ceasing shooting. | 1 | 3 | 3 | 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. |
| Minor equipment failure. | Potential bruising, sharp edges can cause cuts. | Participating archer. | 4 | 2 | 8 | All club equipment is regularly checked by the Equipment Officers. Good maintenance practice is taught and encouraged for all members but not enforced. All club equipment is checked by an Equipment Officer and deemed safe before it is handed to any archer. Any suspected faults are to be reported to a Keyholder who will de-string the bow therefore ceasing any further use. It will be passed to the Equipment Officers until the issue has been investigated and the equipment is deemed safe to shoot again. | 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. |
| Major equipment failure. Failure of limbs, arrows or riser causing potentially serious injury. | Injury can occur if equipment is not properly maintained. | All participants and spectators | 3 | 2 | 6 | All club equipment is regularly checked by the Equipment Officers. Good maintenance practice is taught and encouraged to all members but not enforced. | 1 | 2 | 2 | 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. |
| Muscle injury from too heavy a draw weight. | Muscle injury – strains and pulls. | Participating archer. | 3 | 3 | 9 | All beginners will start at a maximum of 18lb draw weight and only progress once they are comfortable with the weight; beginners may reduce draw weight at any time and are encouraged to report discomfort. All members can request lower poundage limbs from the Equipment officer who must provide them if they are available. Coaches advise suitable draw weight per archer by viewing the archers technique and communicating with them. | 1 | 3 | 3 | 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. |
| Aggravation of old/existing injuries. | Muscle injury – strains and pulls.  Exertion can aggravate existing injury. | Participating archer. | 3 | 3 | 9 | Members are expected to discuss old/existing injuries with coaches to discuss management. | 1 | 3 | 3 | 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. |
| Use of personal music players during shooting, making archers unaware of safety calls. | Inability to hear safety calls could lead to injury. | All participants and spectators | 4 | 4 | 16 | Personal music players are not permitted on the shooting line. Any public music must be kept behind the waiting line and must be kept at a volume where safety calls and whistles can be heard. No in ear or noise cancelling headphones are permitted. | 1 | 4 | 4 | One speaker is controlled by the range captain so there is only one source of noise and can be kept at a safe volume. |
| Bow string hitting arm | Bruising. | Participating archer | 4 | 1 | 4 | Members are instructed in good technique which reduces the likelihood of them hitting their arm. | 2 | 1 | 2 | If any injury occurs, seek medical attention  If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. |
| Back stress & injury from manual handling. | Various forms of injuries up to and including possible sprains | Participant. | 2 | 3 | 6 | When working with heavy objects members must not lift more than would be deemed sensible. Proper lifting practice should be followed. Using a straight back. Never lift heavy objects alone. Work with others. Trolley is provided for moving targets long distances outdoors. | 1 | 3 | 3 | 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. |
| Falling onto an arrow | Failure to follow safe practice when carrying arrows could lead to injury. | All participants and spectators | 2 | 3 | 6 | Members instructed in a safe manner to carry arrows. This is point facing down and hand around the base of the arrow but not covering the tip. Arrows must be held straight along the arm to avoid any impalement. Archers are taught to approach the target from the side to pull arrows. There is no running permitted in the range, indoors or outdoors. | 1 | 3 | 3 | If the injury is serious seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring welfare officer has been informed. Follow SUSU incident report policy. |
| Arrow coming off end of bow from being over drawn. | Could cause a distraction on the shooting line or the arrow could be fired when not on the arrow rest causing injury. | Participating archer | 3 | 3 | 9 | All beginners are given arrows at least 2 inches longer than their draw length (which will be measured on their first session), members are to inform each other if a change in draw length is noticed, experienced archers are responsible for checking this during the beginners’ course. | 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. |
| Jewellery, items in pockets, long hair, tags/ribbons on clothes caught by bow string. | Entrapment/ things getting stuck/ caught in equipment. | Participating archer | 4 | 1 | 1 | Members are advised that only stud earrings are to be worn, all other piercings should be removed. No loose clothing, loose drawstrings, hanging jewellery is allowed while shooting – particularly on the upper body and draw arm. Hair should be tied back. | 1 | 1 | 1 | If any injury occurs, seek medical attention.    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. |
