

SUIIHC

Southampton University Ice and Inline Hockey Club

Risk Assessment

MANDATORY READING FOR ALL CLUB MEMBERS

# Executive Summary

The sport of Ice and Inline hockey has the potential, as with any dynamic sport, to cause injury. In addition there is the potential for injury to occur off the rink, during the transportation of players to venues, as well as during club organised club events such as socials.

This document serves as a tool to mitigate where reasonably practicable the likelihood and severity of injury to our members and to those non-members who might be directly affected by our actions.

The SUIIHC is a student run sports club, with the devolution of tasks and responsibilities shared amongst all members. Whilst some aspects of the club are organised primarily by committee members with official titles, every member of the club is expected to contribute in some way to the perpetuation and success of the club going forward. One such way in which this manifests itself is the duty of care members have to one another and the appreciation that the maintenance of every member’s wellbeing is a shared responsibility. The preparation of a H&S document such as this one provides a structure and framework for an overarching H&S strategy, and assigns responsibility for the management of hazards to those parties most capable of mitigating them. It is often the case that members of the club are best placed to mitigate hazards. The successful communication of these responsibilities, is therefore instrumental to the success of this document.

As this report is not produced by a professional consultancy, but instead by volunteers with no professional H&S accreditations/qualifications, there is much reliance on the sports’ (N)GB’s as well as the SUSU and University of Southampton for their professional supervision. Subsequently final approval of this document as sufficient is to be by SUSU.

It is essential that any member of the club that reads this document understands their responsibilities, and feels they are capable of managing them. The document has been written with ease of understanding in mind. If however, in reading this document, you as a member of the club do not understand something, it is essential that you contact the club H&S officer for clarification before taking part in any further club activity. It is also essential that if you encounter any errors/outdated/incorrect information within this document, that you communicate this to the club’s H&S officer immediately.

Information concerning insurance is covered within each session/event section of the report. The full insurance documentation is not included however.

All incidents must be reported, the channels for reporting are included in the ‘reporting of injuries’ section of this report. Links to the forms are also provided, and in addition can be found within this report’s appendices.

# Revision and Review History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Name** | **Club Position Held** | **Revision(s) Made** | **Reviewed?** |
| 25/11/14 | Bradley Wallis | Inline Hockey Manager | Creation of document | Y |
| 26/11/14 | Bradley Wallis | Inline Hockey Manager | Inclusion of ‘Qualifications and Training’ section | Y |
| 27/11/14 | Bradley Wallis | Inline Hockey Manager | Inclusion of transport-specific section and risk assessment | Y |
| 12/12/2014 | Simon Gifford | Non-exec Chairman | Final amendments prior to going live | Y |
| 15/09/2015 | Simon Gifford | Non-exec Chairman | First Aiders | Y |
| 21/09/2016 | Simon Gifford | Non-exec Chairman | Coaches  First Aiders | Y |
|  |  |  |  |  |

Note:

* This document must be reviewed at least once a year.
* This document must be reviewed after any reported H&S incident.
* Any significant revisions must be communicated to all parties that could possibly be affected by the revision.
* Any significant revisions to this document require resubmittal to the SUSU for their approval. ([groups@susu.org](mailto:groups@susu.org)).

# Committee Document Sign-off

Whilst this document has been compiled by the club H&S Officer, the implementation of the risk mitigation strategies as outlined in the risk assessments fall to the club committee and all club members equally.

All members are required to read this document in order to make themselves aware of the risks involved in the participation in SUIIHC events. This is enforced by the requirement of all members to confirm they have read this document upon club registration. Any member who does not read this document, or does noes not feel confident they can execute the responsibilities expected of them, will not be allowed to become a member of the club. If a member does not feel confident they can execute the responsibilities expected of them, they can approach a member of the committee for assistance.

To ensure the completeness of this report, the committee members are asked to sign-off that the document is to the best of their knowledge, acceptable, and not missing any crucial information, before becoming live.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Club Position Held** | **Signed (can be electronic)** | **Date** |
| Bradley Wallis | Inline Hockey Manager |  | 27/11/2014 |
| Simon Gifford | Non-exec secretary |  | 27/11/2014 |
| Simon Gifford | Non-exec secretary |  | 15/09/2015 |
| Simon Gifford | Non-exec secretary |  | 21/09/2016 |
| Simon Gifford | Non-exec secretary |  | 19/08/2017 |
| Simon Gifford | Non-exec secretary |  | 01/08/2018 |
|  |  |  |  |

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# Abbreviations

SUSU – Southampton University Students Union

BUIHA – British Universities Ice Hockey Association

NGB – National Governing Body

BRHA – British Rink Hockey Association

EIHA – English Ice Hockey Association

SUIIHC – Southampton University Ice and Inline Hockey Club

*This document is the property of the Southampton University Ice and Inline Hockey Club. The copying or alteration of this document by outside parties for uses other than as a H&S document for the SUIIHC requires the approval from the club’s committee.*

*The risk assessment template used is the property of the Southampton University Students Union and has been used within this report with their permission.*

# Introduction

The sport of Ice and Inline hockey as a whole is generally considered medium-to-high risk. However, the sport in the form as played by our club is at most medium risk. Much of the high and medium risk activities and practises associated with the sport do not feature in the sport as facilitated by the SUIIHC.

The main reasons for this being:

* The very low speed that is possible to generate as a beginner to the sport, this limiting/mitigating factor comes as a result of the difficulty and skill required to generate speed whilst on skates.
* The height at which beginners/intermediates can raise the puck off the ground is limited to near zero.
* The speed at which beginners can propel the puck is very low.
* Beginners play non-contact, only Ice players of sufficient skill have the opportunity to opt into contact. (There is no contact in Inline Hockey at any level).
* Full protective equipment is required at all times. For newcomers to the sport, this is provided by the club free of charge.
* The club is overseen by the SUSU which approves the H&S framework of the club and the competencies of the H&S officer. The H&S management requirements go well above and beyond that which could be expected from any non-university hockey/sports club.

A full set of risk assessments have been carried out to mitigate as far as possible the remaining low and medium risk activities and practices that exist. The risk assessments are to be continually reviewed, and as a result it can be expected that they will continually improve with time. The risk assessments are to be reviewed and approved by the SUSU, who are responsible for the management of H&S across all the University of Southampton sports clubs.

# Health and Safety Organisational Structure

SUSU

Training/information/guidance/guidelines

Submittal of Risk Assessments for Approval and Reporting of incidents

H&S Officer

Committee

Transport

Club Members

Club Members

NGB’s

H&S Feedback/Advice/Monitoring

Risk Assessments completed

Latest Sport-specific H&S Guidance

H&S Feedback

Information

H&S Feedback

Information

Off-rink Training

Socials

Inline Games

Inline Training Sessions

Ice Games

Ice Training Sessions

# Qualifications and Training

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Coaching Qualifications** | | | | | | |
| Name | Position (i.e. Head Coach) | Ice/ Inline/ Both | Current Qualification | Date Achieved | Working towards | Test Date |
| Nigel  Harris | Coach | Ice | Level 2 | 23/05/98 | Level 3 | TBC |
| Henry  Hughes | Coach | Ice | Level 1 | 20/11/16 | Level 2 | 2017 |
| Oliver Heilmann | Coach | Ice | Level 1 | 20/11/16 | Level 2 | 2017 |
| Andrew Mason | Coach | Inline | Level 1 | 10/09/16 | Level 2 | TBC |
| Ben Smart | Coach | Inline | Level 1 | 10/09/16 | Level 2 | TBC |
| Alex Chaney | Coach | Inline | Level 1 | 10/09/16 | Level 2 | TBC |
|  |  |  |  |  |  |  |
| **First Aid Qualifications** | | | | | | |
| Name | Position (i.e. Head Coach) | Ice/ Inline/ Both | Current Qualification | Date Achieved | Renewal/  Next level | Test Date |
| Nigel Harris | Coach | Ice | EIHA First Aid | 20/03/16 | 2017 | TBC |
| Hannah Robertson | Player | Inline | First Aid | Oct 2013 | 2017 | TBC |
| Daisy Parsons | Player | Ice | First Aid | June 2015 | 2017 | TBC |
| Jon Reisner | Goalie | Ice | Paramedic |  |  |  |
|  |  |  |  |  |  |  |
| **H&S Training** | | | | | | |
| Name | Position (i.e. Head Coach) | Ice/ Inline/ Both | Current Qualification | Date Achieved | Renewal/  Next level | Test Date |
| Bradley Wallis | Inline Hockey Manager | Inline | H&S | 24/11/14 | … |  |
| Simon Gifford | Non-exec secretary | Both | H&S | 24/11/14 | … |  |

# Transport to/from Events

Transportation is perhaps the highest risk activity the club encounters. This is because although the likelihood is considered low, the severity of an incident is high – nearly all incidents involving vehicles can result in death.

