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| **Risk Assessment** |
| **Risk Assessment for the activity of** | Playing tennis | **Date** | 08/08/2018 |
| **Club or Society** | Soton Uni Tennis team (SUTC) | **Assessor** |  |
| **President or Students’ Union staff member** | Shinan Zhang | **Signed off** |  |

| ***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** |
| Trips and falls | Grazes, cuts, sprains and strains.  | Users ie: players and coaches | **4** | **2** | **8** | Wearing correct footwear (tennis shoes) and clearing courts of any debris. | **2** | **2** | **4** | Ensuring supervisors check correct physical footwear is being worn and maintaining the courts. |
| Getting hit by ball or racket | Bruises, cuts and swelling.  | Users and those in the vicinity | **4** | **2** | **12** | Ensure adequate space is available and reducing the number of players hitting the ball at one time per court. | **2** | **2** | **4** | Providing coaches and supervisors during training sessions as admin controls.  |
| Wet courts | Slips and falls. | Users  | **4** | **3** | **12** | Cancelling all outdoor sessions when there is rain or ice. Wearing correct gripped trainers.  | **1** | **3** | **3** | Eliminating the hazard by not allowing sessions to carry on during wet/snow/ice weather. |
| Equipment check | Broken rackets may cause minor skin cuts and potential deep cuts.  | Users and anyone around the vicinity  | **2** | **3** | **6** | Monthly check of equipment by coach and supervisors.  | **1** | **3** | **3** | Check prior to starting a session. |
| Dehydration and over exertion  | Shortness of breath. Flustering and dizziness. Fainting and loss of consciousness.  | Players exercising | **2** | **4** | **8** | Ensure water bottles are taken on court. Water fountains are available to refill water. Area that is cool to rest. Ensure regular rest periods during sessions.  | **1** | **4** | **4** | Ensuring coach is first aid trained or to have someone close by that is trained.  |
| Medical history  | Varying consequences depending on medical condition. Example: asthma causing shortness of breath | Players with medical conditions  | **3** | **3** | **9** | Make sure players have their medications on hand prior every session. | **2** | **3** | **6** | Medical history form to be submitted by all members.  |
| Sports clothing check | Tripping with poor shoes. Minor injuries such as cuts and bruises or twisted ankles.  | Players exercising | **3** | **2** | **6** | Ensure players have adequate sports clothing and shoes on prior every session begins.  | **2** | **2** | **4** | Send out emails to reinforce adequate sports kit must be worn and provide examples of correct clothing that can be worn. |
| Individual ability assessment | Light injuries or very minor scrapes and bruises. | Coach or supervisor | **3** | **2** | **6** | To ensure players are matched to their correct ability group and to announce potential risks that could potentially happen during a particular exercise drill.  | **1** | **2** | **4** | Providing a coach or supervisor that is observant and level 2 qualified. |

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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** |
| A1 | Placing first aid kit near/on courts. | Coach/Supervisor  | 01/11/18 | 01/12/18 | First aid kit found behind reception desk |
| A2 | Ensuring coach is qualified with minimum level 2 | Coach/Supervisor | 01/11/18 | 01/12/18 | All coach background checks done and are acceptable. |
| A3 | Cancelling wet weather sessions with adequate warning | Coach/Supervisor | 01/11/18 | 01/12/18 | Sessions have been cancelled when weather has been poor. |
| A3 | Adequate clothing checks prior every session | Coach/Supervisor | 01/02/19 | 01/03/19 |  |
| A4 |  |  |  |  |  |
| Responsible committee member signature: | Responsible committee member signature: |
| Print name: SHINAN ZHANG | Date: 31/01/2019 | Print name: | Date |



**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 |