| Single archers receive injury and are unable to get help. | Injury could occur when archer is alone. | Participating archer | 2 | 2 | 4 | There must always be 2 archers present one of whom must be an experienced archer. There must always be a first aider present who may be one of the 2 adults. Nobody is permitted to shoot alone. | 1 | 2 | 2 | Range opening will be cancelled and wider club notified If there aren’t enough bookings. |
| Injury caused through incorrect set up of the bow, including string not on properly, or bow limbs coming out of their sockets when drawing the bow. | Could cause injury if improper set up of equipment. | Participating archer and others nearby | 4 | 2 | 8 | All members are shown how to set up a bow and Keyholders are responsible for helping new members. Stringers must be used when setting up any bow. | 1 | 2 | 2 | Seek medical attention if problem arises |
| Injury from improper use of specialist equipment (such as arrow cutter) such as minor cuts or grazes and dust from cutting arrows. | Cut/abrasion/ bruising from sharp edges. | Participating archer and others nearby | 2 | 4 | 8 | Members wishing to use this type of equipment are taught by other members of the club who have experience using it, and can only use it when training has been given and the captain or equipment officers are satisfied that they are using it safely. Safety manuals must be read, masks will be provided for when cutting multiple carbon arrows for individuals to use to prevent inhalation of dust or shards of carbon. No member will use specialist equipment alone and will be supervised by another member of the club. | 1 | 2 | 2 | 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. |
| Carbon arrows lost in the ground, non-responsive to metal detector. Cause injury to other facility users. | Injury can occur if people are unaware of arrows in grass. | Anyone using the Island Site at Wide Lane | 3 | 2 | 6 | No full carbon arrows are permitted for outdoor shooting. Only wooden, aluminium and carbon aluminium are allowed. | 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. |
| First aid is required at the Island site and Sport and Wellbeing staff are not present. | Physical injury, distress. | Participant requiring first aid | 2 | 2 | 4 | At least one archer must carry a mobile phone, the number for security can be found inside our storage container of the Wide Lane Island site (and on the reverse of university ID cards). | 1 | 2 | 2 | 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. |
| Other sports user injured by uncollected arrows in field. | Potential injury can occur if people are unaware of arrows in grass. | All participants and anyone using the Island Site at Wide Lane | 3 | 3 | 6 | Every effort should be made to recover all arrows, metal detectors are provided by the club in order to aid detection of arrows. Any arrows that miss the target are searched for immediately upon collection. All archers keep track of how many arrows they are shooting, and arrows lost at the end of the session are reported to the captain immediately. | 1 | 2 | 2 | If any injury occurs, seek medical attention.  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. |
| Poor lighting causing dangerous shooting. | Reduced vision can lead to unsafe practice and potential injury. | All participants | 2 | 3 | 6 | Shooting should only take place in good lighting, outdoors this means that shooting should finish before dusk with all equipment packed away during daylight hours. | 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. |
| Injury to feet from hidden arrows. | Injury can occur if people are not wearing appropriate attire. | All participants and anyone using the Island Site at Wide Lane | 2 | 2 | 4 | In accordance with ArcheryGB rules no open shoes are to be worn by any person on the archery field of shooting, this does not include spectators but this precludes spectators walking in front of the shooting line at any time. | 1 | 2 | 2 |  |
| Rebounding arrows striking archers | Potential injury can occur | All participants, and spectators | 2 | 3 | 6 | Rebounding arrows are normally low velocity, recurrence of this event requires investigation to ascertain the cause, only danage and layered foam with paper targets faces shall be shot at without further risk assessment. | 1 | 3 | 3 | If any injury occurs, seek medical attention.    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. |
| Hit by falling target. | Various forms of injuries. Concussion if hit on the head. Otherwise, potential bruising. | Individuals near the target | 2 | 4 | 8 | Correct removal of arrows demonstrated putting weight onto the target – this is taught to archers in the beginner’s course by coaches and experienced archers and is persistently practiced. Indoors the targets have blocks of wood to stop the legs closing and making them unstable, outdoors targets are pegged down and secured with rope. | 1 | 4 | 4 | Nobody is permitted to set up or take down targets alone. |
| Injury sustained from being hit from the rear end of an arrow when it is pulled from the target. | Could cause bleeding, cut, bruising. | Participants near targets with arrows being pulled. | 3 | 2 | 6 | All members have undergone a beginner’s course, either with the club or prior to joining, including safe instruction of pulling arrows. | 1 | 2 | 2 | If an injury occurs, seek medical attention.  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. |
