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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Men's Rugby** | | **Date** | **13/08/21** |
| **Unit/Faculty/Directorate** | **SURFC** | **Assessor** | **Callum Paxton** | |
| **Line Manager/Supervisor** | ***Greg Estevez*** | **Signed off** |  | |

Revised RFU Guidance – Published 06/03/2021 [Community rugby set to return from 29 March (englandrugby.com)](https://www.englandrugby.com/news/article/community-rugby-set-to-return-from-29-march)

All activities are to be performed within the most current Gov and RFU guidelines.

| **Hazard** | **Action** | **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** |  |
| COVID-19 | 1. Hand washing | * Club members and volunteers * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **1** | **5** | **5** | All members and volunteers will be encouraged to bring their own hand sanitizer to training sessions and using it frequently | **1** | **3** | **3** |  |
| COVID-19 | 2. Explain the changes you are planning to make your activity safely | * Club members and volunteers * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **3** | **4** | **12** | Ensure the RA is uploaded on Groups Hub and request all SURFC members download and read it.  Before every training session starts with a reminder of key COVID-19 precautions and how to maintain them from coaches/captains.  Inform members that mask must be worn inside at ALL times.  Inform members to look at <http://www.southampton.ac.uk/coronavirus.page> for up-to-date guidance. | **2** | **2** | **4** | Everyone must book into sessions using the sport and wellbeing app. They must have a sports pass. People that do not book in will be asked to leave. This is to ensure track and trace is conducted |
| Covid-19 | 3. Protecting people who are at higher risk You should think about | * Club members and volunteers * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | Before the season starts, members will be asked to fill out a form to clarify if they have any specific health conditions which may put them in the ‘at risk’ category. Only members of the senior committee and coaches will have access to these records.  If a member is high risk, they will be advised not to attend training sessions | **2** | **5** | **10** | All on field rugby restrictions have been removed by the RFU but this will be monitored and the club will ensure any restrictions that are implemented are done so as quickly and efficiently as possible. |
| Covid-19 | 4. Symptoms of Covid-19 | * Club members and volunteers * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **4** | **5** | **20** | If member becomes unwell with a new continuous cough or a high temperature, they will be sent home and advised to follow the stay at home guidance.  Committee Members will maintain regular contact with members during this time.  If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club committee’s COVID officer and will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case  It will then be identified who has been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/> | **3** | **5** | **15** |  |
| Covid-19 | 5. Mental Health | * Club members and volunteers * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE. The president and welfare & charity secretary have both engaged with this training.  Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services | **2** | **4** | **8** | Regular communication of mental health information and SUSU policies for those who need additional support. |
| Covid-19 | 6. Travelling for physical activity | * Club members and volunteers * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **5** | **4** | **20** | Training will only be taking place at Wide Lane  Members will be encouraged to walk/cycle to Wide Lane if possible  If they have no alternative options but to use public transport, members will be encouraged to thoroughly clean their hands before starting the training session and were PPE on the public transport  When travelling for fixtures, an attempt will be made to transport players who live together as a first instance and if shared transport is needed, ensure masks are worn and windows are open during the journey. | **3** | **3** | **9** |  |
| Covid-19 | **7. Sharing equipment (sport and non-sport)** | * Club members and volunteers * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **5** | **4** | **20** | Members will be encouraged to bring their own water bottles and will not be permitted to share with other members. Any members seen doing this will be asked to leave the sessions.  All equipment will be thoroughly cleaned before and after training sessions with sanitiser.  Balls and other pieces of equipment that must be shared will be wiped down with sanitiser every 15 minutes or after use. | **2** | **3** | **6** |  |