Phone numbers of members are recorded automatically online upon registration, and therefore available online to all senior members of the committee. This allows contact to be made with any member of the club whilst enroute to events.

Clear meet times are set in order to leave plenty of time for travelling, to avoid the risk of speeding occurring.

The transportation risk assessment has been largely based upon an example transportation risk assessment provided by the SUSU.

Any damage to member-owned vehicles whilst transporting other members to or from events is at the owners’ risk.

|  |  |  |
| --- | --- | --- |
| Work/Activity: Transportation | | |
| Transportation to/from any event – such as games, training, socials etc. | | |
| Group: | Assessor(s): Club H&S Officer/Committee | Contact: See Front Page of Document |
| Guidance/standards/Reference documents | Competence requirements | |
| * Example Risk Assessment provided by SUSU | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] |
| Drivers – H&S responsibilities associated with transportation of players to sessions. When driving the vehicle, the driver has the responsibility for the safe transportation of their passengers in matters they can control. They can (and must) chose to refuse passage to a passenger if they misbehaviour and represent a danger. Drivers also have the responsibility to ensure their vehicle is properly maintained and is operated under the correct legal requirements.  All members – H&S responsibilities associated with common sense decision making. **(It should be understood by all that all members are equally responsible for, and capable to manage, H&S - unless specific hockey experience is a barrier)**. | Passing of Driving Test (DVLA)  Passing of SUSU minibus test - where applicable.  Although the club H&S officer compiles this report, all members are equally responsible in managing the H&S implications – as this document provides the necessary information to do so – and reading this document is mandatory. |
| Risk assessments linked |
| * None |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 | check SA/DM |
| All | Existing medical condition | Sufferer | Significant medical conditions prevent drivers from being able to hold a driving license, so the risk of a road accident as a result of a driver suffering from a pre-diagnosed episode is mitigated. There could however be passengers with significant medical conditions. | 4 | Confirmation upon online club registration that any sufferer has informed the committee and any mitigations then put in place | Committee | 2 |  |
| Transport | Vehicles getting lost during journey | Members | Register is taken at sessions.  Contact details are automatically recorded online and made available to all senior committee members.  Destination address is made available to all members travelling. | 1 | Route planning made in advance and driver uses Satnav. Front seat passenger aware of Satnav functionality and also possesses Satnav as a backup on smart phone. Devices must be fully charged with ability to charge during journey. | Driver/ All | 1 |  |
| Transport | Road accident related to driver error/tiredness/stress (risk to members and members of the public) | Members and members of the public | **(Minibuses, hired vehicles or private cars):** Driver/s must have a current, clean driving licence, with full entitlement to drive a minibus. Drivers must inform DVLA of any medical condition that affects their ability to drive. Drivers must not use a mobile phone or (communications) radio in the minibus unless the vehicle is parked safely. Music should be limited to a safe volume. All other SUSU driving regulations and rules will be adhered to. In addition, the driver will adhere to strict working/driving hours and rest periods according to SUSU Guidelines; not drive if feeling too tired or unwell to drive safely; not drive if under the influence of alcohol, drugs or medication. Line of sight for rear view mirror should not be obstructed by kit. Drivers should not set-off with steamed-up windows, and should actively manage the risk during travel by managing air flow and temperature within the vehicle.  A second SUSU minibus certified driver within the minibus where possible.  **External coach hire company driver/taxi driver etc:** The hire company will provide a suitable driver and this falls within their area of responsibility. An external risk assessment may be provided if relevant | 3 | Check drivers of SUSU minibuses have passed the required test for permission to drive these vehicles. Ensure drivers of external minibuses have passed SUSU test. Check drivers of private vehicles have had regular use of a car since passing their test.  Pre-drive checks on each vehicle must be carried out prior to departure including tyre pressures and light functionality.  Drivers to brief passengers prior to departure on behaviour to avoid driver distraction. | Driver/ All/SUSU | 3 |  |
| Transport | Injury (collision with passing vehicle) whilst getting on or off vehicle | Members and members of the public | **(minibuses, hired vehicles or private cars):** The driver will choose safe locations, away from busy traffic, for passengers to get on/off minibus (e.g. car park, onto wide pavement); Hazard warning lights will be used if members are boarding or leaving the vehicle near busy or hazardous sections of road; Side door to be used for boarding/alighting; rear door only to be used in emergency or when parked well away from the road.  **External coach hire company driver/taxi driver etc:** The hire company will provide a suitable driver and this falls within their area of responsibility, providing the above guidelines have also been adhered to. An external risk assessment may be provided if relevant | 3 | Continue | Driver/ All | 3 |  |
| Transport | Defective minibus/vehicle (risk to members and members of the public) – i.e. risk of catastrophic vehicle failure |  | **SUSU–owned minibus:**  Vehicle is maintained in accordance with the manufacturer’s instructions and SUSU policy; Effective vehicle defect reporting system in place with responsible member of staff to effect appropriate response; Appropriate written records kept; Vehicle is covered by membership of a motor recovery organisation, with details available for each journey  **Hired minibus from outside organisation:**  Prior written assurance will be obtained from the hiring organisation that the organisation has a current and appropriate PSV Operator’s Licence; has full insurance for all its vehicles; has suitable and sufficient breakdown cover to ensure that a replacement vehicle can be guaranteed if required; is not at present under investigation, pending possible disciplinary action by VOSA or possible prosecutions.  **All minibuses:**  Vehicle is assessed regularly and has a current MOT certificate; has been maintained and serviced regularly (and that records are available if requested for inspection); is fitted with fully operational seat belts; is fitted with BSI-approved fire extinguishers and a fully maintained first aid kit; has sufficient seats for each member of the group (i.e. group number does not exceed seating capacity of minibus) so that no seat is shared; Pre-drive inspection carried out and record sheet completed by driver. Items for inspection to include: - tyres – condition and pressure; windscreens are clean (outside and inside), mirrors adjusted, all brakes (inc. handbrake), lights (inc. indicators and brake lights) and washer / wipers operate correctly; all seats have fully operational seat belts; fire extinguisher and first aid kit are present and correct; If faults are found, the driver will not use the minibus until the faults have been satisfactorily rectified  **Coach/other vehicle/private car:**  The mechanical state of private motor vehicles/externally hired vehicles is the responsibility of the owner/hire company, and a separate risk assessment and/or breakdown process shall be provided by any hire company covering this. It is the responsibility of the user to ensure that this is in place. For private drivers, each vehicle must be insured, have a valid MOT and the driver must be licensed to drive in the EU. | 3 | Continue | Driver/ All | 3 |  |
| Transport | Passenger behaviour distracts driver (risk to members and members of the public) | Members and members of the public | Students briefed beforehand about required behaviour with reasons and consequences. It is the driver’s legal responsibility to ensure that seat belts are fitted correctly on all young people aged under 14 years, and the driver has a duty of care to ensure that seat belts are fitted correctly on all passengers aged 14 years and over. Wheelchairs to be appropriately secured. If user remains in wheelchair, appropriate seat belts, and wheel restraints, if required, will be fitted. Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the minibus. Music to be limited to a safe volume.  **External coach hire company driver/taxi driver etc:** The hire company will provide a suitable driver and an external risk assessment may be provided if relevant | 3 | Continue | Driver/ All | 3 |  |
| Transport | (where items are being transported in vehicle with passengers, or in van. Risk of items falling on passengers during transit or whilst loading/unloading | Members | It is the driver’s legal responsibility to ensure that all luggage/goods are stowed securely and with no items being stored externally; Additional helpers and care will be used when lifting and unloading heavy items of luggage/goods; goods load will be within capacity of vehicle (see manufacturers’ specifications); extra care will be taken when driving, especially cornering / braking; all students will be briefed fully on carrying and lifting sensibly and within personal comfort limits before trip begins, if relevant.  If items are being transported using an externally hired vehicle or SUSU vehicle, risk assessments will be provided by the external company/SUSU determining correct protocol for the use of the vehicle in this context. | 1 | Continue | Driver/ All | 1 |  |
| Transport | In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation (risk to members and members of the public) | Members and members of the public | **SUSU minibus/driver/private vehicle:** All doors must be unlocked when carrying passengers; Aisles and emergency exits will be kept clear of obstructions; Driver to ensure members are aware of emergency procedures, as appropriate; All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles and appropriately supervised; Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the vehicle and approaching traffic as soon as possible  **External coach hire company driver/taxi driver etc:** The hire company will provide a suitable driver and their guidelines will be adhered to wherever relevant | 3 | Continue | Driver/ All | 3 |  |
| Transport | Access to vehicle controls and equipment:  (Risk of tampering and  unauthorised use of vehicle) – risk to members and members of the public) | Members and members of the public | Keys removed from ignition whenever vehicle is parked. Vehicle is supervised when unlocked  Driver conducts vehicle inspection prior to commencement of journey in accordance with Legal requirements | 3 | Continue | Driver/ All | 3 |  |
| Transport | Vehicle refuelling  (Risk of slips, trips and falls; risk of fire or explosion; risk of being struck by  other vehicles – risk to members and members of the public) | Members and members of the public | No smoking while refuelling is in progress  Drivers and passengers to wear appropriate footwear and use caution exiting/entering vehicle or moving across garage forecourts | 3 | Continue | Driver/ All | 3 |  |
| Transport | Reversing vehicle (risk to members and members of the public) | Members and members of the public | Reversing of vehicle to be avoided or minimized where possible. Coaches/minibuses fitted with reversing warning alarms and mirrors to be used where possible. Competent driver to be used in accordance with Legal requirements. Line of sight for rear view mirror should not be obstructed by kit. |  | Continue | Driver/ All |  |  |
| Transport | Adverse weather or other environmental conditions – snow and ice  (Risk of collision with other vehicles, or risk of loss of time with consequent effects on itinerary as a result of traffic jams etc) | Members and members of the public | Weather reports to be monitored in advance of any trip. Information to be provided to passengers where relevant and feasible. Competent and trained drivers to be used (if external company is used, their extreme weather plan to be adhered to, also). Itinerary altered as necessary to avoid or reduce exposure to adverse weather. Events will not go ahead if weather is too severe for travelling in – the final decision on whether to make the trip comes down to the driver. | 3 | Continue | Driver/ All | 3 |  |
| Transport | Moving vehicles on campus or in public location, in proximity of people (risk of members or members of the public coming into contact with moving vehicle) | Members and members of the public | In the case of halls of residence or main campus, sufficient risk assessments and control measures exist to mitigate this risk on a day to day basis, providing members of the public, students and staff adhere to basic road safety good practice and maintain care when crossing public/private roads. Line of sight for rear view mirror should not be obstructed by kit. | 3 | Continue | Driver/ All | 3 |  |
| Transport | Attack/theft/abuse/violence by residents/members of public (risk to members when travelling on foot between venues or locations) | Members | Contact details are automatically recorded online and made available to all senior committee members  Members should not engage with members of public if a situation becomes confrontational. In this instance, they should leave the area immediately. Members advised to carry a charged mobile phone at all times when travelling by foot, and to dial 999 in an emergency.  Members encouraged to use taxis if they have been consuming alcohol to avoid the risk of issues or incidents of anti-social behaviour from other members of the public occurring. | 3 | Continue | Driver/ All | 3 |  |
| Transport | Slips, trips and falls whilst walking (risk to students) | Members | Members encouraged to take care when crossing busy streets and negotiating paths, to wear appropriate clothing and footwear when travelling by foot and to sensibly assess any loads or items which they may need to carry.  Students encouraged to walk during daylight hours only where possible, or well-lit areas at night if necessary. | 2 | Continue | Driver/ All | 2 |  |
| Transport | Injury as a result of lifting or carrying objects (students, staff) | Members | Kit bag sizes limit the amount of weight that can be carried at once, as equipment is not very dense. It is advised that no more than one kit bag is carried at a time. | 2 | Continue | Driver/ All | 2 |  |
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| --- | --- | --- |
| Reviewed By: | | Comments: |
| Responsible person (SA/DM):  SUIIHC Committee | **Date:** 25/11/14 | None |
| SUSU H&S manager (where applicable): | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

