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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Cheerleading** | **Date** | **30-04-2020** |
| **Club or Society** | **Southampton Vixens** | **Assessor** | **Shannon Jordan** |
| **President or Students’ Union staff member** | ***President*** | **Signed off** | ***Sophie Harvey*** |

| ***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** |
| Flooring | * Trips and falls
 | -Those in the vicinity (Members of the team and coaches)  | **2** | **3** | **6** | * All cheerleading will take place on mats
* First aid kits
* Coaches are first aid trained
* Stunting and dancing will not take place on wet surfaces, any liquid that is spilt will be cleaned appropriately
 | **1** | **3** | **3** |  |
| Inexperienced cheerleaders/dancers | * Team member injured when learning high skilled stunts
 | -Those in the vicinity | **3** | **3** | **9** | * All team members are taught the basics of stunting from the beginning
* Teach flyers how to fall safely
* Coaches have experienced training qualifications to teach beginners
* Beginners have to show competency before trying higher level stunts
* Structured training sessions and clear instructions given.
 | **2** | **2** | **4** |  |
| Fire | * Burns/abrasions
* Could be fatal
 | -Those in the building | **1** | **5** | **5** | * Ensure that all team members knows where the fire exits and fire assembly points are.
* All electrical equipment must be PAT tested (speaker etc.)
* Know where the closest fire extinguishers/fire blankets are
 | **1** | **3** | **3** |  |
| Falls from stunts (Flyers dropped from a height) | * Broken/fractured bones
* Ligament/tendon/muscle damage
* Head/back injury including concussion
* Impact injuries
* Bruising
* Bleeding
 | -Stunt group members and spotters | **3** | **4** | **12** | * Coaches have first aid training to treat any minor injuries
* First aid kit available
* When a new group is learning new skills there will be extra cheerleaders available to ‘spot’ the stunts
* All team members are trained by fully qualified coaches
* No stunting without an appropriate amount of people lifting the stunt
* Mats reduce the impact of the flyer hitting the floor
* Flyers are taught how to fall in ways to reduce risk of injury
* Base/flyer/back/spotter must not be fatigued and are fully conscious whilst stunting
 | **2** | **3** | **9** |  |
| Trips, slips, falls and collisions with team members  | * Bruising
* Bleeding
* Other minor injuries
 | -All members in the vicinity  | **2** | **2** | **4** | * Train on non-slip mats
* Train with appropriate clothing/ footwear
* Appropriate training will be provided so there are smooth transitions into each section of the dance/cheer
* First aid kit available
* Coaches have first aid training
* Ensure that there is appropriate lighting
* Ensure that the surfaces are not wet
* Ensure that the practice is clear of any objects which a member may fall into (i.e. tables and chairs)
 | **1** | **2** | **2** |  |
| Inadequate coaching | * Could lead to serious injury
 | -All members of the team | **3** | **3** | **9** | * Ensure that coaches are sent to certified training courses
* Ensure the coaches have first aid training
 | **2** | **2** | **4** |  |
| Incorrect footwear or clothing | * Serious cuts or grazes
* Bruising
 | -Members of the team  | **2** | **3** | **6** | * Ensure that all members of the team are wearing the correct shoes (any trainers for stunting/ specialised cheer shoes for tumbling)
* No jewellery is to be worn by coaches or team members
* All team member must wear appropriate clothing (non-slip material for flyers who need to be caught in cradles etc.)
* Any team member? Coach will not be allowed to train until dressed appropriately
 | **1** | **2** | **2** |  |
| Use of equipment (mats, speaker, tumble track etc.) | * Trips and falls
* Fire hazard
* Electrical hazard
 | -Member of the team and coaches  | **1** | **3** | **3** | * Any object used by team members or coaches must be checked to make sure there is no damage to it
* If there is damage to equipment it will not be used
* Speaker must be PAT tested
 | **1** | **1** | **1** |  |
| Once a hazard occurs  | Muscle strains/ bruising/cuts and bleeding | -All members in the vicinity  | **3** | **2** | **6** | * All members will be required to warm up before participating in cheerleading or dance
* First aid kit available
* If an ambulance is called, the paramedics must have a clear route to the injured member
* The coaches are first aid trained
* Competitions have first aid sections which are available to all competitors with paramedics readily available.

  | **2** | **1** | **2** |  |
| Once a hazard occurs | Dislocation/ broken bones  | -All members in the vicinity  | **2** | **4** | **8** | * Any tumbling will take place in well-equipped gymnasiums with fully qualified gymnastics coaches
* Mats reduce the impact of falls/collisions.
