

Risk Assessment

Risk Assessment for the activity of	Southampton Vixens Generic Risk Assessment Season 2023-2024		Date	21/09/23
Unit/Faculty/Directorate	SUSU (AU Team)	Assessor	Emily Annis (President)	
President/Captain Name/2nd Committee Member	Abigail Ellerington (Vice President)	Signed off (SUSU Staff)		
Club or Team Information	<p>Southampton Vixens cheer and dance is a dedicated cheerleading club comprised of four distinct teams: Varsity, Level 2 non-tumble, Level 3, and hip hop. Our teams consist of individuals who are taught cheerleading techniques and safety protocols. Each team is led by experienced internal coaches who have undergone training to receive appropriate cheer and dance qualifications for the level they teach alongside gaining individual DBS checks. We have established clear lines of communication within our teams and with the club leadership to ensure that everyone is informed about safety measures, emergency procedures, and any potential risks associated with our activities.</p>			

PART A										
(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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Activity										
Being hit by another athlete or athlete falling to ground	Broken/fractured bones Ligament/tendon/muscle damage Head/back injury including concussion Impact injuries Bruising Bleeding	All stunting athletes	2	4	8	Always ensure stunting is carried out on the mats / soft underfoot surface. Ensure safe catching drills are implemented in training sessions by coaches. New or tricky stunts should have spotters	1	4	4	If the person who has been hit by the Frisbee is showing signs of concussion or is confused, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
Setting up the mats	Various forms of injuries up to and including possible sprains and breakages	All participants and organisers/staff.	2	3	6	The mats are large and require minimum 2 persons to carry/move each time	1	2	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency.

										Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
Athletes wearing jewellery/piercings	Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises most likely during stunting	All participants and organisers/staff.	2	2	4	Coaches to make sure athletes are asked to remove jewellery and piercings to be removed or covered prior to training	1	2	2	If any injury occurs, seek medical attention. If severe, call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
Participant's over-exerting themselves	Muscle injury – strains and pulls. Emotional and physical fatigue	All athletes and coaches	3	3	9	Coaches ensure a proper and thorough warm up is carried out prior to training Cool downs to be run at the end of the sessions Consistent and regular breaks during longer training sessions Make sure training sessions are an appropriate length of time to prevent overexertion.	2	3	6	If any injury occurs, seek medical attention. If severe, call 999 in an emergency (although unlikely for muscular) Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
Fire	Smoke inhalation, burns, abrasions and more severe.	All in the vicinity	1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.	1	4	4	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.

	Risk of extreme harm or fatality.				<p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <ul style="list-style-type: none"> All electrical equipment must be PAT tested (speaker etc.) 			<p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>		
Collisions with other team mates	<p>Bruising</p> <p>Bleeding</p> <p>Other minor injuries</p>	All athletes in vicinity	2	2	4	<ul style="list-style-type: none"> 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	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>

Inadequate training wear	Injury can occur if people are not wearing attire appropriate for stunting and dancing	All members of team	2	3	6	<ul style="list-style-type: none"> 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 will not be allowed to train until dressed appropriately 	1	2	2	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>
Inadequate coaching	Could lead to serious injury	-All members of the team	3	3	9	<p>Ensure that coaches are sent to certified training courses of the appropriate standard and level</p> <p>Ensure the coaches have first aid training</p>	2	2	4	<p>call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>
Use of equipment (mats, speaker, tumble track etc.)	<ul style="list-style-type: none"> Trips and falls Muscle strain Fire hazard Electrical hazard 	-Member of the team and coaches	1	3	3	<ul style="list-style-type: none"> 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 At least 2 people per mat when setting up and putting away. They will follow manual handling guidelines 	1	1	1	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>

Adverse Weather	Injury Illness Slipping Burns	Varsity members who attend games -Those who attend the event - All members training outside	4	3	1 2	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date •
Inexperienced Cheerleaders	Team member injured when learning high skilled stunts	Those in the building	3	3	9	<ul style="list-style-type: none"> • 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 must show competency before trying higher level stunts • Structured training sessions and clear instructions given. 	2	2	4	<ul style="list-style-type: none"> • Seek medical attention where necessary • Contact emergency services as required 111/999 • Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.
Restrictions due to Covid-19 or another pandemic	Increased risk of transmission of coronavirus	-Those within proximity of the infected individual	4	3	1 2	<ul style="list-style-type: none"> • Wear protective equipment such as face masks in line with university guidelines when walking around the building. Athletes do not have to wear a mask when exercising. • Athletes must come to the facilities dressed in appropriate clothing as there will be no changing facility available to use 	3	3	9	<ul style="list-style-type: none"> • Keeping up-to-date with developments within the UK and Cheerleading itself to reduce the risk of COVID-19 infection and communicate it to all Club athletes. Sources of information may include: <ul style="list-style-type: none"> https://www.southampton.ac.uk/coronavirus.page o The SCE website o SCE's social media outlets o NHS o UK Government website

