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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Outdoor Gymnastics Sessions** | | **Date** | **20/04/2021** |
| **Club or Society** | **University of Southampton Gymnastics Club** | **Assessor** | **Rebecca Payne – President** | |
| **President or Students’ Union staff member** |  | **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** |
| Slips, trips and falls | Personal injury and affects upon others | User and those nearby | **1** | **3** | **3** | * Coach to complete visual inspection of activity area for potential hazards on the day of the activity. Hazards could include, but are not limited to: * Weather * Wet ground * Uneven ground * Glare from the sun * High temperatures * Fallen branches * Litter and debris on ground * Animal excrement * Unknown substances * Dangerous discarded objects. * Hazards to be removed by Coach in preparation for the activity, if safe to do so. * If hazards are uncontrollable or unable to be removed, activity will be postponed or cancelled. * Other coaches/supervisory adults briefed on arrival of any hazards and establish any necessary rules about hazards. * Hazards could include, but are not limited to: * Changes in weather conditions * Fallen branches * Animal enters the activity area | **1** | **3** | **3** |  |
| Undertaking activities beyond skill capacity | Personal injury and affects upon others | User and those nearby | **2** | **3** | **6** | Ensure that participants only work within their skillset | **1** | **3** | **3** |  |
| Collisions | Colliding when practising skills | User and those nearby | **1** | **2** | **2** | Brief participants on safety of self and others | **1** | **2** | **2** | Ensuring adequate space is left between participants when necessary |
| Overstretching of muscles | Pulled muscles and strains | User | **2** | **2** | **4** | Ensure correct and adequate warm-up procedure  Brief participants on safe practice and staying within their skillset ability to avoid overstretching, asking for coach assistance if unsure | **1** | **2** | **2** |  |
| Wearing jewellery or inappropriate clothing (e.g. loose or dangling straps) | Jewellery or clothing could get caught on the individual and cause injury | User | **2** | **2** | **4** | No jewellery permitted and fitted clothing with no loose parts or straps should be worn | **1** | **2** | **2** |  |
| Exacerbation of existing medical conditions, e.g. asthma, epilepsy | Severe illness if symptoms of the conditions are triggered/worsen | User | **1** | **4** | **4** | Collect medical history from each participant and ensure they bring any medication they may need normally or in an emergency to every session | **1** | **4** | **4** |  |
| Hydration | Dehydration | User | **1** | **3** | **3** | * Gymnasts to have their own source of hydration in a sealed bottle. * No sharing of water bottles will be allowed. | **1** | **2** | **2** |  |
| Sun Damage | Skin damage due to the sun | User | **1** | **3** | **3** | Members to wear sunscreen during session | **1** | **2** | **2** |  |
| Covid-19  1. Hand washing | Catching of, or spread of Covid-19 | * Clubs/Soc Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **1** | **5** | **5** | * Providing hand sanitizer around the environment * Members told to wash their hands before and after attending the sessions | **1** | **3** | **3** |  |
| Covid-19  2. social distancing | Catching of, or spread of Covid-19 | * Club/Socs Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **2** | **5** | **10** | * 2 metre social distancing to be in place between participants at all times * **No physical coaching or spotting allowed in accordance with current British Gymnastics guidelines** * **Attendance will be limited to 15 gymnasts and one coach/committee member in accordance with British Gymnastics guidelines** | **2** | **3** | **6** |  |
| Covid-19  3. Explaining the changes you are planning to make your activity safer | Catching of, or spread of Covid-19 | * Club/Socs Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity |  |  |  | * Ensure the RA is uploaded on Groups Hub and request your members download and read it. * Use your social media and Club/Society communication channel to make all the members aware about the changes in your activities and encourage the to take all the precautions. * Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them * Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity) |  |  |  |  |
| Covid-19  4. protecting people who are at higher risk you should think about | Catching of, or spread of Covid-19 | * Club/Socs Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **4** | **5** | **20** | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category * Planning for people who are unable to engage in person * Provide meaningful alternative activity for those who are shielding * Helping members at increased risk to engage from home, either in their current role or an alternative role * Planning for members who need to self-isolate. | **2** | **5** | **10** |  |
| Covid-19  5. Symptoms of Covid-19 | Catching of, or spread of Covid-19 | * Club/Soc Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **4** | **5** | **20** | * If member becomes unwell with a new continuous cough or a high temperature, they will be sent home and advised to follow the stay at home guidance. * Committee Members will maintain regular contact with members during this time.      * If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/> | **3** | **5** | **15** | * Planning for people who are unable to engage in person * Provide meaningful alternative activity for those who have someone shielding in their household * Helping members at increased risk to engage from home, either in their current role or an alternative role * Offering people the safest available roles in an activity * Planning for members who need to self-isolate. |
| Covid-19  6. Mental health | 6. Mental Health | * Club/Soc Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | * Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE * Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services | **2** | **4** | **8** | * Regular communication of mental health information and SUSU policies for those who need additional support. |

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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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| Responsible committee member signature: Rebecca Payne | | | | | Responsible committee member signature: William Evans | | |
| Print name: Rebecca Payne | | | | Date:  20/04/2021 | Print name: William Evans | | Date: 20/04/2021 |

**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 |