|  |  |
| --- | --- |
| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

|  |  |
| --- | --- |
| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |

# Ice Hockey Training Sessions

Whilst face cages are not mandatory under EIHA/IIHF rules, they are very strongly advised by SUIIHC. Newcomers to the sport (especially) should take much care to ensure they are fully aware of the risks associated with wearing a visor before considering purchasing one. All SUIIHC store kit helmets are fitted with face cages.

Full kit as per EIHA/IIHF rules is necessary at all times. Male players should be wearing a box as per EIHA/IIHF rules.

**Insurance**

Whilst training, players are covered by SUSU insurance as long as they are a member of SUSU. University of Southampton students are automatically members of SUSU, however non University of Southampton players are not automatically covered by SUSU insurance. Non University of Southampton players can become SUSU member by paying the necessary fee and completing the necessary process.

Players who are BUIHA registered for the purpose of playing BUIHA league games are insured by the BUIHA during training sessions also. If a player does not want to register to play league games, they must still register with the BUIHA, but for a reduced fee ‘recreational’ registration. New players to the sport are covered under BUIHA insurance for their first two training sessions for free, after which they must pay the necessary full registration fee (a BUIHA registration must be completed before their first session).

Members are assumed covered during transportation under the insurance arrangements of the driver.

Members are assumed covered under public liability insurance whilst within the rink building, but not whilst playing hockey.

Members are assumed covered by the University of Southampton’s and SUSU’s insurance when on their property.