| Longer distance required for Clout archery. | Conflict with other activities on the field. | All participants, and spectators | 2 | 3 | 6 | A clout shoot may only be conducted if no other shooting is taking place that session, and it has been prearranged as a club event. The whole field must be booked for use of the archery club, and in order to ensure safety of all those present, the shoot will take place diagonally (across the field) rather than on the usual target archer range, The Archery GB Rules of Shooting will be followed at all times. | 1 | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention  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. |
| Different archery technique required for Clout archery | Could cause injury such as strains and muscle injury. | All participants | 2 | 3 | 6 | Archers taking part in a clout shoot will be briefed on the different techniques required, in advance of the shoot taking place. In particular, this should include a safety briefing and a discussion of appropriate aiming points and bow elevation. The Archery GB Rules of Shooting will be followed at all times. No shooting is permitted in extreme weather conditions. | 1 | 2 | 2 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention  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. |
| Road safety at SU facilities | Incidents involving vehicles may occur causing injury. | All participants arriving and leaving. | 2 | 4 | 8 | Clearly marked roads. Speed limits of 5mph at Centre entrance. Speed bumps and an area designated for cars to drive in 'a yellow line'. Members advised to be wary of cars and drivers warned of heavy pedestrian presence. | 1 | 4 | 4 | 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. |
| Fire. | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants, and spectators | 1 | 5 | 5 | Range is fitted with fire and smoke detectors. Fire extinguishers located in front room at the rifle range. Evacuation through main doors only, assembly point by residential area at entrance to water sports centre.  All archers are made aware of evacuation routes, extinguishers, and fire assembly points. | 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. |
| Rifle rounds and or bolts not correctly secured. | Someone could illegally obtain rifle rounds and bolts. | All participants, and spectators | 1 | 3 | 3 | Rounds and bolts are to be immediately locked in the archery senior cupboard and the captain of the rifle club contacted to come and secure, failing to contact the rifle club the watersports site manager is to be contacted. Failing both of these the police are to be called to secure the rounds. | 1 | 1 | 1 | call 999 in an emergency or 111 as required.  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. |
| Encroachment of non-participants into shooting or safety areas. | Encroacher could be shot | Individual/s encroaching | 3 | 4 | 12 | There is only one entrance to the rifle range. This can be easily monitored while shooting. The only entrance to the island site is roped off and clearly signed with warning archery signs as part of setting up the site. | 1 | 4 | 4 | If an incident 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. |
| Shooting resumes while people are collecting things from behind curtain. | Risk of being shot. | Individual behind curtain | 2 | 4 | 8 | When collecting things from behind the curtain a second person is to remain standing in front of the targets until the item is retrieved from behind the curtain to stop people resuming shooting while someone is in front of the shooting line. | 1 | 4 | 4 | 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. |
| Things falling into shooting area from balcony causing distraction or causing arrow to rebound from object in SUSU sports hall. | Rebound arrow could hurt someone. Falling objects could hurt someone. Distraction could cause an incident and injury. | All participants, and spectators | 1 | 2 | 2 | If non archers are spectating from the balcony then an experienced archer will be present to supervise. No-one may hold anything over the balcony at any time. | 1 | 2 | 2 | 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 spectators | 3 | 2 | 6 | Always adhere to the latest COVID guidance.  Where applicable, ensure areas where people meet is well ventilated, and encourage those with symptoms to test regularly 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 possible  Cable ties/to be used if necessary  Floors 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 need  Contact facilities team via SUSU reception/venue staff  Contact 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 guidelines  Ensure that at least 2 people carry tables.  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, skates  Make 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 needed  Seek medical attention from SUSU Reception if in need  Contact 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: considering location & accessibility of space  Committee to consult members on needs and make reasonable adjustments where possible | 1 | 3 | 3 | Seek medical attention if problem arises  Liaise with SUSU reception/activities team on available spaces for meetings  Postpone meetings where space cannot be found  Look at remote meeting options for members  Committee WIDE training |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees | 2 | 4 | 8 | Ensure regular breaks (ideally every 20mins) when using screens  Ensure screen is set up to avoid glare, is at eye height where possible  Ensure no liquids are placed near electrical equipment  Ensure all leads are secured with cable ties/mats etc | 1 | 4 | 4 | Request support and advice from SUSU IT/Tech teams e.g., via activities team  For external venues pre-check equipment and last PAT testing dates  Seek medical attention as required |
