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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **All Star Basketball event** | **Date** | **25/02/23** |
| **Unit/Faculty/Directorate** | **Southampton University Basketball Club** | **Assessor** | Rodina Gad |
| **Line Manager/Supervisor** | Lana Ewing | **Signed off** |  |

| ***PART A***  |
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| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Who might be harmed****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Setting up equipment- e.g, mats, chairs, tables… | * Injury
* Slipping
* Stress
* Damage to equipment
 | Committee, volunteers | **2** | **3** | **6** | * Heavy loads to be delivered to the nearest point where they are to be used.
* Where the movement of heavy loads has to be manually handled these should decanted to reduce the weight. Equipment will always be moved in pairs or groups if necessary following correct manual handling procedures (lifting with knees not back)
* Anyone with relevant pre-existing conditions not to engage in manual handling activity
 | **1** | **2** | **2** | * Equipment should not be too heavy but helpers will be told not to carry more than they can reasonably manage.
* Request support from facilities staff/UoS Sports and Wellbeing if needed.
* If an incident occurs contact emergency services/report to first aiders at venue/inform the SUSU duty manager (07775 732937)
* 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)
 |
| Collecting Money – Theft  | * Loss of money
* Injury to those in possession of money
 | Organisers/ Committee members | **2** | **4** | **8** | * Tickets through box office only.
* No cash will be handled at any times.
* Those who do not have tickets on the day can purchase at SUSU reception desk
 | **1** | **2** | **2** | In the event of theft committee members will: 1. Highlight the incident to any community police officers in the area.
2. Alert university security – on campus 3311
 |
| During the fixtures – injury  | * Muscle strain
* Impact Injury
* Existing medical conditions may be triggered or worsened by sport. It may make a player more vulnerable to injury or make any injury worse.
 | * Any who are participating at the event
 | **3** | **3** | **9** | Players will be advised to bring all medication such as asthma inhalers and for it to be on the pitch/court side. All players with existing medical conditions must inform team captains and co-ordinators for appropriate action to be taken. Captains are advised to ask their players immediately before the tournament and report to the event co-ordinator. Provide space for warm ups, ensure all participants take part in these warm upsEnsure that all participants make event coordinators aware of any potential injury they may have picked up | **2** | **2** | **4** | Advance notice of medical conditions will enable myself as co-ordinator to research medical condition to take additional steps to ensure player will be safe and in the unlikely event of an injury will have all medication and equipment needed.Committee members with experience of the rules will ensure conduct is within the rules of each sport to minimise the likelihood of such injuries.Emergency services will be called by first aiders (at least two) should an injury require further medical attention. In the case of a first aid incident, a member of the Southampton Sports Staff will be informed immediately for awareness and assistance.Seek attention from Sport and Wellbeing staff for minor injuries.  |
| Insufficient First aid kit | * 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.
 | * Players and spectators
 | **2** | **2** | **4** | First aider (myself) will check there is a satisfactory first aid kit prior to the day | **1** | **2** | **2** | It will be checked again on the day before the commencement of the tournament. |
| During the match – disorderly behaviour  | * Injury to other players
* Injury to spectators
 | * Anyone in the vicinity
 | **1** | **4** | **4** | Make players aware of expected sporting behaviour prior to eventStop any unreasonable behaviour as soon as possible and eject from the event, possibly with the help of campus security if needed. Establish clear boundaries between players and spectators to help prevent potential conflicts | **1** | **3** | **3** | * Removal of any players or spectators who do not adhere to the rules and expectations of conduct set out by ourselves prior to the event
 |
| Before the match – foreign objects on the ground | * Trip hazard
* Potential injury
* Disruption of event
 | * Players
* Officials
* Spectators
 | **1** | **3** | **3** | Allocate clear space away from any area in which physical activity is taking place for any foreign objects to be left. All objects will be on the mats, and not on the playing court.  | **1** | **3** | **3** | Sport and Wellbeing should check that the court is in good condition, including clean and free of dust. |
| Balls – damaged  | * Potential injury
* Disruption of event
 | * Players
* Spectators
* Officials
 | **1** | **2** | **2** | Check equipment before and during the eventSpare balls on hand in case balls in use are damaged beyond immediate repair  | **1** | **2** | **2** |  |