| ***PART A*** | | | | | | | | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | | | | | **(3) Risk management** | | | | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | | | | |  | | **Residual** | | | | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | | **Impact** | | **Score** | | **Control measures (use the risk hierarchy)** | | **Likelihood** | | **Impact** | | | **Score** |
| Slips and trips- risk of personal injury associated with training and playing rugby | Minor injuries such as sprains, strains and knocks | Players, qualified coach and referee | **2** | | **4** | | **8** | | Proper and compulsory warmup  Adequate and well-maintained kit  Planned and controlled training sessions run by a qualified person/qualified ref controlling games  Good condition training and/or playing surfaces | | **1** | | **4** | | | **4** | Seek medical attention from SUSU Reception/venue staff if in need  Contact facilities team via SUSU reception/venue staff  Contact emergency services if needed  All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Tackles/Physical contact/contact with posts/ball- | Risk of Bruising and/or broken limbs. Plus, and dislocations | Players | **5** | | **4** | | **20** | | Follow SUSU incident report policy  Proper and compulsory warmup  Adequate and well-maintained kit  Planned and controlled training sessions run by a qualified coach/qualified ref controlling games  Good condition training and/or playing surfaces | | 3 | | **3** | | | **9** | As above |
| Tackles/Physical contact/contact with posts/ball- | Concussions and head injuries | Players | **5** | | **4** | | **20** | | Follow SUSU incident report policy  All players to complete RFU headcase course. Found at RFC.co.uk  Planned and controlled training sessions run by a qualified coach/qualified ref controlling games  Good condition training and/or playing surfaces | | 3 | | **3** | | | **9** | As above |
| Undisclosed Medical Condition- Adverse reaction to First Aid/potentially life threatening | Adverse reaction to First Aid/potentially life-threatening seizures or fits | Staff, Players, Visitors, Spectators, participant | **1** | | **4** | | **4** | | Ask players to disclose and injuries or underlying health conditions in case of emergency or it having an effect on them playing the sport | | 1 | | **3** | | | **3** | As above |
| Adverse weather conditions | Sunstroke/hypothermia/dehydration | Staff, Players, Visitors, Spectators, participant | **2** | **4** | | **8** | | Check weather before training  Make a call on suitability of conditions  Liaise with facility staff | | 1 | | **3** | | **3** | As above | | |
| Risks associated with no or inadequate warmup | Strained muscles/ligaments and/or dislocations | Players, ref and qualified coach | **2** | **4** | | **8** | | Warmup compulsory for all players etc  Run by qualified coach | | 1 | | **2** | | **2** | As above | | |
| Jewellery/Watches | Risk of ripped piercing/ bruising | Players | **2** | **3** | | **6** | | Players must remove any watches or jewellery beforehand | | 1 | | **2** | | **2** | As above | | |
| Boots/Studs | Risk of bruising/ Cuts | Players | **3** | **2** | | **6** | | Ref or qualified coach check studs before games or training sessions | | 2 | | **2** | | **4** | As above | | |
| Eating Beforehand | Cramp or indigestion | Players, ref and qualified coach | **2** | **1** | | **2** | | Nutritional advice | | 1 | | **1** | | **1** | As above | | |
| Overexertion | Breathing difficulty/dehydration/heatstroke  Or feinting | Players | **2** | **3** | | **6** | | Ensure suitable subs are used and players welfare is checked upon during matches | | 1 | | **2** | | **2** | As above | | |
| Poor playing surface or bad condition training pitches | Risk of bruising/ cuts/broken limbs/strained muscles and ligaments. | Players, qualified coach and staff | **3** | **3** | | **9** | | Check surface before sessions  Ensure qualified coach/ref is happy with surface  Liaise with grounds staff or home team | | 1 | | **3** | | **3** | As above | | |
| Challenging Behaviour-Staff or Participants | Verbal or physical abuse | All | **2** | **2** | | **4** | | Make players, staff and supporters aware of club’s values and standards  Reject and actively discourage poor behaviour | | 1 | | **2** | | **2** | SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed  Committee WIDE training  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 services called if required - 999 | | |
| Infectious diseases or health pandemics | The contraction of said disease or virus | All | **2** | **5** | | **5** | | Follow Gov, Uni and RFU guidelines  Further detail in pandemic specific risk assessment | | 1 | | **3** | | **3** | Notify attendees and/or tracing body of possible contacts | | |
| Inadequate meeting space- overcrowding | Physical injury, distress, exclusion | Meeting attendees | **2** | **3** | | **6** | | Be sure on numbers and book a meeting room that would accommodate | | 1 | | **2** | | **2** | Seek medical attention if problem arises  Liaise with SUSU reception/activities team on available spaces for meetings  Postpone meetings where space cannot be found  Look at remote meeting options for members  Committee WIDE training | | |
| Socials: Costumes/Fancy Dress | Props/costumes causing injury or offence | Those dressing up | **3** | **2** | | **6** | | Ensure all themes and costumes are unlikely to cause offense  Remind players of the clubs values and standards  Reject and actively discourage poor behaviour | | 1 | | **2** | | **2** | SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed  Committee WIDE training | | |
| Socials- alcohol consumption | Participants may become at risk as a result of alcohol consumption  Members of the public may act violently towards participants. | Social Attendees | **4** | **3** | | **12** | | Discourage binge drinking  Make sure attendees are safe | | 2 | | **3** | | **6** | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required 111/999  Committee WIDE training | | |
| Travel | Vehicles collision -causing serious injury | Travelling players, qualified coaches, supporters | **2** | **5** | | **10** | | Ensure all drivers are suitably qualified and insured  Take active steps to prevent drivers being tired or injured whilst driving | | 1 | | **4** | | **4** | Proper and known routes taken where possible  Travel in convoy where possible – if not contact between vehicles maintained  Contact emergency services as required 111/999  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) | | |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Social Attendees | **2** | **4** | | **8** | | Ensure there is plenty of space for the social  Have a first aider or follow venues first aid protocols | | 2 | | **2** | | **4** | 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) | | |
| 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. | Those in meeting | **1** | **4** | | **4** | | Ensure participants are aware of exits and assembly points of the venue  Promote basic fire safety training or awareness | | 1 | | **3** | | **3** | 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). | | |
| Handling & Storing Money- Own Society fundraising | Theft  Individuals being mugged/robbed  Loss/misplacement leading to financial loss | Those involved with fundraising | **1** | **4** | | **4** | | Follow relevant money handling guidelines | | 1 | | **2** | | **2** | 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) | | |
| Events involving Food | Allergies  Food poisoning  Choking | All | **3** | **3** | | **9** | | 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 rating  Food to only be provided/eaten when other activities are stopped  Follow 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 | | **2** | | **4** | SUSU food hygiene level 2 course available for completion- requests made to activities team  Call for first aid/emergency services a required  Report incidents via SUSU incident report procedure | | |

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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. | Relevant committee members – president to ensure complete. | Sufficient time before each activity | | Before each activity begins |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | As Above | When university returns for 20/21 academic year | | End of semester 1 |  | |
| 3 | Follow RFU guidelines | As Above | Ongoing | | Before pre-season starts on 07/09/21 |  | |
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| Responsible Persons signature: (Vice-Club Captain) | | | | | Responsible manager’s signature: | | |
| Print name: Callum Paxton | | | | Date: 13/08//21 | Print name: Greg Estevez | | Date 13/08/21 |

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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 |