|  |  |  |
| --- | --- | --- |
| Work/Activity: Ice Hockey Training Sessions | | |
| Standard Weekly Ice Hockey Training Sessions (Term-time only)  Wednesdays (Basingstoke, Planet Ice Arena) ≈ 2:30-4pm  Sundays (Gosport, Planet Ice Arena) ≈ 9-11pm  Number of people on the rink ≈ 20-40  Typical session layout includes 10% warm up, 50% drills/training, 40% scrimmage | | |
| Group: | Assessor(s): Club H&S Officer/Committee | Contact: See Front Page of Document |
| Guidance/standards/Reference documents | Competence requirements | |
| * Available EIHA and BUIHA (NGBs of sport) documentation * IIHF Rule Book * SUSU * http://www.hse.gov.uk/Risk/faq.htm | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] |
| Drivers – H&S responsibilities associated with transportation of players to sessions  Coach – H&S responsibilities associated with any activities that occur on the rink  All members – H&S responsibilities associated with common sense decision making. **(It should be understood by all that all members are equally responsible for, and capable to manage, H&S - unless specific hockey experience is a barrier)**. | Passing of Driving Test (DVLA)  Passing of SUSU minibus test - where applicable.  High degree of experience.  Where possible - working towards, or holding, an EIHA certified coaching qualification.  Although the club H&S officer compiles this report, all members are equally responsible in managing the H&S implications – as this document provides the necessary information to do so – and reading this document is mandatory. |
| Risk assessments linked |
| * SUSU generic facilities Risk Assessment * Planet Ice generic facilities Risk Assessment * Planet Ice Ice hockey Risk Assessment |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 | check SA/DM |
| All | Existing medical condition | Sufferer | None officially in place | 4 | Confirmation upon online club registration that the sufferer has informed the committee and any mitigations then put in place | Committee | 2 |  |
| SUSU foyer meeting | Trip Hazard, blocking of emergency thoroughfares | Club members or other students/public | Common sense | 2 | Highlight the risk by way of all members requirement to read and understand this risk assessment. | All | 1 |  |
| Carrying Store kit up and down SUSU stairs | Trips, falls and manual handling | Club members | Common Sense | 2 | Highlight the risk by way of all members requirement to read and understand this risk assessment. Awareness posters put up in store cupboard. | All/Committee | 1 |  |
| In the Ice Rink building | Hypothermia | Club members – particularly spectators | Warm clothing for spectators strongly advised – as players are kept sufficiently warm through physical exertion and insulated by equipment | 1 | Continued advisement to spectators | Spectators | 1 |  |
| On the rink | Sprains/Strains | Club members | Warm-ups/downs run by coach where possible. However it is reasonable to expect that players are able to conduct their own warm-ups/downs.  Coach to ensure any new players have sufficiently tight skates. | 2 | Continue | All/Coach | 2 |  |
| On the rink | Physical exhaustion | Club members | Monitoring by coach and team-mates. Experience of coach to know how hard to reasonably push players physically. | 1 | Continued monitoring | Coach/All | 1 |  |
| On the rink | Injury-causing player-on-player collisions | Club members | Separation of abilities where possible (generally beginners do not generate enough speed to cause injury, but would be vulnerable to a collision with a more experienced (faster) player).  Coach to ensure that activities match capabilities. | 2 | Continue | All | 2 |  |
| On the rink | Injury causing Checks. (A check is when a player drives the shoulder, upper arm and hip and elbow, equally into the opponent to separate them from the puck) | BUIHA Division 1 & 2 players | Club culture / training atmosphere. Checks are less frequent and less likely to cause injury as the intention behind the check on a team mate would not be expected to be malicious.  Full kit (as required to EIHA regulations) is mandatory at all sessions. | 2 | Continue | All | 2 |  |
| On the rink | Injury-causing player-wall/ice collisions | Club members (most likely to be a beginner/intermediate level player) | Coaching plan that covers basic skating first, and includes drills which are suited to each player’s ability. Tuition on how to hold stick properly to avoid ‘spearing’. Full kit (as required to EIHA regulations) is mandatory at all sessions.  Doors to rink must be kept closed when not in use. | 4 | Continue.  In addition, take the opportunity to highlight the risk to members by way of all members requirement to read and understand this risk assessment. **Advise that players manage their abilities responsibly, and do not try irresponsible movements which are clearly beyond their safe limits.** | Coach | 4 |  |
| On the rink | Injury-causing impact of puck | Club members | Separation of abilities where possible/necessary. Responsible actions of players – clearly firing a puck at another person could result in injury in spite of protective equipment being worn. Full kit (as required to EIHA regulations) is mandatory at all sessions. Face cage strongly advised. Responsible shooting of puck during warm-ups, as this is the most dangerous time as there are multiple pucks on the rink at any one time. | 2 | Continue | Coach/All | 2 |  |
| On the rink | Broken sticks | Club Members | Broken sticks should be disposed of immediately and players should not attempt to continue playing with one. | 2 | Continue | All | 2 |  |
| On the rink | Dehydration | Club members | New players advised to bring plenty of water to drink during the session. Water taps also available at rink. Team mates to monitor one another. Experience of coach to know how hard to reasonably push players physically. | 1 | Highlight the risk to members by way of all members requirement to read and understand this risk assessment. | Coach/All | 1 |  |
| On the rink | Overcrowding | Club members | Numbers limited to a safe level | 1 | Continue to limit numbers | Organiser of session and coach | 1 |  |
| On the rink | Ice skate lacerations | Club members | Numbers limited to a safe level.  Separation of abilities where possible.  Full kit (as required to EIHA regulations) is mandatory at all sessions.  Responsible behaviour encouraged. Awareness of surroundings necessary to avoid stepping on exposed feet/fingers when off the rink. Conversely, members to cover up bare feet in changing rooms as soon as possible when getting changed, and keep hands off the ground. | 3 | Continue.  Highlight the risk to members by way of all members requirement to read and understand this risk assessment. | All/Coach | 3 |  |
| On the rink | Trip hazards as a result of areas of melted ice and deep ruts in the ice | Members | If areas are dangerously bad and cannot be remediated, or sectioned off, the session should not go ahead. The final decision on cancelling a session rests with the coach or manager. If the solution is to section off these areas, it is every member’s responsibility to follow the instruction to avoid these areas. | 2 | Continue |  | 2 |  |
| On the rink | Stick/puck to face – no face cage (loss of eye or teeth is possible) | Members | Face cage strongly advised. | 4 | Continue to strongly advise against the use of visors – particularly for newcomers to the sport. | All | 4 |  |
| On the rink | Concussion | Members | Players should not return to the rink if showing signs of concussion. The sufferer should be confined to utter rest. The sufferer should be monitored, and if symptoms persist, monitorer should seek medical advice. Knowledge of the incident should be passed on to the sufferers housemates upon return from the rink in order for them to monitor the sufferer. | 4 | Continue | All | 4 |  |
| Off the rink | Pucks leaving the confines of the rink | Spectators | Safety netting is put in place by the rink to prevent spectators being hit by rogue pucks. | 3 | Continue.  Ensure where possible that spectators are advised to stay behind netting when spectating. | Rink Staff/All | 3 |  |
| Off the rink | Faulty and poorly maintained equipment | Members | Any store kit found to be broken or faulty should be handed to a committee member immediately and should not be worn. It is advised that Individually owned kit is well maintained and washed regularly to avoid the build-up of bacteria. | 2 | Continue | All | 2 |  |
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| Reviewed By: | | Comments: |
| Responsible person (SA/DM):  SUIIHC Committee | **Date:** 25/11/14 | None |
| SUSU H&S manager (where applicable): | **Date:** |  |

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| --- | --- | --- | --- |
| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| --- | --- |
| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| --- | --- |
| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |

# Ice Hockey League Games

Whilst face cages are not mandatory under EIHA/IIHF rules, they are very strongly advised by SUIIHC. Newcomers to the sport (especially) should take much care to ensure they are fully aware of the risks associated with wearing a visor before considering purchasing one. All SUIIHC store kit helmets are fitted with face cages.

Full kit as per EIHA/IIHF rules is necessary at all times. Male players should be wearing a box as per EIHA/IIHF rules.

**Insurance**

For BUIHA league games, players are covered by SUSU insurance as long as they are a member of SUSU. University of Southampton students are automatically members of SUSU, however non University of Southampton players are not automatically covered by SUSU insurance. Non University of Southampton players can become SUSU member by paying the necessary fee and completing the necessary process.

Only players who are BUIHA registered may play in BUIHA league games. Therefore all players taking part in BUIHA league games are covered by BUIHA insurance.

Members are assumed covered during transportation under the insurance arrangements of the driver.

Members are assumed covered under public liability insurance whilst within the rink building, but not whilst playing hockey.

Members are assumed covered by the University of Southampton’s and SUSU’s insurance when on their property.

