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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Women's Canoe Polo Development Day** | **Date** | **16/09/2022 – 18/09/2022** |
| **Unit/Faculty/Directorate** | **Hollie Jackson – Secretary** | **Assessor** | **Hollie Jackson** |
| **Individual/Coach** | **Rowan Kettle - President** | **Signed off** | **Rowan Kettle** |
| **Line Manager/Supervisor** |  | **Signed off** |  |

**Pitches:**

Manchester Wildcats venue

Sale Waterpark,

Manchester,

M33 2LX

**Camping:**

**Holly Bank Caravan Park**
Warburton Bridge Rd,
Warrington,
WA3 6HU

**Nearby A & E:**

Trafford General,

Moorside Road,

Davyhulme,

Manchester

M41 5SL

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)’. The tournament is played on outdoor pitches, as with river sessions.

This assessment also comes in addition to any risk assessment published by the organisers specifically for the event, or for the location of the pitches/venue.

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/van/minibus. | **1** | **5** | **5** | Always follow the highway code.Do not drive having consumed alcohol.Ensure regular breaks to avoid tiredness, these are also to be encouraged by persons in the vehicle and the committee.Where possible, have multiple drivers per vehicle, and use short term new driver insurance where nessesary.Leave enough time for the journey and plan the route beforehand to avoid rushing. | **1** | **5** | **5** | * Call emergency services as required 111/999
 |
| Travel | Virus Transmission | People in the vehicle Members of the public/other competing teams.  | **2** | **4** | **8** | If symptomatic, consider not traveling and self-isolate.Consider wearing face coverings and/or opening windows for ventilationEncourage walking where possible.  | **1** | **4** | **4** | * See assessment of virus transmission during the tournament.
* Further testing/ isolation possible after the tournament.
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| 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.Front seat passenger then checks to ensure fastenings remain secure throughout the journey.The driver to stop as soon as the fastenings loosen and it is safe to do so, to tighten them. | **1** | **3** | **3** | * Call emergency services as required 111/999
 |
| Accident involving car and public/attendee/official when parking or at campsite/venue. | Damage to vehicle.Injury | AttendeesOfficialsPublic | **2** | **4** | **8** | General awareness of drivers, passengers and pedestrians is required, by all parties.Speed of car to be lowered considerably in such areas. | **1** | **4** | **4** | * Call emergency services as required 111/999
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| **Camping** |  |  |  |  |  |  |  |  |  |  |
| Security of tents | Theft of personal or club belongings (i.e. kit). Risk of violence. | Attendees of the tournament.Public using campsite.  | **2** | **4** | **8** | Ensure valuable belongings are kept in a locked car, either at pitch side or campsite parking (at the owner’s prerogative).Overnight, store boats and kit in safe place, i.e. secure on car or next to tent or where their absence will be quickly noticed or they are ‘secure’. Otherwise store them at the pitches in a secure location. | **1** | **4** | **4** | * Call emergency services as required 111/999
 |
| Issues to attendees’ welfare in the tents. | People could get aggravated at each other in respective tents etc.  | Tent-mates. Attendees of the tournament. | **2** | **4** | **8** | Ensure the attendees know who they can talk to if an issue arises in order to deal with it quickly.Welfare (or other committee) to ensure everyone is comfortable with the tent and be available for issues as they arise.Attendees to be able to register complaints/issues as to their tent assignment prior to the tournament.Secondary sleeping arrangements to be available if necessary.  | **1** | **4** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committee training.
* Action plan has been created with potential issues that may arise and how to sort them.
 |
| Injury caused by trip hazards (i.e. guide ropes). | Broken bonesBruising  | Attendees of the tournament General public. | **3** | **3** | **9** | Encourage members to keep a tidy sleeping area and pitch site. Committee to identify any significant tripping hazards and mitigate them (i.e. marking with high vis.), in addition to raising awareness and ensuring a clear route to and from tent entrances. | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Small number of attendees (4) negate the need for more than two tents.
 |
| 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 Members of the public | **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. As per the code of conduct all members of the club not to be coerced or pressured.Committee to identify individuals who appear to have drunk too much and suggest they stop drinking, as well as offering them water etc. No alcohol to be consumed at the pitches or in relation to gameplay. | **2** | **4** | **8** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committee training
