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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Southampton University Judo Club –** Generic Risk Assessment | **Date** | 13/02/23 |
| **Unit/Faculty/Directorate** | SUSU *AU* | **Assessor** | Henry Samuels (Secretary) |
| **President/Captain Name/2nd Committee Member**  | Alberto Berni | **Signed off (SUSU Staff)** |  |
| **Club or Team Information** | The Club trains twice a week, with a Tuesday session for more experienced practitioners, and a Thursday session that is open beginners (as well as a fortnightly Sunday session of mixed ability). Each session is generally composed of a warmup, focus and practice on at least one standing and ground technique each, and a period of *randori* (sparring) between two individual participants. The aim of randori is to achieve an *ippon* through a clean throw of the opponent onto their back, or a submission or pin for long enough on the ground. A *waza-ari* can be scored through an imperfect throw of the opponent, or a pin on the ground for a certain period of time that is broken by the opponent. Two *waza-ari* become a *waza-ari-awasete-ippon*, adequate points to achieve victory.With certain techniques that are more difficult to teach to practitioners, such as pick-ups or throws backwards, a crash-mat is sometimes used to enable a safer and more controlled environment to learn and practice these techniques. Judo is trained in a Gi (jacket), and trousers, with the belt secured around the midsection over the jacket. Female participants are required to wear a t-shirt under their Gi. As a club, we are a member of the British Judo Association, the National Governing Body (NGB) of Olympic Judo in Great Britain. |

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| ***PART A***  |
| **(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** |  |
| **Activity**  |
| Equipment – very little equipment is used in Judo. The main items are the mats (tatami) and any possible problems would result from them | Friction burns can happen from contact with the mats, as well as injuries from the mats slipping out of place and leaving gaps | Participants | 4 | 2 | 8 | Only industry-standard mats are used, these are checked regularly to ensure that they are clean and in a good state of repair.Mats are also checked and repositioned regularly during sessions to ensure adjustment if they do slip out of position. | 4 | 1-2 | 4-8 | Seek medical attention if problem arises – first aid kit is in Martial Arts room and coaches are first-aid trained and can assess minor injuries and use the first-aid kit. Emergency call button outside of the MA room to notify Jubilee gym of incident (they will send a first-aid trained member of staff down in response) if necessary. Jubilee can also be called directly on the phone at the end of the corridor leading to the MA room.Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. Call 111/999 (depending on severity) in case of an emergency.  |
| Standing Judo techniques require the throwing of an attacker. | If throws are performed badly, or the person being thrown falls badly, then injuries can occur  | Participants in the activity and bystanders  | 4 | 4 | 16 | All throws are performed on industry-standard mats to lessen the impact of the fall. No throw will be performed until the student has demonstrated his/her ability to breakfall correctly. This ability is judged by our coaches, who are BJA and First-Aid qualifiedAt least one coach with the required qualifications will always be in attendance to oversee sessions and these throws being performed by members.Judo training will only take place under the supervision of a qualified coach who is first-aid trained. A mobile phone will be available matside should any injuries require emergency medical attention.All judo players are briefed to respond to the term “MATTE”, meaning STOP in Japanese. All players are taught to tap to submissions where appropriate. | 4 | 3 | 12 | If the person who has been thrown/has thrown is showing signs of concussion or is confused, seek medical attention immediately.Emergency call button outside of the MA room to notify Jubilee gym of incident (they will send a first-aid trained member of staff down in response) if necessary. Jubilee can also be called directly on the phone at the end of the corridor leading to the MA room.Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Ground techniques involve arm-locks (kansetsu-waza), strangles, chokes (*shime-waza*), and pins (*osaekomi-waza*) | Armlocks are applied by locking the elbow joint – Strangles involve cutting the blood supply to the brain, and chokes involve compressing the windpipe.Hold-downs can conceivably cause fractured ribs, although this is very rare. | Participants | 3 | 4 | 12 | All seniors will be instructed in the art of submission safely prior to teaching and participation. Experienced participants can resist an attempted submission, and know when to submitParticipants taught to ‘tap’ to submissions before discomfort could lead to further injury.Judo training will only take place under the supervision of a qualified coach who is first-aid trained. A mobile phone will be available matside should any injuries require emergency medical attention.All judo players are briefed to respond to the term “MATTE”, meaning STOP in Japanese. All players are taught to tap to submissions where appropriate | 3 | 3 | 9 | If the injury is serious, participant in a lot of pain or discomfort, or if participant does not regain consciousness, seek medical attention immediately.Emergency call button outside of the MA room to notify Jubilee gym of incident (they will send a first-aid trained member of staff down in response) if necessary. Jubilee can also be called directly on the phone at the end of the corridor leading to the MA room.Call 999 in an emergency.Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Minor Injuries to participants | Occasional bruising of skin, muscle or bone; cuts and abrasions – inevitable consequences of a vigorous combat sport | Participants | 4 | 2 | 8 | Quick intervention by a coach or more experienced participant may be necessary to modify beginners’ sometimes crude attempts at certain techniques.More experienced practitioners should always moderate their own behaviour according to their partner’s experience and robustness.Cuts and abrasions should be immediately cleaned and dressed before continuing with practice.Any specks of blood should immediately be removed from the mats. Ensure Judoka have short and well-maintained finger and toe-nails. | 4 | 2 | 8 | Seek medical attention if problem arises – first aid kit is in Martial Arts room and coaches are first-aid trained - can assess minor injuries and use the first-aid kit.Emergency call button outside of the MA room to notify Jubilee gym of incident (they will send a first-aid trained member of staff down in response) if necessary. Jubilee can also be called directly on the phone at the end of the corridor leading to the MA room.Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. Call 111/999 (depending on severity) in case of an emergency.  |
| Setting up the equipment – **crash mats** | Crash mats are fairly heavy, and require two participants to carry and position efficiently  | Participants.  | 2 | 1 | 2 | Crash mats to be carried into Martial Arts room by 2 people if necessaryMats not in should be stood up and removed from the activity area.  | 2 | 1 | 2 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Emergency call button outside of the MA room to notify Jubilee gym of incident (they will send a first-aid trained member of staff down in response) if necessary. Jubilee can also be called directly on the phone at the end of the corridor leading to the MA room.Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Jewellery and other objects in pockets | Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises.  | Participants | 2 | 1 | 2 | Participants asked to remove jewellery and objects from pockets prior to joining in. Masking-tape is put over piercings that cannot be removed, to prevent snagging.Those leading the session must ensure this has been done prior to starting. | 2 | 1 | 2 | If any injury occurs, seek medical attention. Emergency call button outside of the MA room to notify Jubilee gym of incident (they will send a first-aid trained member of staff down in response) if necessary. Jubilee can also be called directly on the phone at the end of the corridor leading to the MA room.Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Participants over-exerting themselves (All sessions last between an hour and a half, to two hours.  | Dehydration, muscular fatigue, cramp, sore/stiff joints; pulled- or strained-muscles, ligaments, and tendons, etc. | Participants | 2 | 2 | 4 | Members are encouraged to bring water-bottles to training, and there is access to a water-fountain right outside of the MA roomRegular drink-breaks are taken, and instructors know to look out for signs of exhaustion or excessive fatigue. Comprehensive warm-up covering all major muscle-groups at the start of a session. Reduces chance of injury during practice.A cooling-down exercise is also carried out at the end of the session | 2 | 2 | 4 | If any injury occurs, seek medical attention. Emergency call button outside of the MA room to notify Jubilee gym of incident (they will send a first-aid trained member of staff down in response) if necessary. Jubilee can also be called directly on the phone at the end of the corridor leading to the MA room.If severe, call 999 in an emergency (although very unlikely)Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Fire | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators  | 1 | 5 | 5 | Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.  | 1 | 4 | 4 | In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Participant Attire | Injury can occur if people are not wearing attire appropriate to the sport (Judo Gi and trousers)  | Participants  | 2 | 3 | 6 | Ensure all participants are wearing suitable clothing and have bare feet. Participants are reminded to cut finger- and toe-nails to prevent injury to themselves or other participants | 2 | 2 | 4 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Emergency call button outside of the MA room to notify Jubilee gym of incident (they will send a first-aid trained member of staff down in response) if necessary. Jubilee can also be called directly on the phone at the end of the corridor leading to the MA room.Call 999 in an emergency.Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| COVID-19 Symptoms | Transmission of Covid-19 to club members and subsequent close-contacts such as family members or flatmates. | Participants, subsequent people who have had close-contact with those infected. | 4 | 3 | 12 | Precautions:After the removal of all restrictions by the Government and the British Judo Association, our focus is to minimise club-transmission.Members will be asked to clarify whether they have any specific health conditions that may put them at more of a risk from the virus.If a member becomes unwell prior to a session, especially with the recognised symptoms of covid-19, they will be advised not to attend the session. If a member becomes unwell after a session, the other members (especially those they trained directly with) will be made aware via our social media, and may be advised to not come to the next training session. | 4 | 3 | 12 | Participants or staff who test positive to inform group leaders so they can pass this information on if applicable.  |
| **Southampton Sport Facilities** |
| Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked(Applicable to indoor activities)Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked(Applicable to outdoor activities)Uneven surfaces or defects | Causing Slip, trip or Falls.Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment.Person or persons falling over or into objects and/or each other, due to fire exit blocked | Participants involved in the activity, referees, spectators and customers of the facility | **2** | **3** | **6** | Everyone to ensure they do visual checks of the facility / pitch/ court before the session starts and report anything to the Southampton Sport Staff.If playing surface is deemed unsafe then the session is not to go ahead.If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club.*Excessive Heat*Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff.*Fire exit blocked*Everyone to ensure they do not put anything in front of fire exits.Everyone to ensure they remove anything put in front of fire exits.Clear walkways are maintained in all areas accessing the fire exits. | **2** | **2** | **4** | QR codes to report any defects to the Southampton Sport Staff.Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system. |
| Equipment provided by Southampton Sport failure | Minor bruising, sprain, fracture, dislocation, concussion, | Participants in the activity, referees, spectators | **2** | **3** | **6** | Everyone to report equipment failure to the Southampton Sport Staff.If equipment is unsafe, take it out of action. | **2** | **2** | **4** | QR code to report any equipment failure to the Southampton Sport Staff.Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system. |
| Violent or aggressive behaviour or actions towards staff or other customers | Inflicting physical injury, vandalising property, financial loss or reputation | Staff, customers, members | **3** | **3** | **9** | Abiding by facility rules, everyone should treat people with respect. In serious circumstances seek assistance. | **2** | **2** | **4** | Make Southampton Sport Staff aware, call security.Injuries to be reported to the Southampton Sport Staff ad via the SUSU reporting system. Contact Report and Support [Report + Support - University of Southampton](https://reportandsupport.southampton.ac.uk/) |
| **Meetings & Socials** |
| Slips, trips and falls  | Physical injury | Event organisers and attendees  | 2 | 4 | 8 | All boxes and equipment to be stored away from main meeting area, e.g., stored under tables Any cables to be organised as best as possibleCable ties/to be used if necessaryFloors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.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 needContact facilities team via SUSU reception/venue staffContact 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)Emergency call button outside of the MA room to notify Jubilee gym of incident (they will send a first-aid trained member of staff down in response) if necessary. Jubilee can also be called directly on the phone at the end of the corridor leading to the MA room. |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion  | Event organisers and attendees | 1 | 3 | 3 | Committee check on room pre-booking, checks on space, lighting, access, tech available Ensure space meets needs of members e.g., considering location & accessibility of spaceCommittee to consult members on needs and make reasonable adjustments where possible  | 1 | 3 | 3 | Seek medical attention if problem arisesLiaise with SUSU reception/activities team on available spaces for meetings Postpone meetings where space cannot be foundLook at remote meeting options for membersCommittee WIDE training Emergency call button outside of the MA room to notify Jubilee gym of incident (they will send a first-aid trained member of staff down in response) if necessary. Jubilee can also be called directly on the phone at the end of the corridor leading to the MA room. |