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| Work/Activity: Ice Hockey League Games | | |
| Ice Hockey Games as per BUIHA League Timetable (Term-time only)  Home Games: Wednesdays (Basingstoke, Planet Ice Arena) ≈ 2:30-4pm  Sundays (Gosport, Planet Ice Arena) ≈ 9-11pm  Away Games: Take place at the away team’s rink  Number of people on the rink ≈ 14-40 (Maximum during warm-up, no more than 14 during game)  Typical session layout includes 10 minute warm up, 3x20 minute game | | |
| Group: | Assessor(s): Club H&S Officer/Committee | Contact: See Front Page of Document |
| Guidance/standards/Reference documents | Competence requirements | |
| * Available EIHA and BUIHA (NGBs of sport) documentation * IIHF Rule Book * SUSU * http://www.hse.gov.uk/Risk/faq.htm | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] |
| Drivers – H&S responsibilities associated with transportation of players to sessions  Bench Coach / Team Captain – H&S responsibilities associated with any activities that occur on the rink  All members – H&S responsibilities associated with common sense decision making. **(It should be understood by all that all members are equally responsible for, and capable to manage, H&S - unless specific hockey experience is a barrier)**. | Passing of Driving Test (DVLA)  Passing of SUSU minibus test - where applic.  High degree of experience.  Where possible - working towards, or holding, an EIHA certified coaching qualification.  Although the club H&S officer compiles this report, all members are equally responsible in managing the H&S implications – as this document provides the necessary information to do so – and reading this document is mandatory. |
| Risk assessments linked |
| * SUSU generic facilities Risk Assessment * Planet Ice generic facilities Risk Assessment * Planet Ice Ice hockey Risk Assessment * Risk Assessment of away team’s rink |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 | check SA/DM |
| All | Existing medical condition | Sufferer | None officially in place | 4 | Confirmation upon online club registration that the sufferer has informed the committee and any mitigations then put in place | Committee | 2 |  |
| SUSU foyer meeting | Trip Hazard, blocking of emergency thoroughfares | Club members or other students/public | Common sense | 2 | Highlight the risk by way of all members requirement to read and understand this risk assessment. | All | 1 |  |
| Carrying Store kit up and down SUSU stairs | Trips, falls and manual handling | Club members | Common Sense + members will be of some experience if participating in league games | 2 | Highlight the risk by way of all members requirement to read and understand this risk assessment. Awareness posters put up in store cupboard. | All/Committee | 1 |  |
| In the Ice Rink building | Hypothermia | Club members – particularly spectators | Warm clothing for spectators strongly advised – as players are kept sufficiently warm through physical exertion and insulated by equipment | 1 | Continued advisement to spectators | Spectators | 1 |  |
| On the rink | Sprains/Strains | Club members | Warm-ups/downs run by coach where possible. However it is reasonable to expect that players are able to conduct their own warm-ups/downs.  Coach to ensure any new players have sufficiently tight skates. | 2 | Continue | All/Coach | 2 |  |
| On the rink | Physical exhaustion | Club members | Monitoring by coach and team-mates. Players should sit a shift if dangerously exhausted, this should be reinforced by team-mates and coach. | 1 | Continue | Coach/All | 1 |  |
| On the rink | Injury-causing player-on-player collisions | Club members | Separation of abilities is assumed due to divisional structure of league.  Coach to ensure that players are capable of playing in their chosen division. | 2 | Continue | All | 2 |  |
| On the rink | Injury causing Checks | BUIHA Division 1 & 2 players only | The provision of certified referees.  Full kit (as required to EIHA regulations) is mandatory at all sessions. | 2 | Continue | All | 2 |  |
| On the rink | Injury-causing player-wall/ice collisions | Club members (most likely to be a beginner/intermediate level player) | Coaching plan that covers basic skating first, and includes drills which are suited to each player’s ability. Tuition on how to hold stick properly to avoid ‘spearing’. Full kit (as required to EIHA regulations) is mandatory at all sessions. Doors to rink must be kept closed when not in use. | 4 | Continue.  In addition, take the opportunity to highlight the risk to members by way of all members requirement to read and understand this risk assessment. **Advise that players manage their abilities responsibly, and do not try irresponsible movements which are clearly beyond their safe limits.** | Coach | 4 |  |
| On the rink | Injury-causing impact of puck | Club members | Separation of abilities is assumed due to divisional structure of league. Likelihood is lessened in game situation due to there only being the one puck. Full kit (as required to EIHA regulations) is mandatory at all sessions. Face cage strongly advised. Responsible shooting of puck during warm-ups, as this is the most dangerous time as there are multiple pucks on the rink at any one time. | 2 | Continue | Coach/All | 2 |  |
| On the rink | Broken sticks | Club Members | Broken sticks should be dropped immediately and players should not attempt to continue playing with one. The broken stick must be collected from the floor by the referee as per EIHA rules. | 2 | Continue | All/ referees | 2 |  |
| On the rink | Dehydration | Club members | New players advised to bring plenty of water to drink during the game. This habit should have formed by the time of a player’s first game. Water taps also available at rink. Team mates to monitor one another. | 1 | Highlight the risk to members by way of all members requirement to read and understand this risk assessment. | Coach/All | 1 |  |
| On the rink | Overcrowding | Club members | Numbers limited to a safe level – limited to the number of players that can be on a team as per IIHF rules. | 1 | Continue to limit numbers | Organiser of session and coach | 1 |  |
| On the rink | Errors in judgement brought about by intensity of atmosphere | Club members/other team’s players | The intensity of a competitive game will push players to the edge of their capabilities. The referees are responsible for enforcing the rules of the game with respect to dangerous actions that could impact a player from the other team. But actions that result in injuries to one’s self, or team-mates, should be monitored by the coach and captain where possible. | 4 | Continue | All/Coach/Captain | 4 |  |
| On the rink | Ice skate lacerations | Club members | Numbers limited to a safe level.  Separation of abilities where possible.  Full kit (as required to EIHA regulations) is mandatory at all sessions.  Responsible behaviour encouraged.  Awareness of surroundings necessary to avoid stepping on exposed feet/fingers when off the rink. Conversely, members to cover up bare feet in changing rooms as soon as possible when getting changed, and keep hands off the ground. | 3 | Continue.  Highlight the risk to members by way of all members requirement to read and understand this risk assessment. | All/Coach | 3 |  |
| On the rink | Trip hazards as a result of areas of melted ice and deep ruts in the ice | Members | If areas are dangerously bad and cannot be remediated, or sectioned off, the session should not go ahead. The final decision on cancelling a session rests with the coach or manager. If the solution is to section off these areas, it is every member’s responsibility to follow the instruction to avoid these areas. | 2 | Continue |  | 2 |  |
| On the rink | Stick/puck to face – no face cage (loss of eye or teeth is possible) | Members | Face cage strongly advised. | 4 | Continue to strongly advise against the use of visors – particularly for newcomers to the sport. | All | 4 |  |
| On the rink | Concussion | Members | Players should not return to the rink if showing signs of concussion. The sufferer should be confined to utter rest. The sufferer should be monitored, and if symptoms persist, monitorer should seek medical advice. Knowledge of the incident should be passed on to the sufferers housemates upon return from the rink in order for them to monitor the sufferer. | 4 | Continue | All | 4 |  |
| Off the rink | Pucks leaving the confines of the rink | Spectators | Safety netting is put in place by the rink to prevent spectators being hit by rogue pucks. | 3 | Continue.  Ensure where possible that spectators are advised to stay behind netting when spectating. | Rink Staff/All | 3 |  |
| Off the rink | Faulty and poorly maintained equipment | Members | Any store kit found to be broken or faulty should be handed to a committee member immediately and should not be worn. It is advised that Individually owned kit is well maintained and washed regularly to avoid the build-up of bacteria. | 2 | Continue | All | 2 |  |
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| Reviewed By: | | Comments: |
| Responsible person (SA/DM):  SUIIHC Committee | **Date:** 25/11/14 | None |
| SUSU H&S manager (where applicable): | **Date:** |  |

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| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| --- | --- |
| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| --- | --- |
| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |

# Inline Hockey Training Sessions

Whilst face cages are not mandatory under EIHA/IIHF rules, they are very strongly advised by SUIIHC. Newcomers to the sport (especially) should take much care to ensure they are fully aware of the risks associated with wearing a visor before considering purchasing one. All SUIIHC store kit helmets are fitted with face cages.

Full kit as per EIHA/IIHF rules is necessary at all times. Male players should be wearing a box as per EIHA/IIHF rules.

**Insurance**

Whilst training, players are covered by SUSU insurance as long as they are a member of SUSU. University of Southampton students are automatically members of SUSU, however non University of Southampton players are not automatically covered by SUSU insurance. Non University of Southampton players can become SUSU member by paying the necessary fee and completing the necessary process.

Players who are BRHA registered for the purpose of playing BRHA league games are insured by the BRHA during training sessions also.

Members are assumed covered during transportation under the insurance arrangements of the driver.

Members are assumed covered under public liability insurance whilst within the rink building, but not whilst playing hockey.

Members are assumed covered by the University of Southampton’s and SUSU’s insurance when on their property.

