


Risk Assessment

Risk Assessment for the activity of	University of Southampton Chess Club. South Coast University teams rapid play. 9 th March 2024 The Bridge Café and Bar 3.	Date	(20/02/24)
Group name	Chess Society	Assessor	Helen Archer-Lock
Supervisor	Oscar Jackman	Signed off	

PART A								
(1) Risk identification			(2) Risk assessment			(3) Risk management		
Hazard	Potential Consequences	Who might be harmed	Inherent		Residual	Further controls (use the risk hierarchy)		
		(user; those nearby; those in the vicinity; members of the public)	L i k e l i h o o d	S c o r e	L i k e l i h o o d	I m p a c t	S c o r e	
Meetings & Socials								

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • All boxes and equipment to be stored away from main meeting area, e.g. stored under tables • Any cables to be organised as best as possible • Cable ties/to be used if necessary • Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. • Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. • Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs 	1	4	4	<ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need • Contact facilities team via SUSU reception/venue staff • Contact emergency services if needed • All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
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<p>Setting up of Equipment. E.g. Table and chairs</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • Make stall operators aware of the potential risks, follow manual handling guidelines • Ensure that at least 2 people carry tables. • Setting up tables will be done by organisers. • Work in teams when handling other large and bulky items. • Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates • Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Seek assistance if in need of extra help from facilities staff/venue staff if needed • Seek medical attention from SUSU Reception if in need • Contact emergency services if needed • All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
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<p>Inadequate meeting space- overcrowding , not inclusive to all members</p>	<p>Physical injury, distress, exclusion</p>	<p>Event organisers and attendees</p>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Committee check on room pre-booking, checks on space, lighting, access, tech available • Ensure space meets needs of members e.g. considering location & accessibility of space • Committee to consult members on needs and make reasonable adjustments where possible 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Liaise with SUSU reception/activities team on available spaces for meetings • Postpone meetings where space cannot be found • Look at remote meeting options for members • Committee WIDE training • All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
<p>Activities involving electrical equipment e.g. laptops/ computers</p> <p>Chess arbiter – use of computer for managing the rapidplay tournament + committee use of phones to contact other attendees</p>	<p>Risk of eye strain, injury, electric shock</p>	<p>Event organisers and attendees</p>	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> • Ensure regular breaks (ideally every 20mins) when using screens • Ensure screen is set up to avoid glare, is at eye height where possible • Ensure no liquids are placed near electrical equipment • Ensure all leads are secured with cable ties/mats etc 	<p>1</p>	<p>4</p>	<p>4</p>	<ul style="list-style-type: none"> • Request support and advice from SUSU IT/Tech teams e.g. via activities team • For external venues pre-check equipment and last PAT testing dates • Seek medical attention as required

Travel to and from the event	Vehicles collision - causing serious injury	Event organisers, event attendees (i.e. chess players from Sussex, Reading, Southampton, Portsmouth, Bournemouth and Brighton universities), Members of the public, chess arbiter	4	3	1 2	<ul style="list-style-type: none"> Members are responsible for their individual safety though and are expected to act sensibly local venues known to UoS students chosen Event organisers will be available to direct people between venues. Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. Avoid large groups of people totally blocking the pavement or spilling in to the road. 	2	2	4	<ul style="list-style-type: none"> Where possible venues chosen for socials will be local/known to members and within a short distance from each other. I.e. we are using Bar 3 and the Bridge meaning that attendees will only need to drive to and from the UoS Highfield campus. Contact emergency services as required 111/999 Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
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						<ul style="list-style-type: none"> • Be considerate of other pedestrians & road users, keep disturbance & noise down. 				
Socials/Meetings- Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	1 5	<ul style="list-style-type: none"> • Advise participants; to bring their personal medication • 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 	2	5	1 5	<ul style="list-style-type: none"> • Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. • Follow SUSU incident report policy

Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.	All	2	10	5	<ul style="list-style-type: none"> □ ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed – this will be announced at the beginning of the event • Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. 	1	5	5	<ul style="list-style-type: none"> • All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. • Call emergency services and University Security (on campus) or venue staff (external venue) • Emergency contact number for Campus Security: • Tel: +44 (0)23 8059 3311 • (Ext:3311) • Follow SUSU incident report policy
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<p>Any food brought by attendees of the event or bought at local shops i.e., the SUSU shop</p>	<ul style="list-style-type: none"> • Allergies • Food poisoning • Choking 	<p>All</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> • There will be nobody making/serving food especially for this event. • Homemade items to be avoided by those with allergies and homemade food should not be shared unless the person sharing has a level 2+ Food Hygiene certificate • Only order/buy food at establishments with appropriate food hygiene rating – this will be encouraged • Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products • Attendees will be asked in advance if 	<p>1</p>	<p>5</p>	<p>5</p>	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required</p> <p>Report incidents via SUSU incident report procedure</p>
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					<p>they have allergies + severity of allergies (i.e. if allergy to nuts is triggered by air exposure or only if consumed) and measures will be taken to avoid the presence/sharing of such foods according to the allergies reported</p> <ul style="list-style-type: none">• Players to be encouraged to bring an EpiPen if they require one				
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Handling chess equipment – borrowed equipment from Southampton Chess Club and using our own equipment which we will carry from our storage locker in the snooker room (B42)	Injuring from carrying heavy equipment i.e. strain injury	Committee members carrying the equipment, attendees of the chess event	2	2	4	<p>Ensuring that committee does not carry too many sets at a time and that everyone knows how to carry heavy equipment safely from one location to another.</p> <p>Leaving plenty of time to transport chess equipment from one place to another to avoid unnecessary rushing that could result in injury</p>	1	2	2	Use of strong, supportive bags to carry equipment
Obstruction caused by equipment	Injury Trips/Falls Damage to equipment	Members, visitors	2	3	6	<ul style="list-style-type: none"> • Only bring necessary equipment for the event (i.e. chess boards and pieces, chess clocks, trophies/prizes, pens/stationary and the like). • Monitor areas of the Bridge Café and Bar 3 for any tripping hazards. 	1	2	2	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Seek support from facilities staff

Event attendee getting lost	Members could become stranded in unfamiliar areas. i.e., attendees from other universities (Sussex, Brighton, Reading, Bournemouth, Portsmouth) may not know where they are going	Attendees	2	3	6	<ul style="list-style-type: none"> • Keep members close together. • Do a head count at each round of the event – it will become apparent if a player is missing because they will not be sat at the chess board for the next round • Committee members share contact details so lost members can get back in touch. • Representatives of each university team attending already has our contact details so they will be able to contact us in the event that they are lost i.e. if they can't find the student union • We will show them to the Bridge and Bar 3 at the beginning of the event <p>All attendees to be well informed on parking and journey details.</p>	1	2	2	Contact emergency services if a lost member can't be reached: 111/999
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Disrespectful or inappropriate behaviour i.e. disrespectful remarks made to another player at the chess event	Mental/physical harm	Attendees, members of the public, visitors	2	2	4	-players to be informed of respectful and good sportsmanship from the beginning of the event			<ul style="list-style-type: none"> • Seek medical attention if problem arises • Seek support from facilities staff <p>Emergency contact number for Campus Security Tel: +44 (0)23 8059 3311 (Ext: 23311) Building 32, University Road Highfield Campus</p> <p>Important contact details University Security Central Control Room (CCR) Emergency contact Tel: +44 (0)23 80593311 (Ext: 23311) Non-emergency contact Tel: +44 (0)23 8059 2811 (Ext: 22811)</p> <p>Emergency Services Police, Ambulance, Fire and Rescue Emergency contact number: 999 Non-emergency police contact number: 101</p> <p>Follow SUSU incident report policy</p>
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PART B - Action Plan

Risk Assessment Action Plan

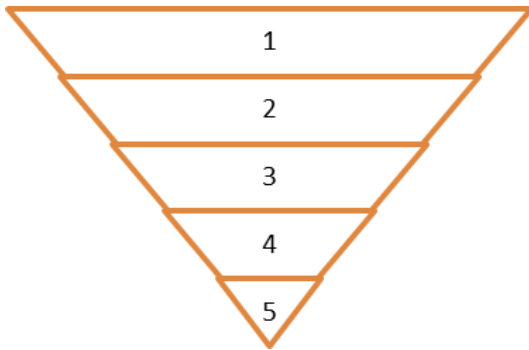
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
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1	Revised fair play and tournament rules to be sent to players	All committee involved	1 st March		
2	Ask attendees about any allergies and to bring any relevant medication they will need on the day	All committee involved	1 st March		
The committee have extensive experience running similar events to this on a weekly basis with socials and competitive chess events,. Beyond following this risk assessment and two actions above specific to this event, no specific further action or training is needed in advance of the event.					
Responsible committee member signature:			Responsible committee member signature:		
					
Print name: OSCAR JACKMAN		Date: 21/02/2024	Print name: HELEN ARCHER-LOCK		Date: 21/02/2024

Assessment Guidance

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

<ul style="list-style-type: none"> 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						

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