| Socials: Costumes/Fancy Dress | Props/costumes causing injury or offence | Participants  Members 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 followed  Committee WIDE training |
| Socials- alcohol consumption | Participants may become at risk as a result of alcohol consumption  Members 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 discouraged  For 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 excess  Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event  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 | 3 | 5 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required 111/999  Committee 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 in to 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 111/999  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) |
| 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 medication  Members/Committee to carry out first aid if necessary and only if qualified and confident to do so  Contact emergency services as required 111/999  Contact 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 exits are and the meeting place is outside, should it be needed  Build-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). |
| **Fundraising Events & Cash Handling -** *For own society or Charity* | | | | | | | | | | |
| Handling & Storing Money- Own Society fundraising | Theft  Individuals being mugged/robbed  Loss/ misplacement leading to financial loss | Members, Participants | 3 | 4 | 12 | Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open.  Money to be kept in lockable box  Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)  Where possible offer option to pre-buy tickets to avoid cash purchases  Money to not be left unattended  Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. | 2 | 3 | 6 | In the event of theft committee members will:   * Highlight the incident to any community police officers in the area/report to 111 * Report incident to SUSU duty manager and [c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Handling & Storing Money- Charity fundraiser | Theft  Individuals being mugged/robbed  Loss/ misplacement leading to financial loss | Members, Participants, Charity | 3 | 4 | 12 | Southampton RAG procedures will be followed:  Charity Event form completed, and RAG approval will be given  All food hygiene certificates and event risk assessment to be approved by activities team  Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5)  Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.  Collection buckets to remain sealed and to not be left unattended  Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.  Nominated person will be tasked with storing cash in nominated location when SUSU office not open.  Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) | 2 | 3 | 6 | In the event of theft committee members will:   * Highlight the incident to any community police officers in the area/report to 111 * Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Events involving Food | Allergies  Food poisoning  Choking | All | 3 | 5 | 15 | Individual event risk assessment to be carried out for events involving members making/serving food.  Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)  Only order/buy food at establishments with appropriate food hygiene rating  Food to only be provided/eaten when other activities are stopped  Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products | 1 | 5 | 5 | SUSU food hygiene level 2 course available for completion- requests made to activities team  Call for first aid/emergency services a required  Report incidents via SUSU incident report procedure |
|  |  |  |  |  |  |  |  |  |  |  |
| **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 time  Request that orderly queues 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 attendees  Follow 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 arises  Seek support from facilities staff |
| Falling Objects e.g. banners | Injury  Bruising  Damage to equipment | Members, visitors | 2 | 3 | 6 | Tables to be safely secured by staff where possible – ask for support from facilities team  Ensure 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 arises  Seek 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 | Relevant committee members – president to ensure complete. |  | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. |  | |  |  | |
|  | *Include any equipment that needs purchasing here i.e., hand truck, dolly etc.* |  |  | |  |  | |
|  | *Include links/references to any other appropriate or specific risk assessments here* |  |  | |  |  | |
| Responsible manager’s signature: *Include the Assessors Signature Here* | | | | | Responsible manager’s signature: *President/Captain Name/2nd Committee Member* | | |
| Print name: *Print Name and Date here* | | | | Date: | Print name: *Print Name and Date here* | | 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** | | | | |

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