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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Canoe Polo Club – University of Nottingham Tournament** | **Date** | **15/10/2021 – 17/10/2021** |
| **Unit/Faculty/Directorate** | **Sam Stirling - President** | **Assessor** | **Sam Stirling**  |
| **Individual/Coach** | **Saskia Proud – Secretary**  | **Signed off** | **Saskia Proud**  |
| **Line Manager/Supervisor** |  | **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** |
| **Travel**  |  |  |  |  |  |  |  |  |  |  |
| Travel to the tournament | Road accidents  | Members of the public. People in the car | **1** | **5** | **5** | Always follow the highway code.Do not drive having consumed alcohol.Ensure regular breaks to avoid tirednessWhere possible, have multiple drivers per vehicleLeave enough time for the journey and plan the route beforehand to avoid rushing | **1** | **5** | **5** | * Call emergency services as required 111/999
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| Travel | Virus Transmission | Members of the public. People in the vehicle | **3** | **4** | **12** | If symptomatic, do not travel and self-isolateSanitise regularly, wear face coverings and open windows for ventilationEncourage walking, cycling and other personal transport where possible. Lateral flow test required before tournament  | **2** | **4** | **8** |  |
| Boats falling off transport | Damage to vehicle and other vehicles.Road accidentsDamage to equipment | Members of the public. People in the car.  | **2** | **3** | **6** | Ensure thorough strapping of boats and train members to do this safely.A second person (usually the driver) is then responsible for checking this before departing.  | **1** | **3** | **3** | * Call emergency services as required 111/999
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| **Accommodation** | Accommodation is in a Scout Hut (62nd Nottingham Scout Hut)  |  |  |  |  |  |  |  |  |  |
| Fire  | Severe injurySevere burnsBuilding collapseRisk to life  | Attendees of the event | **2** | **5** | **5** | Ensure everybody is aware of the fire action plan at the scout hut. Committee to give a quick talk at the start of the event, outlining what to do in the case of a fire.Scout hut is only a single room with clear fire exits so there is ability to leave the scout hut through multiple routes.Point out fire exits to all attendees at the start of the event.Ensure all fire blankets/extinguishers are also pointed out to attendees.  | **1** | **5** | **5** | Attendees encouraged to read this document before attending the event: <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/fire-safety/>* Call emergency services as required 111/999.
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| Security of hut | Theft of personal belongings. Easy access to the hut.Risk of violence. | Attendees of the tournament.  | **2** | **4** | **8** | Ensure hut is locked when people are sleeping and are not around. Ensure suitable behaviour with keys and ensure there is a preference to keep the keys with a member of committee.  | **1** | **4** | **4** | * Call emergency services as required 111/999
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| Issues to attendees’ welfare in the hut | Lots of people in the hut. People could get aggravated at each other in the hut etc.  | Attendees of the tournament. | **2** | **4** | **8** | Lots of people are in the hut to help out and calm people down if something happens. Welfare action plan has been created with potential issues that may arise and how to sort them.  | **1** | **4** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committee WIDE training
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| Injury caused by trip hazards in the hut | Broken bonesBruising  | Attendees of the tournament  | **3** | **3** | **9** | Encourage members to keep a tidy sleeping area. Committee to identify any significant tripping hazards and immediately rectify them.  | **2** | **3** | **6** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
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| Alcohol consumption  | Participants may become at risk as a result of alcohol consumption. Poor decision making. Lack of coordination, leading to increase injury risk.  | Tournament attendees  | **3** | **5** | **15** | Members are responsible for their individual safety and are expected to act sensibly when consuming alcohol. Initiation behaviour not to be tolerated and drinking games to be discouraged. Committee to identify individuals who appear to have drunk too much and indicate for them to stop, as well as offering them water etc.  | **2** | **5** | **10** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committee WIDE training
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| Virus transmission  | Individuals catching coronavirus whilst staying in the scout hut.  | Attendees staying in the scout hut.  | **3** | **4** | **12** | Ensure people are as spread out from one another as possible in the space. Ensure windows are open to keep a good level of ventilation overnight. Lateral flow test being required before the tournament. Members are also encouraged to be vaccinated.  | **2** | **4** | **8** | All students and staff accessing UoS campuses and facilities are expected to test weekly for COVID-19 with the Saliva Testing Programme. For new arrivals, we are also offering a blended testing approach with Saliva testing once weekly, and LFD testing twice weekly.Link to UoS testing page found here: <https://www.southampton.ac.uk/coronavirus/covid-testing.page> |
| Tournament  |  |  |  |  |  |  |  |  |  |  |
| Risk assessment for the tournament has been carried out by the university of Nottingham (hosts) and will be linked on any emails and shared to the student union.  |  |  |  |  |  |  |  |  |  |  |

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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** |
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| Responsible manager’s signature:  | Responsible manager’s signature:S. Proud |
| Print name: Sam Stirling  | Date:12/10/21 | Print name: Saskia Proud | Date: 12/10/21 |

**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 |