* Emergency services (999) will be called and dispatched
* Ensure that one of the coaches is trained to meet the paramedics to guide them to the member of the team.
 | **1** | **3** | **3** |  |
| Once a hazard occurs | Head/spinal injury | -All members in the vicinity  | **1** | **5** | **5** | * If an individual is suspected to have head or spinal injury they must not be moved until the paramedics get to the vicinity
* 999 will be called and dispatched
* Ensure that one squad member will meet the paramedics
* All stunting should be done on the mats provided
 | **1** | **4** | **4** |  |
| Inadequate meeting space | Physical injury, distress, exclusion, time wasting | -Organisers and those in attendance of the meeting | **1** | **3** | 3**3** | * Committee member to check room pre- booking to ensure there is adequate space, lighting, technology, access etc for the meeting to take place
* Each person who is attending the meeting should give a brief description of what they are expecting from the meeting so that any adjustments can be made to meet the needs of those attending
 | **1** | **3** | **3** | * Seek medical attention if problem arises
* Liaise with SUSU reception/activities team on available spaces for meetings
* Postpone meetings where space cannot be found
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| Costumes/ Fancy Dress | Injury or offence caused by props or costume | -Participants -Those in close proximity to the participants | **2** | **2** | 4**4** | * Ask society members to be sensible in their costume/ prop choices
* All members must follow the SUSU/ society code of conduct which will help avoid situations like this
* Any hazardous/ offensive prop or costume will be asked to be removed
 | **1** | **2** | **2** | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed
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| Alcohol Consumption | Intoxication which may cause members to act violently or offensively | -Event attendees who decide to consume alcohol-Those in close proximity to the person consuming alcohol | **2** | **5** | **10** | * Members are responsible for their individual safety and are expected to act sensibly
* All members must follow the SUSU/ society code of conduct which will help avoid situations like this
* Initiations or drinking games similar will not be tolerated
* Where bouncers and security are present, they will be alerted and can help sort any situation that arises
* Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to
 | **1** | **3** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Travel | Vehicle collisions causing serious injury | -Those travelling to/from training-Those travelling to/from competitions-Those travelling to/ from games-Those travelling to/from socials | **4** | **3** | **12** | * Members are responsible for their own safety to and from society events and are expected to act sensibly
* Local venues are used where possible
* For travelling longer distances, coaches are hired so that the teams can travel together and the driver’s insurance policy should cover our members
* Where possible, we ask members to travel together and keep contact details of all members to check up on their safety
 | **2** | **2** | **4** | * Contact emergency services as required 111/999
* Incidents are to be reported on 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)
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| Handling and storing assets belonging to our society | TheftDamage to belongingsLoss/ misplacement leading to financial loss | -All members | **3** | **4** | **12** | * Cash from any fundraising events should be deposited into society bank account as soon as possible by the society’s appointed treasurer
* Money to be kept in lockable box whilst fundraising event occurs
* Any equipment belonging to our society should be labelled and stored in a lockable cupboard
* To remove any equipment from the cupboard, a member must issue this in an accessible document which clearly states student ID and reason for removal, which allows us to contact individuals if there was ever loss or damage to belongings
 | **2** | **3** | **6** | In the event of theft committee members will: * Highlight the incident to any community police officers in the area/report to 111
* Report incident to SUSU duty manager and [complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Overcrowding/ falling objects at stall (Bunfight) | InjuryIndividuals panicking because of confinement Damage to equipment  | -Members-Attendees | **2** | **3** | **6** | * Limit the number of members at the stall at any one time
* Ask individuals to wait/ form a queue rather than push and shove
* Ensure the area around the stall is clear and any unnecessary objects are stored away from or under the table
* Follow instructions given by support staff
* Ensure members do not block walkways/ entrances and exits when speaking to an attendee
* Ensure any additional equipment used such as banners etc are secured and are of sensible size
 | **1** | **3** | **3** | * Seek medical attention where necessary
* Seek help from support staff
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| Adverse weather conditions | InjuryIllness | -Varsity members who attend games -Those who attend the event | **4** | **3** | **12** | * Check the weather is suitable for activities on the day
* Warn those attending to wear/ bring appropriate clothing and equipment
* Members take turns to stand outside to limit exposure to the weather or stand in a sheltered area if possible
 | **4** | **1** | **4** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
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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, Bag Packing etc
* Competitions
* Away Games
 | Relevant committee members – president to ensure complete. |  |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. |  |  |  |
| 3 | Members to read Vixen Black Book, sign code of conduct and fill out membership forms | Relevant committee members – president to ensure complete. |  |  |  |
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|  |  |  |  |  |  |
| Responsible committee member signature: | Responsible committee member signature: |
| Print name: | Date: | 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 |