 |
| Drug (non-medicinal) consumption | Poor decision making. Lack of coordination, leading to increase injury risk to the consuming participant and others. | Tournament attendees Members of the public | **2** | **5** | **10** | Members are responsible for their individual safety and are expected to act sensibly.No drugs permitted to be taken in relation to gameplay in accordance to BCU rules. Any competitor may be checked, at any level of competition. Initiation behaviour not to be tolerated and drinking games to be discouraged. As per the code of conduct all members of the club not to be coerced or pressured. | **1** | **5** | **5** | * Call emergency services as required 111/999
 |
| Virus transmission  | Individuals catching coronavirus whilst staying in the tents | Attendees camping | **2** | **4** | **8** | Encourage use of outdoor space during duration of camping. Lateral flow test and vaccination encouraged before the tournament. Monitor government advice and regulation and advice in respect to spread of virus, editing our measures in appropriate response.  | **1** | **4** | **4** | * Call emergency services as required 111/999
* If case confirmed, testing on return from the tournament to help control the spread through the club can be recommended/suggested.
 |
| Attendee starts to exhibit COVID symptoms whilst at the tournament. | Virus transmission across attending members, further complications due to covid.  | AttendeesPublic observing/in close proximity. | **2** | **2** | **4** | Lateral flow testing encouraged before the event.If member is exhibiting symptoms, mask wearing in cars/indoors encouraged. If the ill attendee wishes, the club can organise transport back to Southampton.  | **2** | **2** | **4** | * Call emergency services as required 111/999
* If case confirmed, testing on return from the tournament to help control the spread through the club can be recommended/suggested.
* Personal kit can also be assigned from our stock for the remainder of the tournament, such that it is returned following cleaning and a time gap.
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| Weather | Hypothermia or overheating. Flooding or dampness in tents, affecting attendees kit and therefore preparedness for the following day(s). | Camping Attendees | **2** | **4** | **8** | Wind: guide ropes to be used if necessary.Temperature: attendees advised to bring sufficient clothing and camping kit (appropriate sleeping bag and roll mat (and tent in some cases)). Precipitation:Tents checked for weather resistance prior to the event.Foil blanket and spare kit to be taken by committee members. | **1** | **3** | **3** | - Call emergency services as required 111/999- possibility of sleeping in cars/vehicles is necessary- Forewarning shall be given on the forecast closer to the date.- warm showers available on campsite. |
| Food | Food poisoning IllnessAllergic reaction and associated consequences. | The consumer | **3** | **2** | **6** | Where possible, food to be prepared by a professional provider (i.e. a takeaway or restaurant). Trusted/relevant committee members to be notified of any allergies that attendees may have, and attendees advised to not bring pertinent foodstuff where relevant. Affected attendee to make sure they do not consume relevant foodstuff. | **1** | **3** | **3** | * Call emergency services as required 111/999
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| Sharp objects | Cuts/injury | AttendeesOfficialsPublic | **2** | **5** | **10** | Attendees advised not to bring sharp objects unless necessary and if brought not to carry around.Sharp objects not allowed on the pitch or pitch-side.  | **1** | **4** | **8** | * Call emergency services as required 111/999
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Fire  | BurnsInfectionDestruction/damage of property. | AttendeesOfficialsOwners of property/campsitePublic | **3** | **3** | **9** | Remove need for fire; no cooking at campsite, warm food sourced elsewhere.Discourage starting of fire.If open flame, ensure those in proximity are not under the influence of alcohol and that there is no possibility of spread of the fire (no dried wood/grass/leaves/fabric). | **1** | **3** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Campsite does not permit barbecues/fires on grass pitches or without proper equipment.
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| Lack of sufficient nutrition/hydration | FaintingDizzinessHeadachesMore serious conditions | Attendees | **2** | **3** | **6** | Attendees to be informed of potential sources of food and water prior to/on travel to the tournament and be encouraged to bring (more than) sufficient snacks and drinks.Attendees to be advised prior to the tournament what meals will be provided and what will not. | **1** | **3** | **3** | * Call emergency services as required 111/999
