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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Canoe Polo Club – University of Cardiff Tournament** | | **Date** | **10/03/2023 – 12/03/2023** |
| **Unit/Faculty/Directorate** | **Rowan Kettle - President** | **Assessor** | **Rowan Kettle** | |
| **Individual/Coach** | **Hollie Jackson – Secretary** | **Signed off** | **Hollie Jackson** | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

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

Parc Taf y Bargoed

Glo Ddu Pavilion

Off High Street

Trelewis

Merthyr Tydfil

CF46 6AP

* **Nearby A & E: PITCHES**

[11min, Open 7am to 12:30am] - Ysbyty Ystrad Fawr Minor Injury Unit

Ystrad Fawr Way

Ystrad Mynach

Hengoed

CF82 7GP

Tel: 01443 802200

[22min, open 24hrs] - Prince Charles Hospital - Emergency Department

Gurnos Road

Merthyr Tydfil

CF47 9DT

Tel: 01685 721721

* **Scout Hut:**

1st Gilwern Scout Group

Gilwern,

Abergavenny,

NP7 0DS

* **Nearby A & E: Scout Hut**

[8min, open 24hrs] - Nevill Hall Hospital Minor Injury Unit

Brecon Road

Abergavenny

NP7 7EG

Tel: 01873 732732

This Risk Assessment is acting as a ‘tournament specific’ supplementary RA to the most recently uploaded General RA on SUSU entitled *‘*[*General RA Amended (07/11/22) 2022-23 (07/11/22)*](https://www.susu.org/groups/risk/196_1634035298.docx)*’.*

