|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Karting events and general club activities.** | **Date** | **05/08/2018** |
| **Club or Society** | **Wessex Motor Club** | **Assessor** |  |
| **President or Students’ Union staff member** | ***Rory Gills - 27174727*** | **Signed off** |  |

| ***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** |
| 1) Incorrect clothing/footwear (i.e. uncovered/inappropriate footwear or long hair) | Loss of control/risk of injury. | User, other track users/spectators. | **4** | **3** | **12** | **Ensure members are notified about correct attire beforehand.** **Perform visual check before activity.****Tie back long hair/remove scarves and other clothing likely to get caught/entangled.** | **1** | **1** | **1** | (Checks usually performed by event staff) |
| 2)Tiredness of transport drivers due to early starts.  | Loss of control of vehicle.  | All road users. | **1** | **5** | **5** | **Ensure driver is well rested and ready for early starts.****Leave plenty of time to avoid rushing.**  | **1** | **2** | **2** | If necessary have a second driver available should the primary driver be unable.  |
| 3)Foul behaviour (participants and spectators) | Serious injury due to collision.  | Participants, spectators.  | **2** | **4** | **8** | **Ensure all participants are aware of the dangers associated with motorsports. (Ensure participants pay attention during event briefings)**  | **1** | **3** | **3** | Generally highlighted by event staff. Ban any participants from further activities if deemed to be a risk to themselves or others. Terminate membership.  |
| 4)Lack of fluids, excessive sun exposure. | Dehydration, skin damage (sun burn). | All present.  | **3** | **3** | **9** | * **Suggest participants bring bottled water. Ensure water is readily available: Event health and safety officer must have access to water for participants at each venue.**
* **Suggest participants stay out of sun where possible.**
 | **2** | **3** | **6** | * Ensure health and safety officer is aware of the main symptoms of dehydration in order to act quickly; e.g. excessive thirst.
* lack of sweat production.
* low blood pressure.
* rapid heart rate.
* rapid breathing.
* Know how to notify event medical team.

Do not wait for participants to develop these symptoms! |
| 5.1)Excessive consumption of alcohol during socials. | Severe injury requiring medical attention. | Participants and members of public, including road traffic users. | **4** | **4** | **16** | **-Ensure alcohol is enjoyed in moderation.****-Allocate a suitable number of club members to control the group and navigate safely between venues.** **(Max 10:1 participants to organisers)****-Take steps to identify and assist highly intoxicated individuals.****-Brief all organisers on event plan.****-Where necessary submit social plan to union in advance.** | **2** | **4** | **8** | At least one member present who is trained in basic first aid skills.Two members stay with any injured persons and ensure the appropriate level of care is received. If any participant becomes seriously unwell, the lead organiser should be notified and the emergency services called. Notify SUSU about any major problems experienced to ensure all steps are taken to prevent reoccurrence.  |
| 5.2)Walking between venues. | Participants getting separated from the group and becoming lost. | Participants | **2** | **3** | **6** | **-Allocate a suitable number of club members to control the group and navigate safely between venues.** **(Max 10:1 participants to organisers)****-Ensure participants can identify the lead organisers (e.g. High visibility jackets for larger groups)****- Be vigilant and where necessary place organisers at ‘hotspots’ such as cash machines and crossings.** | **2** | **2** | **4** |  |

|  |
| --- |
| ***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 | Notify beforehand about correct attire, perform visual checks to supplement venue checks.  | Health and Safety Officer | Continuous | 08/2019 |  |
| 2 | Ensure driver is capable, assign secondary insured driver. | Kirk Langley | Continuous | 08/2019 |  |
| 3 | Observe closely and warn/remove any individuals deemed a threat to themselves or others. | President/Health and Safety Officer. | Continuous | 08/2019 |  |
| 4 | Purchase bottled water for participantsCost: ~£0.15pp.  | Health and Safety Officer | Continuous | 08/2019 |  |
| 5.1 | Ensure one or more first aid trained organisers present. Ensure appropriate number of organisers based on participation.Identify lead organisers to participants.Brief organisers on correct procedure.  | President/Health and Safety Officer | Prior to event | 08/2019 |  |
| 5.2 | President/Health and Safety Officer | Prior to event | 08/2019 |  |
|  |  |  |  |  |  |
| Responsible committee member signature: | Responsible committee member signature: |
| Print name: RORY GILLS | Date: 05/08/18 | Print name: | Date |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |
| --- | --- |
| 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.

|  |
| --- |
| 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 |