						<ul style="list-style-type: none"> • Hand sanitiser will be used when each athlete enters and leaves the training space • If a symptom is reported during a training session, the individual must be isolated in a designated area and collected by a household member as soon as possible with advice to isolate and test the household as per current government advice • Keep doors and windows open for maximal ventilation • Coaches are appointed our H&S officers (2 per team) • If anyone has tested positive for Covid-19, been told to isolate or has symptoms they cannot attend training. • 				<ul style="list-style-type: none"> • Responsible for contact tracing in relation to the individuals who have been in contact with a suspected case of COVID-19 within the Cheerleading session once an individual has notified the Club that they have been infected with COVID-19 • Responsible for directing an individual who has been infected by COVID-19 to report this to the NHS and get a test in order to commence NHS led contact tracing. •
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Southampton Sport Facilities

Flooring	Causing Slip, trip or Falls.	-Those in the vicinity (Members of the team and coaches)	2	3	6	<ul style="list-style-type: none"> • 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 • Varsity will only perform stunts on grass at sporting events that have been well practiced and mastered in training with mats. 	1	3	3	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system.
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Meetings & Socials										
Costumes/ Fancy Dress	Injury or offence caused by props or costume	-Participants -Those in close proximity to the participants	2	2	4	<ul style="list-style-type: none"> 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 <p>Any hazardous/ offensive prop or costume will be asked to be removed prior.</p>	1	2	2	<ul style="list-style-type: none"> SUSU <u>Expect Respect policy</u> to be followed <p>Committee training</p> <p>Seek medical attention from SUSU Reception/venue staff if in need</p> <p>Contact facilities team via SUSU reception/venue staff</p> <p>Contact emergency services if needed</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u></p>
Alcohol Consumption at socials	Intoxication which may cause members to act violently or offensively Participants may become at risk as a result of alcohol consumption	-Event attendees who decide to consume alcohol -Those in close proximity to the person consuming alcohol	2	5	10	<ul style="list-style-type: none"> 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 	1	3	3	<ul style="list-style-type: none"> Follow <u>SUSU incident report policy</u> <p>Call emergency services as required 111/999</p> <p>Committee WIDE training</p>

						premises. The conditions on the license will be adhered to. No cheerleading will take place at a social				
Inadequate meeting or social space- overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<p>Committee and event organisers check on room pre-booking, checks on space, lighting, access, tech available</p> <p>Ensure space meets needs of members e.g., considering location & accessibility of space</p> <p>Committee to consult members on needs and make reasonable adjustments where possible</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>Liaise with SUSU reception/activities team on available spaces for meetings</p> <p>Postpone meetings where space cannot be found</p> <p>Look at remote meeting options for members</p> <p>Committee WIDE training</p>
Travel	Vehicle's collision -causing serious injury	<p>-Those travelling to/from training</p> <p>-Those travelling to/from competitions</p> <p>-Those travelling to/ from games</p> <p>-Those travelling to/from socials</p>	4	3	12	<ul style="list-style-type: none"> 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 <p>Where possible, we ask members to travel together and keep contact details of all members to check up on their safety</p>	2	2	4	<p>Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999</p> <p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <u>SUSU incident report policy</u></p>
Socials/Meetings- Medical emergency	Members may sustain injury /become unwell	Members	3	5	15	Advise participants; to bring their personal medication	2	5	15	Incidents are to be reported on the as soon as possible ensuring the duty

	pre-existing medical conditions Sickness Distress				Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support				manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u>	
Fundraisers or socials involving Food	Allergies Food poisoning Choking	All	3	5	15	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	1	5	5	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



						using warm water and cleaning products, refrigerate necessary products				
Fundraising Events & Cash Handling - For own society or Charity										
Handling and storing assets belonging to our society	Theft Damage to belongings Loss/ misplacement leading to financial loss	-All members	3	4	12	<ul style="list-style-type: none"> 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 <p>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</p>	2	3	6	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> 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
Awareness/Promotional Stand e.g. Bunfight *excluding items covered above										
/ Overcrowding/ falling objects at stall (Bunfight)	Injury Individuals panicking because of confinement	-Members -Attendees	2	3	6	<ul style="list-style-type: none"> Limit the number of committee members at the stall at any one time to 2. Ask individuals to wait/ form a queue rather than push and shove. 	1	3	3	<ul style="list-style-type: none"> Seek medical attention where necessary Seek help from support staff

	Damage to equipment					<ul style="list-style-type: none"> • 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. <p>Ensure any additional equipment used such as banners etc are secured and are of sensible size.</p>			
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PART B – Action Plan

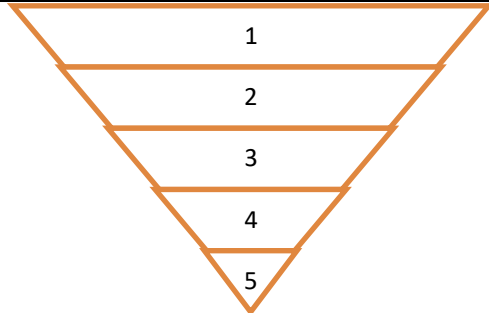
Risk Assessment Action Plan

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.			
Responsible manager's signature: 				Responsible manager's signature: 	
Print name: Emily Annis			Date: 21/09/23	Print name: Abigail Ellerington	
				Date: 25/9/23	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		

5. 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.

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