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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Southampton University Ladies Hockey Club Generic Risk Assessment***Planning meetings, Social, Fundraising, Demonstrations, Awareness Stall/stand* | **Date** | **17/08/2021** |
| **Unit/Faculty/Directorate** | **SUSU SULHC** | **Assessor** | **Tim Claridge - Coach** |
| **Line Manager/Supervisor** | **Isabelle Harding - President** | **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** |
| **Trainings, Socials & Matches** |
| Slips, trips and falls  | Physical injury | Event organisers and attendees  | **2** | **4** | **8** | * All boxes and equipment to be stored away off the pitch, e.g. stored in the dugout
* Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs
 | **1** | **4** | **4** | * Seek medical attention from SUSU Reception/venue staff if in need
* Contact facilities team via SUSU reception/venue staff
* Contact emergency services if needed

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) |
| Setting up of Equipment. E.g. goals | Bruising or broken bones from tripping over equipment. | Meeting organisers and attendees | 2 | 3 | 6 | * Make stall operators aware of the potential risks, follow manual handling guidelines
* Ensure that at least 2 people move goals
* Work in teams when handling other large and bulky items.
* Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable
 | 1 | 3 | 3 | * Seek assistance if in need of extra help from facilities staff/venue staff if needed
* Seek medical attention from SUSU Reception if in need
* Contact emergency services if needed

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) |
| Use of general equipment e.g. balls and cones | Bruising, cuts or broken bones from tripping over equipment. | Meeting organisers and attendees | **3** | **3** | **9** | * Members are to use the equipment properly and a coach is present to help ensure hockey is played safely.
* The playing area is checked to be safe and free from any obstacles and fit for activity.
* Club fitness equipment is checked to be of a good standard and safe for use depending on individual player’s abilities.
* Players have to wear adequate protective equipment e.g. astroturf trainers, shin pads and gum shields
 | **2** | **1** | **2** |  |
| Socials: Costumes/Fancy Dress | Props/costumes causing injury or offence | ParticipantsMembers of the public | **2** | **2** | **4** | * Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.
* Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.

Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **1** | **2** | **2** | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed

Committee WIDE training  |
| Socials- alcohol consumption  | Participants may become at risk as a result of alcohol consumptionMembers of the public may act violently towards participants.  | Event organisers, event attendees,  | **2** | **5** | **10** | * Members are responsible for their individual safety though and are expected to act sensibly
* Club Captains and Social Secretary sent round an email at the beginning of the year to advise on how players can look after themselves and others at a social.
* Initiation behaviour not to be tolerated and drinking games to be discouraged
* For socials at bars/pubs etc bouncers will be present at most venues.
* Bar Security staff will need to be alerted and emergency services called as required.
* Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess
* Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event

Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **1** | **3** | **5** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committee WIDE training
* Members are encouraged not to walk home alone and senior members often oversee this.
 |
| Socials/Trainings/Matches- Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | **3** | **5** | **15** | * Advise participants; to bring their personal medication
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so
* Contact emergency services as required 111/999
* Contact SUSU Reception/Venue staff for first aid support
 | **2** | **5** | **10** | * 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)
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| Matches- Playing | Injuries caused by the physical nature of the sport | All members playing or attending the match including officials and spectators.  | **3** | **4** | **12** | * First Aid team are always at Wide Lane for BUCS matches.
* First Aid equipment should be provided at away matches.
* A First Aid kit will be present by the side of pitch for immediate First Aid if necessary.
* Professional umpires ensure good play and players disciplined for unsafe play.
* Before every session every member has to do a long and sufficient warm up which focuses on all the different muscles used when playing to avoid injury e.g. muscular strains.
* Encourage players to bring water bottles and stay sufficiently hydrated to prevent dehydration.
* If player is feeling dizzy/sick, ensure they rest on the side or pitch, or if necessary, seek medical attention to prevent exhaustion.
* Protective barriers in place to avoid equipment hitting spectators
* Make sure everyone wears the correct protective equipment – shin pads and gum shields, and sometimes hand protectors. Captains to bring facemasks for use at short corners.
 | **2** | **3** | **6** | * Call emergency services as required 111/999
* 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)
 |
| Matches- Travel | Vehicle collision (car/minibus)-causing serious injury  | Event organisers, event attendees, Members of the public  | **4** | **3** | **12** | * Members are responsible for their individual safety though and are expected to act sensibly.
* Be considerate of other pedestrians & road users.
* Drivers have to be over 21, have held a license for 3 years, and undertake a SUSU minibus test. Seatbelts worn by all passengers.
* Speak to drivers before they take out the vehicle to ensure they know the risks they could put themselves and passengers in.
 | **2** | **2** | **4** | * Contact emergency services as required 111/999
* 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)
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| Training/Matches- Adverse Weather  | * Injury
* Illness
* Slipping
* Burns
 | All who attend | **3** | **3** | **9** | * Lead organiser to check the weather are suitable for activities on the day
* SUSU/UoS Facilities team checks of buildings and spaces prior to the event
* Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites
* In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate
 | **3** | **1** | **3** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
 |
| Use of Wide Lane pitch | * Overcrowding of the pitch causing injury
 | All members playing or attending the game | **1** | **3** | **3** | * Make sure each team has an allotted time so that the pitch is not overcrowded which could cause serious injury
 | **1** | **1** | **1** |  |
| **Fundraising Events & Cash Handling -** *For own society or Charity* |
| Handling & Storing Money- Own Society fundraising  | * Theft
* Individuals being mugged/robbed

