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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Canoe Polo Club – University of Cardiff Tournament** | | **Date** | **11/03/2021 – 13/03/2021** |
| **Unit/Faculty/Directorate** | **Sam Stirling - President** | **Assessor** | **Sam Stirling** | |
| **Individual/Coach** | **Saskia Proud – Secretary** | **Signed off** | **Saskia Proud** | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

**Addresses:**

* **Pitches**: *(approximate address):*

Parc Taf y Bargoed

Glo Ddu Pavilion

Off High Street

Trelewis

Merthyr Tydfil

CF46 6AP

* **Scout Hut:**

1st Gilwern Scout Group

Gilwern,

Abergavenny,

NP7 0DS

This Risk Assessment is acting as a ‘tournament specific’ supplementary RA to the most recently uploaded General RA on SUSU entitled *‘*[*October Edit to RA (12/10/2021)*](https://www.susu.org/groups/risk/196_1634035298.docx)*’. Additionally, this RA also runs in conjunction with the document ‘Event Safety Plan CUCP 2022 PDF,’ which is a location specific Risk Assessment run by Cardiff University in conjunction with Aberfan Canoe Club.*

All club members will be instructed to read this Risk assessment before the tournament

| ***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 tiredness  Where possible, have multiple drivers per vehicle  Leave enough time for the journey and plan the route beforehand to avoid rushing | **1** | **5** | **5** | * Call emergency services as required 111/999 |
| Fatigue driving after a day of sports | Road Accident | Members of public, club members in specific car | **2** | **5** | **10** | Encourage drivers to take a break at a service stop if and when needed.  Emphasise a culture of safety so that if other members of the club believe the driver looks significantly tired and thinks they shouldn’t be driving. They encourage them to stop and take a break. Emergency plans can easily be made to arrange replacement travel options such as a taxi out of the club budget. | **1** | **5** | **5** | * Call emergency services as required 111/999 * Instruct drivers to read this leaflet from gov.uk before driving for a club capacity: * Tiredness can kill: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/677964/inf159-tiredness.pdf> |
| Travel | Virus Transmission | Members of the public. People in the vehicle | **3** | **4** | **12** | If symptomatic, do not travel and self-isolate  Sanitise regularly, wear face coverings and open windows for ventilation  Encourage 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 accidents  Damage 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 * Van is being rented to carry the majority of the boats; this means there is less chance of boats coming off cars. |
| **Accommodation** | Accommodation is in a Scout Hut (1st Gilwern Scout Hut) |  |  |  |  |  |  |  |  |  |
| Fire | Severe injury  Severe burns  Building collapse  Risk 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. Additionally, point out any designated fire assembly point and ensure a member of committee has a register of all members staying at the scout hut.  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. |
| 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 |
| 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 |
| Attendee starts to exhibit COVID symptoms whilst in the scout hut (or in the tournament in general.) | Virus transmission across attending members, further complications due to covid. | Attendees | **3** | **2** | **6** | Lateral flow testing encouraged before the event by both SUCP and Cardiff University.  If member is exhibiting symptoms, mask wearing in cars encouraged.  Lateral flow tests to be brought along to the hut so that a test can be done if needed.  Members will be encouraged to keep distance from a member who is exhibiting symptoms of the virus.  If the member wishes, the club can organise transport back to Southampton. | **3** | **1** | **3** | 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>   * Call emergency services as required 111/999 |
| Injury caused by trip hazards in the hut | Broken bones  Bruising | 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 |
| 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.  Previous offenders to be reminded of the clubs expectations regarding alcohol and behaviour. | **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 |
| 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 Cardiff (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 |