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| Work/Activity: Inline Hockey Training Sessions | | |
| Standard Weekly Inline Hockey Training Sessions (Term-time only)  Mondays (Fareham, Solent Arena) ≈ 9:30-11pm  Fridays (Gosport, Planet Ice Arena) ≈ 9-10pm  Number of people on the rink ≈ 10-25  Typical session layout includes 10% warm up, 60% drills/training, 30% scrimmage | | |
| Group: | Assessor(s): Club H&S Officer/Committee | Contact: See Front Page of Document |
| Guidance/standards/Reference documents | Competence requirements | |
| * Available BRHA (Local Governing Body) communications – no documentation available * IIHF Rule Book – with BRHA adaptions * SUSU * http://www.hse.gov.uk/Risk/faq.htm | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] |
| Drivers – H&S responsibilities associated with transportation of players to sessions  Coach – H&S responsibilities associated with any activities that occur on the rink  All members – H&S responsibilities associated with common sense decision making. **(It should be understood by all that all members are equally responsible for, and capable to manage, H&S - unless specific hockey experience is a barrier)**. | Passing of Driving Test (DVLA)  Passing of SUSU minibus test - where applicable.  High degree of experience.  No official inline hockey coaching qualification available.  Although the club H&S officer compiles this report, all members are equally responsible in managing the H&S implications – as this document provides the necessary information to do so – and reading this document is mandatory. |
| Risk assessments linked |
| * SUSU generic facilities Risk Assessment * Solent Arena generic facilities Risk Assessment |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 | check SA/DM |
| All | Existing medical condition | Sufferer | None officially in place | 4 | Confirmation upon online club registration that the sufferer has informed the committee and any mitigations then put in place | Committee | 2 |  |
| SUSU foyer meeting | Trip Hazard, blocking of emergency thoroughfares | Club members or other students/public | Common sense | 2 | Highlight the risk by way of all members requirement to read and understand this risk assessment. | All | 1 |  |
| Carrying Store kit up and down SUSU stairs | Trips, falls and manual handling | Club members | Common Sense | 2 | Highlight the risk by way of all members requirement to read and understand this risk assessment. Awareness posters put up in store cupboard. | All/Committee | 1 |  |
| On the rink | Sprains/Strains | Club members | Warm-ups/downs run by coach where possible. However it is reasonable to expect that players are able to conduct their own warm-ups/downs.  Coach to ensure any new players have sufficiently tight skates. | 2 | Continue | All/Coach | 2 |  |
| On the rink | Physical exhaustion | Club members | Monitoring by coach and team-mates. Experience of coach to know how hard to reasonably push players physically. | 1 | Continued monitoring | Coach/All | 1 |  |
| On the rink | Injury-causing player-on-player collisions | Club members | Separation of abilities where possible (generally beginners do not generate enough speed to cause injury, but would be vulnerable to a collision with a more experienced (faster) player).  Coach to ensure that activities match capabilities. | 2 | Continue | All | 2 |  |
| On the rink | Injury-causing player-wall/floor collisions | Club members (most likely to be a beginner/intermediate level player) | Coaching plan that covers basic skating first, and includes drills which are suited to each player’s ability. Tuition on how to hold stick properly - to avoid ‘spearing’. The boards are designed to be extremely flexible to limit the impact force upon collision. Full kit (as required to IIHF regulations) is mandatory at all sessions. Doors to rink must be kept closed when not in use. | 2 | Continue.  In addition, take the opportunity to highlight the risk to members by way of all members requirement to read and understand this risk assessment. **Advise that players manage their abilities responsibly, and do not try irresponsible movements which are clearly beyond their safe limits.** | Coach | 2 |  |
| On the rink | Injury-causing impact of puck | Club members | Separation of abilities where possible/necessary. Responsible actions of players – clearly firing a puck at another person could result in injury in spite of protective equipment being worn. Full kit (as required to IIHF regulations) is mandatory at all sessions. Face cage strongly advised. Responsible shooting of puck during warm-ups, as this is the most dangerous time as there are multiple pucks on the rink at any one time. | 2 | Continue | Coach/All | 2 |  |
| On the rink | Broken sticks | Club Members | Broken sticks should be disposed of immediately and players should not attempt to continue playing with one. | 2 | Continue | All | 2 |  |
| On the rink | Dehydration | Club members | New players advised to bring plenty of water to drink during the session. Water taps also available at rink. Team mates to monitor one another. Experience of coach to know how hard to reasonably push players physically. | 1 | Highlight the risk to members by way of all members requirement to read and understand this risk assessment. | Coach/All | 1 |  |
| On the rink | Slips as a result of water (including condensation) present on the rink floor | Club members | If wet areas cannot be dried, or sectioned off, the session should not go ahead. The final decision on cancelling a session rests with the coach or manager. If the solution is to section off wet areas, it is every members responsibility to follow the instruction to avoid these areas. | 1 | Continue | All | 1 |  |
| On the rink | Overcrowding | Club members | Numbers limited to a safe level | 1 | Continue to limit numbers | Organiser of session and coach | 1 |  |
| On the rink | Stick/puck to face – no face cage (loss of eye or teeth is possible) | Members | Face cage strongly advised. | 4 | Continue to strongly advise against the use of visors – particularly for newcomers to the sport. | All | 4 |  |
| On the rink | Concussion | Members | Players should not return to the rink if showing signs of concussion. The sufferer should be confined to utter rest. The sufferer should be monitored, and if symptoms persist, monitorer should seek medical advice. Knowledge of the incident should be passed on to the sufferers housemates upon return from the rink in order for them to monitor the sufferer. | 4 | Continue | All | 4 |  |
| Off the rink | Pucks leaving the confines of the rink | Spectators | Safety netting is put in place by the rink to prevent spectators being hit by rogue pucks. | 3 | Continue.  Ensure where possible that spectators are advised to stay behind netting when spectating. | Rink Staff/All | 3 |  |
| Off the rink | Faulty and poorly maintained equipment | Members | Any store kit found to be broken or faulty should be handed to a committee member immediately and should not be worn. It is advised that Individually owned kit is well maintained and washed regularly to avoid the build-up of bacteria. | 2 | Continue | All | 2 |  |
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| Reviewed By: | | Comments: |
| Responsible person (SA/DM):  SUIIHC Committee | **Date:** 25/11/14 | None |
| SUSU H&S manager (where applicable): | **Date:** |  |

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| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| --- | --- |
| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| --- | --- |
| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |

# Inline Hockey League Games

Only very experienced inline hockey players are capable of playing for the Spitfires BRHA league team, and so many of the considerations assessed in the ice hockey risk assessments are unnecessary.

Whilst face cages are not mandatory under EIHA/IIHF rules, they are very strongly advised by SUIIHC.

Full kit as per EIHA/IIHF rules is necessary at all times. Male players should be wearing a box as per EIHA/IIHF rules.

**Insurance**

During games, players are covered by SUSU insurance as long as they are a member of SUSU. University of Southampton students are automatically members of SUSU, however non University of Southampton players are not automatically covered by SUSU insurance. Non University of Southampton players can become SUSU member by paying the necessary fee and completing the necessary process.

All players participating in BRHA league games must be BRHA registered. Therefore all players playing BRHA league games are insured through the BRHA.

Members are assumed covered during transportation under the insurance arrangements of the driver.

Members are assumed covered under public liability insurance whilst within the rink building, but not whilst playing hockey.

Members are assumed covered by the University of Southampton’s and SUSU’s insurance when on their property.