| Footwear – inappropriate footwear used | * Personal injury
* Injury of other participants
* Damage to facility
* Damage to equipment
 | * User
* Those in the vicinity
 | **3** | **2** | **6** | Identify the appropriate footwear that should be warn well in advance of the eventPrevent those wearing footwear that can cause damage from participating in the event until more suitable footwear can be found | **1** | **1** | **1** |  |
| Jewellery  | * Loss of personal possession
* Personal injury
* Damage to facility
 | * User
* Other participants
 | **3** | **2** | **6** | Committee members/volunteers 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** | All committee members will be vigilant and ask any players seen to be wearing jewellery to remove it. |
| Conduct of spectators | * Damage to facility
* Personal injury
* Injury to others
 | * Those in the vicinity
* Members of the public
* Participants
* Other spectators
 | **1** | **4** | **4** | Event coordinators will reinforce the positive sportsmanship expected of all those at the eventClear boundary between playing area and where the spectators will be | **1** | **3** | **3** | * Removal of any spectators from event who do not adhere to expectations of conduct at event after multiple warnings from event coordinators
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| **Crowd** Control -Spectators walking onto court or interfering with games. | * 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.
 | * Players and spectators in the vicinity of the game
 | **3** | **3** | **9** | 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. | **2** | **2** | **4** | * First aiders 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. Although there are not expected to be many spectators, committee members will be assigned to control any crowds.
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| Dehydration/Exhaustion | * Personal injury
 | User | **3** | **5** | **15** | Ask all participants to bring adequate amounts of water with themGive ample opportunity for participants to rest/rehydrateOfficials will make conscious effort to observe the wellbeing of participants and intervene if they deem it necessaryWater available either through water fountains on site or through the ability to purchase bottled water on site | **2** | **2** | **4** | * First aid also available on site if all other measures fail
 |
| Maximum number of individuals capped at 200 | * Obstruction to the low number of fire exits due to building work
 | User  | **2** | **5** | **10** | Identified that maximum number of individuals in hall should not exceed 300. We are anticipating a turn out of less than 200 Ticket sales will not exceed 300.  | **1** | **5** | **5** | * A head count will be conducted at the door to ensure maximum count is not exceeded
 |
| Loading doors used as entrance | * Entrance of unauthorised individuals
* Slippery floors could lead to injury
 | User | **3** | **4** | **12** | Entrance will be manned at all times and individuals only allowed in with a valid ticket brought from SUSU website which will be scanned. Carpet tiles will be laid out on the entrance to minimise risk of slipping  | **2** | **2** | **4** | * Wristbands will be placed on individuals upon entry to allow easier identification of authorised persons
 |
| Tripping on carpet tiles/mats laid under chairs  | * Injury due to tripping
 | User | **2** | **5** | **10** | Mats will be tapped down if they are seen as a tripping hazard  | **1** | **3** | **3** |  |
| Fire  | * Injury to users
* Lack of awareness of fire safety protocol
 | Users | **1** | **5** | **5** | All individuals will be made aware of the fire exits and safety briefing at the start of the event. Fire exits will not be blocked at any time. | **1** | **5** | **5** |  |

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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 | Sport and Wellbeing staff will be present in the building, all of which have First Aid training, facilities and kit.  | Sport and Wellbeing | 25/02/2023 | On the day | All injuries or illnesses are treated correctly. |
| 2 | Secondary review of courts, equipment and conditions with jubilee sports centre to ensure that the courts are in the same appropriate condition they were in when we previously inspected the courts, and that steps have been taken to make sure all equipment is safely set up. - free | Committee members | 25/02/2023 | On the day | No impediment is found due to the state of the courts to carry out the event.  |
| 3 | Remain on the lookout for misconduct from players or spectators and immediately escalate to rectify (either by ejection of player or removal of spectator from event)  | Committee members and referees  | 25/02/2023 | On the day | Everyone behaves in a sensible manner and in the unlikely case of disruption members are aware of how to handle  |
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| Responsible manager’s signature:  | Responsible manager’s signature:  |
| Print name: Rodina Gad | Date:22/02/2023 | Print name: Lana Ewing | Date 22/02/2023 |

**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 |