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  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> |
| 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 scout hut/venue. | Damage to vehicle.  Injury | Attendees  Officials  Public | **2** | **4** | **8** | The location of parking at the venue is separate to the pitched. Likewise, there is designated parking at the scout hut. Number of vehicles at the venue is limited.  General awareness of drivers, passengers and pedestrians is required.  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) |
| **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** | **10** | 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. * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * No open fires in the Scout Hut. |
| Security of hut/ Personal belongings | Theft of personal or club (i.e. kit/boats) 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.  Ensure valuable belongings are kept in a locked car, either at pitch side or within the owner’s bag or sleeping ‘space’ (at the owner’s prerogative).  Overnight, store boats and kit in safe place, i.e. van or scout hut where their absence will be quickly noticed or they are ‘secure’. | **1** | **4** | **4** | * Call emergency services as required 111/999 * The scout hut is exclusively rented out by UoS SUCP members, meaning that it is very unlikely for there to be significant theft or damage to our kit and all potential ‘thieves’ are easily identifiable and contactable. |
| 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** | Adopt a certain fluidity as to sleeping ‘allocations’ or positions in the hut.  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 their space and be available for issues as they arise.  Attendees to be able to register complaints/issues as to the arrangement assignment prior to the tournament. | **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. |
| Attendee starts to exhibit illness whilst in the scout hut (or in the tournament in general.) | Virus transmission across attending members, further complications on driving and/or tournament play. | Attendees | **3** | **2** | **6** | Attendees to ensure the wellness of all players/ other attendees.  Players to be discouraged from playing if significantly impaired, so as to reduce probability of further exacerbation of injury.  If the member wishes, the club can organise transport back to Southampton.  If the attendee is a designated driver, secondary driver made aware and asked to drive. | **3** | **1** | **3** | * Call emergency services as required 111/999 * Transport to A & E if necessary. |
| 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 and pack it away each morning.  Committee to identify any significant tripping hazards and immediately rectify them, in addition to raising awareness and ensuring a clear route to and from entrances and fire escape.. | **2** | **2** | **4** | * 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  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.  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 club’s expectations regarding alcohol and behaviour.  No alcohol to be consumed at the pitches or in relation to gameplay. | **2** | **5** | **10** | * 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 | Attendees camping | **2** | **4** | **8** | 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. |
| Weather | Hypothermia or overheating. dampness in hut, affecting attendees kit and sleep and therefore preparedness for the following day(s). | Attendees | **2** | **4** | **8** | Wind: additional club cags to be sourced. All doors to be closed to prevent draft when sleeping.  Temperature: attendees advised to bring sufficient clothing and camping kit (appropriate sleeping bag and roll mat).  Foil blanket and spare kit to be taken by committee members. | **1** | **3** | **3** | * Call emergency services as required 111/999 * Forewarning shall be given on the forecast closer to the date. * warm showers available near to the pitches and cold attendees to be encouraged to take one at the end of the day. (NOTE 50p charge, showers to be confirmed closer to the time). |
| Food | Food poisoning  Illness  Allergic 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.  If food cooked in the hut, care taken to ensure it is edible. | **1** | **3** | **3** | * Call emergency services as required 111/999 * Prior knowledge of available and nearby services. |
| Lack of sufficient nutrition/hydration. | Fainting  Dizziness  Headaches  More 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 * Water tap in scout hut. * Prior knowledge of available and nearby services. |
| Tournament |  |  |  |  |  |  |  |  |  |  |
| Injury due to gameplay | Severe injury | Players | **4** | **5** | **20** | All players to be aware of the rules and their necessity in reducing the risk of game play.  All players to abide by the rules and be supervised by the referees during gameplay to ensure the rules are followed.  Removal from the tournament of players who fail to do this to a punishable (deliberate, dangerous, repeated) extent.  Correct kit to be worn at all times during gameplay and 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) |
| Long standing injury or minor severe injuries with no open wounds. | Repetitive strain  Aggravation of prior injuries  Sprains/strains or similar minor injuries. | players | **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 gameplay for the remainder of the tournament, 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. Address: See Page 1. * 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 | players | **3** | **4** | **12** | Affected player to ensure the dressing and disinfecting of open wounds prior to gameplay and when appropriate.  Suggesting no/limited gameplay 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. Address: See Page 1. |
| 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. | Players  Referees Attendees | **2** | **5** | **10** | All players to be aware of the rules and their necessity in reducing the risk of game play, and to abide by them in order to prevent disabling injuries.  Referees to mind their own safety pitch side foremost, and control gameplay to ensure safety of attendees.  Attendees (off-water) to keep clear of gameplay and referees in accordance to the rules.  Approved buoyancy aids and kit to be worn on the water and walkways.  Players ensured capable of swimming on entry to the club.  Players to be capable of both signalling for a ‘T-rescue’ and giving one as per training through the club.  Players to be aware of/or signal if teammate or competitor is in distress.  Those unable to T or roll to have attendees ready to help them to empty and get back in their boat.  All members to check their ability to leave the cockpit when capsized when getting in their boat. | **1** | **5** | **5** | * Kit must pass scrutineer in order to adhere to regulations set by the BCU before gameplay with said kit is allowed. * 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. Address: See Page 1 * Attendees have right to request ‘no binning’, and therefore reduce the risk of capsizing. |
| Dehydration/ Lack of sufficient food. | Fainting,  Dizziness  Headaches  More 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** | * Refreshments will be available on the bank. * NOTE: Cooking equipment, gas bottles etc on the pitch-side is strictly forbidden |
| Floating walkways/ Pontoons. | Injury due to tripping, slipping and collisions with other attendees.  Further danger of drowning or water inhalation. | Attendees  Referees  Coaches  Officials  Marshals | **2** | **4** | **8** | Attendees to keep the walkways clear as much as possible and obey marshal/official’s instructions to vacate them.  Only referees and coaches to use the walkways for prolonged periods of time.  Buoyancy aids to be worn on the walkways at all times. | **1** | **3** | **3** | * Call emergency services as required 111/999 * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |

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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** | |
| A | Risk assessment from hosts (Cardiff University Canoe Polo Club) to be submitted to SUSU when obtained. |  | ASAP | | 03/03/23 |  | |
| A | Attendees to be informed of weather, food and drink situations prior to the tournament. |  | 03/03/23 | | 08/03/23 |  | |
| A | Food situation to be decided and attendees informed prior to the tournament. |  | ASAP | | 03/03/23 |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Rowan Kettle | | | | Date:31/01/23 | Print name: Hollie Jackson | | Date: 31/01/23 |

**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 |