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| --- | --- | --- |
| Work/Activity: Inline Hockey League Games | | |
| Inline Hockey Games as per BRHA League Timetable (Throughout year – including outside of term-time)  All Games: Sundays (Fareham, Solent Arena) – At some time between 10am and 8pm  Number of people on the rink ≈ 12-25 (Maximum during warm-up, no more than 12 during game)  Typical session layout includes 5 minute warm up, 4x12 minute game | | |
| Group: | Assessor(s): Club H&S Officer/Committee | Contact: See Front Page of Document |
| Guidance/standards/Reference documents | Competence requirements | |
| * Available BRHA (Local Governing Body) communications – no documentation available * IIHF Rule Book – with BRHA adaptions * SUSU * http://www.hse.gov.uk/Risk/faq.htm | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] |
| Drivers – H&S responsibilities associated with transportation of players to sessions  Bench Coach / Team Captain – H&S responsibilities associated with any activities that occur on the rink  All members – H&S responsibilities associated with common sense decision making. **(It should be understood by all that all members are equally responsible for, and capable to manage, H&S - unless specific hockey experience is a barrier)**. | Passing of Driving Test (DVLA)  Passing of SUSU minibus test - where applic.  High degree of experience.  No official inline hockey coaching qualification available.  Although the club H&S officer compiles this report, all members are equally responsible in managing the H&S implications – as this document provides the necessary information to do so – and reading this document is mandatory. |
| Risk assessments linked |
| * SUSU generic facilities Risk Assessment * Solent Arena generic facilities Risk Assessment |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 | check SA/DM |
| All | Existing medical condition | Sufferer | None officially in place | 4 | Confirmation upon online club registration that the sufferer has informed the committee and any mitigations then put in place | Committee | 2 |  |
| SUSU foyer meeting | Trip Hazard, blocking of emergency thoroughfares | Club members or other students/public | Common sense.  Only rarely will a member find themselves at SUSU because the standard of player usually means they have their own kit | 2 | Highlight the risk by way of all members requirement to read and understand this risk assessment. | All | 1 |  |
| Carrying Store kit up and down SUSU stairs | Trips, falls and manual handling | Club members | Common Sense + members will be of some experience if participating in league games | 2 | Highlight the risk by way of all members requirement to read and understand this risk assessment. Awareness posters put up in store cupboard. | All/Committee | 1 |  |
| On the rink | Sprains/Strains | Club members | Warm-ups/downs run are built into the rink time for each game. It is reasonable to expect that players are able to conduct their own warm-ups/downs during this time. | 2 | Continue | All/Coach | 2 |  |
| On the rink | Physical exhaustion | Club members | Monitoring by coach and team-mates. Players should sit a shift if dangerously exhausted, this should be reinforced by team-mates and coach. | 1 | Continue | Coach/All | 1 |  |
| On the rink | Injury-causing player-on-player collisions | Club members | Separation of abilities is assumed.  Coach to ensure that players are capable of playing in the team. | 2 | Continue | All | 2 |  |
| On the rink | Injury-causing player-wall/floor collisions | Club members (most likely to be a beginner/intermediate level player) | The boards are designed to be extremely flexible to limit the impact force upon collision. Full kit (as required to IIHF regulations) is mandatory in all games, and enforced by the game’s referees. Doors to rink must be kept closed when not in use. | 4 | Continue.  In addition, take the opportunity to highlight the risk to members by way of all members requirement to read and understand this risk assessment. **Advise that players manage their abilities responsibly, and do not try irresponsible movements which are clearly beyond their safe limits.** | Coach | 4 |  |
| On the rink | Injury-causing impact of puck | Club members | Separation of abilities is assumed due to divisional structure of league. Likelihood is lessened in game situation due to there only being the one puck. Full kit (as required to IIHF regulations) is mandatory at all sessions. Face cage strongly advised. Responsible shooting of puck during warm-ups, as this is the most dangerous time as there are multiple pucks on the rink at any one time. | 2 | Continue | Coach/All | 2 |  |
| On the rink | Broken sticks | Club Members | Broken sticks should be dropped immediately and players should not attempt to continue playing with one. The broken stick must be collected from the floor by the referee as per IIHF rules. | 2 | Continue | All/ referees | 2 |  |
| On the rink | Dehydration | Club members | Players advised to bring plenty of water to drink during the game. Water taps also available at rink. Team mates to monitor one another. More often than not, team water bottles will be provided – with the responsibility of filling down to the individual. | 1 | Highlight the risk to members by way of all members requirement to read and understand this risk assessment. | Coach/All | 1 |  |
| On the rink | Overcrowding | Club members | Numbers limited to a safe level – limited to the number of players that can be on a team as per IIHF rules. | 1 | Continue to limit numbers | Organiser of session and coach | 1 |  |
| On the rink | Errors in judgement brought about by intensity of atmosphere – operating at the edge of ability | Club members/other team’s players | The intensity of a competitive game will push players to the edge of their capabilities. The referees are responsible for enforcing the rules of the game with respect to dangerous actions that could impact a player from the other team. But actions that result in injuries to one’s self, or team-mates, should be monitored by the coach and captain where possible. | 4 | Continue | All/Coach/Captain | 4 |  |
| On the rink | Fighting | Club members/other team’s players | The BRHA league is not a university league, and so the sportsmanship afforded between teams in university sport is not always present. From experience, it is the case that malicious behaviour will occur. Despite the fact fighting, or even checking, is not allowed. It is the referee’s responsibility to ensure the safety of players during the course of the game. | 4 | Continue | Referees | 4 |  |
| On the rink | Slips as a result of water (including condensation) present on the rink floor | Club members | If wet areas cannot be dried, or sectioned off, the session should not go ahead. The final decision on cancelling a game rests with the coach or manager in conjunction with the referees. | 1 | Continue | All | 1 |  |
| On the rink | Stick/puck to face – no face cage (loss of eye or teeth is possible) | Members | Face cage strongly advised. | 4 | Continue to strongly advise against the use of visors – particularly for newcomers to the sport. | All | 4 |  |
| On the rink | Concussion | Members | Players should not return to the rink if showing signs of concussion. The sufferer should be confined to utter rest. The sufferer should be monitored, and if symptoms persist, monitorer should seek medical advice. Knowledge of the incident should be passed on to the sufferers housemates upon return from the rink in order for them to monitor the sufferer. | 4 | Continue | All | 4 |  |
| Off the rink | Pucks leaving the confines of the rink | Spectators | Safety netting is put in place by the rink to prevent spectators being hit by rogue pucks. | 3 | Continue.  Ensure where possible that spectators are advised to stay behind netting when spectating. | Rink Staff/All | 3 |  |
| Off the rink | Faulty and poorly maintained equipment | Members | Any store kit found to be broken or faulty should be handed to a committee member immediately and should not be worn. It is advised that Individually owned kit is well maintained and washed regularly to avoid the build-up of bacteria. | 2 | Continue | All | 2 |  |
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| Reviewed By: | | Comments: |
| Responsible person (SA/DM):  SUIIHC Committee | **Date:** 25/11/14 | None |
| SUSU H&S manager (where applicable): | **Date:** |  |

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| --- | --- | --- | --- |
| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

|  |  |
| --- | --- |
| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

|  |  |
| --- | --- |
| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |

# Off-rink Training

As with any sport, but particularly Ice & Inline Hockey, supplementary training is necessary to improve at a higher rate. Once at a certain level, supplementary training is simply essential.

The SUIIHC organises off-rink training as frequently as possible, this may include ‘recreational skating’, gym work in the team gym at wide lane, or the encouragement of players to attend circuits at the Jubilee sports centre.

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| Work/Activity: Off-rink Training | | |
| Off-rink training is organised sporadically, although an attempt is made to organise periodic events where possible  The location depends on the event  Number of people attending ≈ 5-20 | | |
| Group: | Assessor(s): Club H&S Officer/Committee | Contact: See Front Page of Document |
| Guidance/standards/Reference documents | Competence requirements | |
| * SUSU * http://www.hse.gov.uk/Risk/faq.htm | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] |
| Bench Coach / Team Captain – H&S responsibilities associated with any activities that occur on the rink  All members – H&S responsibilities associated with common sense decision making. **(It should be understood by all that all members are equally responsible for, and capable to manage, H&S - unless specific hockey experience is a barrier)**. | High degree of experience.  No official inline hockey coaching qualification available.  Although the club H&S officer compiles this report, all members are equally responsible in managing the H&S implications – as this document provides the necessary information to do so – and reading this document is mandatory. |
| Risk assessments linked |
| * Generic risk assessment of event facility |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 | check SA/DM |
| All | Existing medical condition | Sufferer | None officially in place | 4 | Confirmation upon online club registration that the sufferer has informed the committee and any mitigations then put in place | Committee (which includes social secretaries) | 2 |  |
| Recreational Ice skating | Lacerations as a result of trips and falls | Members and members of the public | Gloves are advised to avoid lacerations to hand and fingers when fallen, from passing skates. Rink rules are to be followed at all times. | 2 | Continue | All | 2 |  |
| Recreational Ice skating | Lacerations to feet/toes | Members and members of the public | Members should never walk around in bare feet when at the rink. Members should be aware of their surroundings and others when walking off the rink in their skates with the blades exposed. | 2 | Continue | All | 2 |  |
| Recreational Ice skating | Trips and falls | Members and members of the public | A responsible speed is advised. Marshalls on the rink are provided by the rink during these public session and they are responsible for the safety of individuals skating. Rink rules are to be followed at all times. | 2 | Continue | All | 2 |  |
| Recreational Inline skating | Trips and falls | Members and members of the public | A responsible speed is advised. When skating outside, protective equipment such as knee, wrist and head protection is advised. Skating with another person is also advised, and at least one mobile phone in order to contact the emergency services in the case of an emergency. Skating outdoors when the ground is wet or slippery, or on uneven ground, is not encouraged. | 3 | Continue | All | 3 |  |
| Gym | Sprains/Strains | Club members | Warm-ups/downs run by coach (if the session is being run by a coach) where possible. However it is reasonable to expect that players are able to conduct their own warm-ups/downs. | 2 | Continue | All/Coach | 2 |  |
| Gym | Physical exhaustion | Club members | Monitoring by team-mates. Experience of coach (if the session is being run by a coach) to know how hard to reasonably push players physically. | 1 | Continued monitoring | Coach/All | 1 |  |
| Gym | Dehydration | Club members | Players advised to bring plenty of water to drink during the session and to rehydrate frequently. Water taps also available at gym. Team mates to monitor one another. | 1 | Highlight the risk to members by way of all members requirement to read and understand this risk assessment. | Coach/All | 1 |  |
| Gym | Overcrowding – could result in heavy weights being dropped on, or rolling onto, an individual | Club members | Numbers limited to a safe level – limited by the venue. | 2 | Continue to limit numbers | Organiser of session and coach | 2 |  |
| Gym |  |  |  |  |  |  |  |  |
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| Reviewed By: | | Comments: |
| Responsible person (SA/DM):  SUIIHC Committee | **Date:** 25/11/14 | None |
| SUSU H&S manager (where applicable): | **Date:** |  |

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| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| --- | --- |
| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| --- | --- |
| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |

# (Social) Events

SUIIHC has two social secretaries responsible for organising social events for the club. These events range from recreational ice skating trips, to meals, to alcoholic socials and occur sporadically.

