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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of:** | **Southampton University Taekwondo (SUTKD) Generic and Training**  *Planning meetings, Social, Fundraising, Demonstrations, Awareness Stall/stand* | | **Date** | **03/11/2020** |
| **Unit/Faculty/Directorate** | **SUSU [SUTKD]** | **Assessor** | **Myles Kearsley** | |
| **Line Manager/Supervisor** | ***President (Isra Ilyas)*** | **Signed off** | ***VP Activities/Sport or Activities Coordinator*** | |

| ***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** |
| Online Classes due to COVID-19 | | | | | | | | | | |
| A member’s training environment is unsuitable for training. | A member injures themselves or damages property in training. | Members | **3** | **2** | **6** | Instructors remind members of the conditions they should be training in at the beginning of each session, and inform members that by participating, they are doing so at their own risk  Importantly, this should include: a non-slip floor that is not too hard in case of a fall. A 2m x 2m space.  Loose obstacles and hard surfaces and edges should be removed from the vicinity. | **2** | **2** | **4** | An important extra measure is the reminder for all members that they are participating at their own risk. This should be made clear by instructors. |
| A member participating and exercising when they should not. | A muscular injury is exacerbated. | Members | **2** | **2** | **4** | Members should be reminded to take certain kicks or exercises easy if they are injured.  At the beginning of each session, coaches are to remind members that by participating, they are doing so at their own risk  That they should avoid strenuous exercise if they have a pre-existing ache, pain, health concern or injury.  Members are training that have already been assessed in the club and concluded to be fully able to complete Taekwondo activity. | **2** | **2** | **4** |  |
| Space is used incorrectly within a home environment. | The chances of injuring oneself increases. | Members that are training with another person.  Members that do not have the room to train multiple combinations. | **2** | **2** | **4** | There should be no contact activity between 2 participating members and the sessions should be structured to reflect this.  Warm-ups should be light an on the spot.  Moreover, there should be no more than 2 kicks in a combination.  Limited dynamic stretching and mostly static stretching.  No kicks above hip level or spinning kicks. No heavy or endurance exercises.  Nothing that requires weight equipment.  Again, coaches to remind members that by participating, they are doing so at their own risk. | **1** | **1** | **1** |  |
| Non-members and those with expired BT taking part | By doing so it invalidates every single persons BT and the coaches BT | Members, general public, coaches | **3** | **4** | **12** | Committee to make a separate private Facebook group where only coaches, those who have paying membership and in date BT’s are to join. This prevents old members without valid insurance joining in and prevents invalidation of licenses.  Secretary to check at the beginning of each month whose BT license needs renewal that month and to remind them to do so and to provide guidance on how to. Secretary to also check for any expired licenses, and to remove those from the group until they have renewed this and had instructor approval. | **1** | **1** | **1** |  |
| Privacy of members in a session. | Members feel uncomfortable in online sessions. | Members | **4** | **3** | **12** | Sessions should be broadcast via a closed group which requires an invitation and password to enter.  The sessions should only be made available to registered BT members of the club.  The session should either be a live broadcast or a recorded session.  If members feel uncomfortable being recorded, then they have the option to turn off their camera. Members to be informed prior to recording to ask for consent.  The delivery of the session must be by a registered BT instructor with valid membership and disclosure clearance with BT and indemnity insurance. The same necessary qualifications as if the session were in person.  Content of training should reflect the normal range and type from regular sessions.  Lastly, any recording must be kept for 36 months after a session is broadcast to assist in any claim made. | **1** | **2** | **2** |  |

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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. | 09/11/20 | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 09/11/20 | |  |  | |
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| Responsible manager’s signature: Isra Ilyas | | | | | Responsible manager’s signature: Myles Kearsley | | |
| Print name: ISRA ILYAS | | | | Date: 04.11.2020 | Print name: MYLES KEARSLEY | | Date: 04.11.2020 |

**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** | | | | |

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 |

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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. |