Loss/misplacement leading to financial loss | Members, Participants  | 3 | 4 | 12 | * Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open.
* Money to be kept in lockable box
* Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)
* Where possible offer option to pre-buy tickets to avoid cash purchases

E.g. use of SUSU box office, hire/loan of contactless payment machines* Money to not be left unattended
* Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
 | 2 | 3 | 6 | In the event of theft committee members will: * Highlight the incident to any community police officers in the area/report to 111
* Report incident to SUSU duty manager and [c HYPERLINK "omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Handling & Storing Money- Charity fundraiser  | TheftIndividuals being mugged/robbedLoss/misplacement leading to financial loss | Members, Participants, Charity | 3 | 4 | 12 | Southampton RAG procedures will be followed: * Charity Event form completed, and RAG approval will be given
* All food hygiene certificates and event risk assessment to be approved by activities team
* Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5)
* Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.
* Collection buckets to remain sealed and to not be left unattended
* Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
* Nominated person will be tasked with storing cash in nominated location when SUSU office not open.
* Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)
 | 2 | 3 | 6 | In the event of theft committee members will: * Highlight the incident to any community police officers in the area/report to 111
* Report to SUSU Duty manager and Complete a SUSU incident report
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| **Awareness/Promotional Stand e.g. Bunfight** * \*excluding items covered above
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| Overcrowding at Stall | Reduced space in walkways and entrances.Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Members, visitors  | **2** | **3** | **6** | * A maximum of 3 representatives to be at the stall at any one time
* Request that orderly ques are formed
* Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear
* Ensure that organisers /volunteers do not block walkways when engaging with attendees
* Follow instructions given by support staff/staff on directions and entry and exit points
* Do not move tables if this has been placed for you by staff.
 | **1** | **3** | **3** | * Seek medical attention if problem arises
* Seek support from facilities staff
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| Falling Objects e.g. banners  | InjuryBruising Damage to equipment  | Members, visitors  | **2** | **3** | **6** | * Tables to be safely secured by staff where possible – ask for support from facilities team
* Ensure banner is secured and on a flat surface
* Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders
 | **1** | **2** | **2** | * Seek medical attention if problem arises
* Seek support from facilities staff
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| **COVID-19** |
| COVID-19 | Catching/spreading COVID-19 | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | **3** | **4** | **12** | * Every member completes regular weekly testing before being allowed to training, matches or socials.
* Anyone who tests positive or have been in contact with a positive person has to immediately self-isolate and inform the Club Captain.
* Every member will use their own kit and not share. Where this is not possible, all kit will be sanitised between use.
* Wear face coverings when moving around inside our buildings or in crowded spaces.
* Practise good personal and hand hygiene.
* Continue to practise physical distancing.
* Ensure we follow local and university guidance.
 | **1** | **3** | **3** | * Follow any changes to England Hockey or government guidance (<https://www.englandhockey.co.uk/media/news/return-to-play-latest>).
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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:* Trips and Tours
* Fundraising events e.g. Bake Sales
* External Speaker Events
 | Relevant committee members – president to ensure complete. |  17/08/21 | 01/07/22 |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. | 17/08/21 | 01/07/22 |  |
| 3 | The Vice Club Captain has completed the SUSU WIDE training and will make it known to the club that they are available to contact in regard to mental health via Facebook and in person. The VCC will also ensure that the various relevant committees and helplines are known to the club members and easily accessible. | Vice Club Captain | 17/08/21 | 01/07/22 |  |
| 4 | If members develop symptoms of COVID-19, they should be encouraged by all to self-isolate and follow government advice. | All members | 17/08/21 | 01/07/22 |  |
| 5 | Team Captains will be responsible for ensuring that water bottles and sticks are not shared during matches or in training. New short-corner face masks may have to be purchased in order to assign them to individuals. These cost approximately £40 each.  | Team Captains and Treasurer | 17/08/21 | 01/07/22 |  |
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| Letter  Description automatically generated with low confidenceResponsible manager’s signature:  | Responsible manager’s signature:  |
| Print name: Isabelle Harding | Date: 17/08/21 | Print name: Tim Claridge | Date: 17/08/21 |

**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 |