| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | **Tour (holiday)** | | **Date** | **20/07/2022** |
| **Club or Society** | **Southampton University Swimming Club** | **Assessor** | **Szymon Wojcik** | |
| **President or Students’ Union staff member** | ***President*** | **Signed off** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed** | **Inherent** | | | **Control measures** | **Residual** | | | **Further controls** |
| **Likelihood** | **Impact** | **Score** | **Likelihood** | **Impact** | **Score** |
| Drug Influence | Lack of awareness of their actions and surroundings, leading to injury. | Swim team members, staff | 2 | 4 | 8 | **The club has a zero tolerance of substance use. Any persons suspected of using substances will immediately removed from their position in the club whereby the procedure documented in the club's constitution will be followed** | 1 | 1 | 1 | Where someone has been suspected of being influenced by drugs, intentionally or unknowingly, 999 or 111 will be called for medical advice. |
| Adverse weather conditions | Heat stroke, hypothermia, shock | Swim team members | 1 | 3 | 3 | **Ensure all swimmers take suitable clothing to training sessions and take extra precautions in extreme weather conditions. Tour typically takes place over dates with moderate weather conditions.** | 1 | 2 | 2 |  |
| Slips, trips, and falls | Bruising, laceration, fracture of any body part. Potential head injury. | Swim team members. | 3 | 3 | 9 | **Ensure swimmers are sensible and aware of their surroundings.** | 1 | 3 | 3 |  |
| Unknown surroundings | Disorientation and vulnerability to criminal activities | Swim team members | 3 | 3 | 9 | **Ensure all members stay together (minimum of a pair) and meet at set times when changing location** | 1 | 3 | 3 | A full list of members is kept with contact and medical and emergency contact information. |
| Alcohol consumption | Intoxication, loss of judgement and awareness. Injury to themselves and others.  In extreme cases alcohol poisoning. | Swim team members | 3 | 2 | 6 | **Ensure all swimmers are aware of their actions and level of intoxication. Look out for each other and inappropriate behaviour will not be tolerated.** | 1 | 2 | 2 | A responsible person will always be contactable and be capable of calling the emergency services if required. |
| Dehydration | Fainting and in extreme circumstances loss of consciousness | Swim team members | 3 | 2 | 6 | **Ensure all members have access to water at venues.** | 1 | 2 | 2 |  |
| Broken glass/ sharp object | Laceration of any body part | Swim team members | 3 | 2 | 6 | **Ensure any broken glass is cleared up immediately with appropriate precautions. Use of plastic cups where possible.** | 1 | 2 | 2 |  |
| Drink Spiking | Lack of awareness of actions, inability to control movements, potential unconsciousness and in extreme circumstances death. Impact on mental health/ wellbeing, potentially leading to anxiety and/or depression. | Swim team members | 2 | 4 | 8 | **Ensure all swimmers keep their drink with them and if possible, keep drink in a bottle. Any suspicious activity is to be reported immediately. Where immediate first aid is required an ambulance is called on 999 (or emergency number for the country)** | 1 | 4 | 4 |  |
| Cancellation of any part of holiday package | Stranded in location of ‘Tour’, no hotel accommodation, no way of getting to airport/hotel. | Swim team members | 1 | 4 | 4 | **All members are required to obtain their own travel insurance and any cancellations are dealt with by the Tour Secretary.** | 1 | 2 | 2 |  |
| being subject to a robbery and/or assaulted | Loss of possessions, decrease in mental health/ wellbeing potentially leading to anxiety and/or depression, physical injuries e.g. bruising, laceration, in extreme circumstances loss of consciousness and death. | Swim team members | 2 | 5 | 10 | **Any incidents are immediately reported, and the police called on 999 (or emergency number for the country). Where immediate first aid is required an ambulance is called on 999 (or emergency number for the country). All members are told to stay together in groups, and no one is to be left alone. All non-necessary valuables are advised not taken out.** | 1 | 4 | 4 |  |
| Covid 19 | Those infected passing the virus onto others. | Swim Team members | 3 | 2 | 6 | **If a member is showing symptoms of Covid 19 such as continuous coughing, high temperatures or loss of smell/ taste then the member will be asked to take a Covid 19 test and follow the guidelines outlined on** [**https://www.gov.uk/coronavirus**](https://www.gov.uk/coronavirus) **.**  **Committee members will maintain contact with members during this time.**  **Those members in close contact with any positive cases will also be expected to comply with any necessary guidelines.**  **For those who have developed Covid 19, the committee will contact the SUSU to ensure the necessary people are identified and encouraged to get tested/ isolate if required by Public Health England.**  **The full register of people attending the tour will be kept and documented throughout the trip.** | 1 | 2 | 2 | The club will remain up to date and regularly cross reference the guidelines on <https://www.gov.uk/coronavirus> and also the regulations of the locations that is visiting whether this in England or abroad.1 |
| Covid 19 Travel | Travelling to areas that cause risk of covid exposure to members | Swim Team members | 2 | 2 | 4 | **No location or location will be visited without a complete and updated risk assessment or government advisal that it is safe to do so.**  **Interactions with the public/ other teams will be minimised if necessary and safe.**  **All swim team members participating will be communicated with and informed about any covid related rules before the tour begins and therefore expected to comply in order to continue attending any future events.** | 1 | 3 | 3 |  |
| Covid 19 | Catching the Respiratory Disease, Issues with breathing, Coughing and general Illness | Swim Team members | 3 | 2 | 6 | **Encourage members to wash/ sanitise hands effectively when entering/ leaving areas.**  **Face masks to be worn in any location where this is a requirement**  **Country/ location selected must comply with the government green travel list at the time.**  **Avoid sharing solid objects where possible such as cups/ cutlery. Regularly promote washing and cleaning things.** | 1 | 3 | 3 | The club will remain up to date and cooperative with the information published through the universities covid measures at: <https://www.southampton.ac.uk/coronavirus.page>. |

| ***PART B – Action Plan*** | | | | | |
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| **Risk Assessment Action Plan** | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
|  |  |  |  |  |  |

| Responsible committee member signature: | | Responsible committee member signature: | |
| --- | --- | --- | --- |
| Print name: JOSEPHINE BEAGLEY | Date: 20/07/2022 | Print name: SZYMON WOJCIK | Date: 20/07/2022 |

**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. |



| 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 |