* There are a range of takeaways, shops, restaurants and pubs within driving distance.
* Attendees to bring food for dinner, breakfast and other snacks.
 |
| **Training Activities incl. Gameplay (on the water)** |  |  |  |  |
| Injury due to gameplay/training/drills etc.  | Severe injury | attendees | **4** | **5** | **20** | All players to be aware of the rules and their necessity in reducing the inherent risk in the sport.All players to abide by the rules and be supervised by the referees during gameplay and instructors/coaches/referees during training to ensure the rules are followed.Removal from partaking in the event of attendees who fail to do this to a punishable/dangerous and deliberate extent.Correct kit to be worn at all times on the water. | **2** | **4** | **8** | * First aid kits to be available pitch side
* Staff trained in first aid available at the event.
* Call emergency services as required 111/999
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Long standing injury or minor severe injuries with no open wounds. | Repetitive strain Aggravation of prior injuriesSprains/strains or similar minor injuries. | attendees | **4** | **3** | **12** | Awareness of relevant prior injuries on entrance to club, and continuing injuries through the course of membership and training.Potential removal from the event on medical suggestion or in regards to player’s wellbeing. | **2** | **3** | **6** | * Transport to close minor injuries as needed to be arranged by committee. (See first page for address.)
* First aid kits to be available pitch side
* Staff trained in first aid available at the event.
* Call emergency services as required 111/999
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| Open wounds | Diseases and infections | attendees | **3** | **4** | **12** | Affected player to ensure the dressing and disinfecting of open wounds prior to getting on the water and when appropriate. Suggesting no/limited training to those with larger open wounds. | **1** | **3** | **3** | * First aid kits to be available pitch side
* Transport to close minor injuries as needed to be arranged by committee. (See first page for address.)
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| Water | Drowning, due to possible head injury of inability to swim sufficiently or being trapped or pinned. Similar injury/hazardous condition due to inhalation of water or lack of oxygen. | Referees Attendees | **2** | **5** | **10** | All attendees to be aware of the rules and their necessity in reducing the inherent risk of the sport and to abide by them in order to prevent disabling injuries.Approved buoyancy aids and kit to be worn on the water and pitch side.Attendees ensured capable of swimming normally due to swim and safe capsize test on entry to the club.Attendees to be capable of both signalling for a ‘T-rescue’ and both giving one and receiving one as per training through the club.Attendees to be aware or signal if teammate or competitor is in distress.During gameplay:Referees to mind their own safety pitch side foremost, and control gameplay to ensure safety of player and themselves.Attendees (off-water) to keep clear of gameplay and referees in accordance to the rules of gameplay. | **1** | **5** | **10** | * Staff trained in first aid available at the event.
* Call emergency services as required 111/999
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Transport to close minor injuries as needed to be arranged by committee. (See first page for address.)
 |
| Dehydration/Lack of sufficient food. | Fainting, DizzinessHeadachesMore serious conditions | Attendees | **2** | **3** | **6** | Attendees to be informed of potential sources of food and water pitch side and prior to/on travel to the tournament. Attendees to be advised prior to the tournament what meals will be provided and what will not, and be encouraged to bring (more than) sufficient snacks and drinks. | **1** | **3** | **3** | * **Food and Drink at Sale Water Park**

[Boathouse Restaurant](https://www.theboathousesale.co.uk/) Lakeside lunch and dinner. Contact: 0161 962 0118.[Jackson's Boat pub](https://www.jacksonsboatsale.co.uk/) Inn on the banks of the River Mersey. All day food. |

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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** |
| 01 | Submission of RA completed by organisers if possible. | Hollie/Rowan/Daniel | ASAP | 13/09/22 |  |
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| Responsible manager’s signature: Hollie Jackson | Responsible manager’s signature:**Rowan Kettle** |
| Print name: Hollie Jackson | Date:06/09/22 | Print name: **Rowan Kettle** | Date: 06/09/22 |

**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. 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 |