The risk assessment for these activities is currently limited. The SUSU requirement and provision for risk assessments of social events is currently minimal, although SUIIHC has been informed that the requirement and necessary guidance etc. is likely to increase in the near future.

As guidance does not yet exist, but as an example of good practice, an attempt has been made to risk assess a generic social below.

## Nights out

Having conducted a Risk Assessment, it has highlighted the need for enhanced control measures to mitigate the risks associated with returning home after a night out under the heavy influence of alcohol.

As a result, from now on, there must be improvements made to the way in which socials are ended, that ensure the safety of all members despite the inevitable careless and dangerous decision by some to consume too much alcohol. Although in the majority of cases the choice to drink excessive amounts of alcohol is a conscious one on behalf of the individual, and whilst the club does not advise such behaviour, the inevitability requires the forethought of this type of behaviour by the social secretaries.

To mitigate this hazard, clear start and (crucially) end times for the social must be set in advance. In addition, it must be highlighted that anyone who chooses to stay at any particular venue beyond the end of the official social does so outside of the organised event, and therefore at their own risk. An attempt to communicate possible modes of transport to return home from the venue should be made. For the majority of nights out this will mean highlighting to members the availability of taxis, and a reminder to set-aside change with which to pay for their fare.

Throughout the duration of the social a social secretary should remain present, and contactable via a pre-determined means of communication. Social secretaries should advise any members who they can see to have consumed too much alcohol to return home in a safe way.

|  |  |  |
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| Work/Activity: Generic Social Event | | |
| Social events are organised sporadically, although an attempt is made to organise periodic night-out social where possible  The location depends on the event  Number of people attending ≈ 10-30 | | |
| Group: | Assessor(s): Club H&S Officer/Committee | Contact: See Front Page of Document |
| Guidance/standards/Reference documents | Competence requirements | |
| * No current guidance available other than generic H&S guidance | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] |
| Social secretaries – H&S responsibilities associated with any activities that are directly implemented by themselves as part of the event and over the members attending the event and following the official event structure.  All members – H&S responsibilities associated with common sense decision making. **(It should be understood by all that all members are equally responsible for, and capable to manage, H&S)**. | No member taking part in a social event has skills, experience or qualifications that out rank those of any other participant. The Social secretaries however are required to manage the application by members of; common sense, and mitigation measures outlined in this document. |
| Risk assessments linked |
| * Generic risk assessment of event facility |

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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 | check SA/DM |
| All | Existing medical condition | Sufferer | None officially in place | 4 | Confirmation upon online club registration that the sufferer has informed the committee and any mitigations then put in place | Committee (which includes social secretaries) | 2 |  |
|  |  |  |  |  |  |  |  |  |
| Driving to and from a generic event (where applicable) | Drink driving | Passengers and potentially members of the public | DVLA to assess and establish competence of driver through Driving licenses.  Enforcement of safe lawful driving by police and other authorities. | 3 | Highlight the risk by way of all members requirement to read and understand this risk assessment. **Clearly drink-driving is unacceptable.** | Drivers | 3 |  |
| Social where the consumption of alcohol is likely | Over-consumption of alcohol – primary and secondary effects | Members | Advise against  Team Culture and the actions of social secretaries outside of an official H&S framework | 2 | Newly implemented control measures to mitigate the immediate primary health issues associated with over-consumption of alcohol as well as the impairment of decision making that could result in the individual causing harm to themselves. | Social Secretaries/All | 2 |  |
| Returning home after social involving the consumption of alcohol | Exposure/hypothermia/assault | Members | Team Culture and the actions of social secretaries outside of an official H&S framework | 2 | Newly implemented control measures to mitigate the secondary effects associated with over-consumption of alcohol | Social Secretaries/All | 2 |  |
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| Reviewed By: | | Comments: |
| Responsible person (SA/DM):  SUIIHC Committee | **Date:** 25/11/14 | None |
| SUSU H&S manager (where applicable): | **Date:** |  |

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| --- | --- | --- | --- |
| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| --- | --- |
| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

|  |  |
| --- | --- |
| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |

# Reporting of Injuries

Injuries, no matter how severe, must be reported to the necessary organisations and persons of responsibility. This is necessary in order to manage H&S effectively and identify means of ensuring such an injury cannot occur again. The reporting of injuries should be done through the club H&S Officer.

|  |  |
| --- | --- |
| For Ice Hockey related injuries/incidents | |
| Injury must be reported to: | Reporting Method: |
| BUIHA | BUIHA Accident Form, located at…   * http://www.buiha.org.uk/club-admin/ * BUIHA Info * Corporate Documents * QR21 - Accident Form.pdf |
| SUSU | Call the SUSU Duty Manager immediately on…   * 07775 732937   **Gather all evidence and complete the incident form, located at…**   * http://www.susu.org/contact.html |
|  |  |
| For Inline Hockey related injuries/incidents | |
| Injury must be reported to: | Reporting Method: |
| SUSU | Call the SUSU Duty Manager immediately on…   * 07775 732937   **Gather all evidence and complete the incident form, located at…**   * http://www.susu.org/contact.html |
|  |  |
| For Transport related injuries/incidents | |
| Injury must be reported to: | Reporting Method: |
| SUSU | Call the SUSU Duty Manager immediately on…   * 07775 732937   **Gather all evidence and complete the incident form, located at…**   * http://www.susu.org/contact.html |
|  |  |
| For (social) events related injuries/incidents | |
| Injury must be reported to: | Reporting Method: |
| SUSU | Call the SUSU Duty Manager immediately on…   * 07775 732937   **Gather all evidence and complete the incident form, located at…**   * http://www.susu.org/contact.html |
|  |  |
| **Emergencies** | |
| Contact 999 first in the case of an emergency before attempting to report through the above channels. | |

# Appendix A – SUSU Accident Report Form

|  |  |
| --- | --- |
| Date | *00/00/0000* |
| Time (24hr clock) | *00:00* |

SUSU Incident Report Form

This form is to be completed as soon as possible after any incident by the Duty Manager

Any statements from other staff or witnesses should be attached with this report.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location of Incident:** | | | **Manager/Supervisor on Duty:** | |
| **Name(s) of Staff/Volunteers dealing with Incident:** | | | | |
| Individual(s) Involved: | | | | |
| **Name:** | **Phone Number:** | | | **Address / University ID number** |
|  |  | | |  |
| **Type/Nature of Incident:** Please tick  **Accidental damage ☐**  **Accidental injury ☐**  **Break-In/Theft ☐**  **Community Complaint ☐**  **Evacuation ☐**  **Near Miss ☐**  **Personal Safety ☐**  **Racist/Sexist/Homophobic Conduct ☐**  **Sporting Injury ☐**  **Unacceptable/Anti-Social Behaviour ☐**  **Vandalism ☐**  **Violent Conduct ☐**  **Other ☐**  Please state: ………………………………………………………………………… | | | | |
| **Emergency Services Called? Fire Yes ☐ No ☐**  **Ambulance: Yes ☐ No ☐**  **Police: Yes ☐ No ☐**  **If police called, give name of station and crime number if applicable:**  ………………………………………………………………………………………………………..  **University Security Called? Yes ☐ No ☐**  **If yes, give name of officer:** ………………………………………………..  **CCTV Tape requested? Yes ☐ No ☐** | | | | |
| **Evidence Taken** (e.g. photos, security statements) **Yes ☐** **No**  ☐  **If yes, please state type of evidence received and where it is logged:** | | | | |
| Was anyone injured? Yes ☐ No ☐  Part of Body Affected:  Severity:  Treatment Received: | | | | |
| Was there any damage to property? Yes ☐ No ☐  If yes, please give details:  Owner: …………………………………………………………………………………………  Damage: …………………………………………………………………………………………  Property: ………………………………………………………………………………………… | | | | |
| Description of Incident: | | | | |
| Describe the events leading up to during and after the incident | | | | |
| Witnesses: (Please list the names, addresses, id card numbers, etc including any security staff) | | | | |
| Who do you consider was responsible for the incident? | | | | |
| What if anything could have been done to prevent the incident? | | | | |
| Do you recommend any follow up? | | | | |
| Please State (if any) the actions taken as a result of this incident | | | | |
| **Completed by (print):** | |  | | |
| **Position:** | |  | | |

# Appendix B – BUIHA Accident Report Form