| 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 followedCommittee 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 Initiation behaviour not to be tolerated and drinking games to be discouragedFor 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 excessCommittee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the eventSociety 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 111/999Committee WIDE training |
| Socials-Travel  | Vehicle’s collision -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 Local venues known to University of Southampton (UoS) students chosen Event organisers will be available to direct people between venues.Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. Avoid large groups of people totally blocking the pavement or spilling in to the road. Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis). Be considerate of other pedestrians & road users, keep disturbance & noise down.  | 2 | 2 | 4 | Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999Incidents 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) |
| Socials/Meetings- Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | 3 | 5 | 15 | Advise participants; to bring their personal medicationMembers/Committee to carry out first aid if necessary and only if qualified and confident to do soContact emergency services as required 111/999Contact SUSU Reception/Venue staff for first aid support | 2 | 5 | 15 | 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)Emergency call button outside of the MA room to notify Jubilee gym of incident (they will send a first-aid trained member of staff down in response) if necessary. Jubilee can also be called directly on the phone at the end of the corridor leading to the MA room. |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | 2 | 10 | 5 | Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be neededBuild-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. | 1 | 5 | 5 | All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.Call emergency services and University Security: Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311
* (Ext:3311).
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| **Fundraising Events & Cash Handling -** *For own society or Charity* |
| Handling & Storing Money- Own Society fundraising  | TheftIndividuals being mugged/robbedLoss/ 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 boxAvoid 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 purchasesE.g., use of SUSU box office, hire/loan of contactless payment machinesMoney to not be left unattendedCollectors 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 "https://www.susu.org/groups/admin/howto/protectionaccident"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](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Events involving Food | Allergies Food poisoningChoking | All | 3 | 5 | 15 | Individual event risk assessment to be carried out for events involving members making/serving food.Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)Only order/buy food at establishments with appropriate food hygiene ratingFood to only be provided/eaten when other activities are stoppedFollow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products  | 1 | 5 | 5 | SUSU food hygiene level 2 course available for completion- requests made to activities teamCall for first aid/emergency services a required Report incidents via SUSU incident report procedure  |
| **Awareness/Promotional Stand e.g. Bunfight** \*excluding items covered above  |
| 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 timeRequest 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 attendeesFollow 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 arisesSeek support from facilities staff Emergency call button outside of the MA room to notify Jubilee gym of incident (they will send a first-aid trained member of staff down in response) if necessary. Jubilee can also be called directly on the phone at the end of the corridor leading to the MA room. |
| 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 teamEnsure 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 arisesSeek support from facilities staff Emergency call button outside of the MA room to notify Jubilee gym of incident (they will send a first-aid trained member of staff down in response) if necessary. Jubilee can also be called directly on the phone at the end of the corridor leading to the MA room. |

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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. |  |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. |  |  |  |
|  | *Include any equipment that needs purchasing here i.e., hand truck, dolly etc*. - NA |  |  |  |  |
|  | *Include links/references to any other appropriate or specific risk assessments here*  - NA |  |  |  |  |
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|  |  |  |  |  |  |
| Responsible manager’s signature:  | Responsible manager’s signature:  |
| Print name: *Henry Samuels* | Date: *09/03/23* | Print name: *Alberto Berni* | Date: 14/03/2023 |

**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 |