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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Quidditch** | | **Date** | **25/03/2021** |
| **Unit/Faculty/Directorate** | **Southampton Quidditch Club** | **Assessor** | **Charlotte Cluff**  **Jesse Rolfe** | |
| **Line Manager/Supervisor** | ***Jesse Rolfe*** | **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** |
| Lack of social distancing. | Risk of contracting/ spreading COVID-19 and suffering from symptoms. | Players, coaches, observers and members of the public in the nearby vicinity to the training area. | 4 | 4 | 16 | Ensure players stay in their assigned group of 6 maximum and prevent interaction between these groups. This includes each group having their own coach/someone briefed by the head coach included in the group of 6 to ensure coaches do not move between the groups, and placing belongings separately to prevent the mixing of these groups. It should be clear to an onlooker that these groups are separate from each other.  Make players aware of the requirement to stay at least 2 meters apart and, when this is not possible, an absolute minimum distance of 1 meter apart, whilst observing precautions to reduce the risk of transmission. All drills will be carried out in groups of 6 or less, whilst maintaining this 1 meter plus distance.  Participants will also be reminded and required to keep a minimum distance of 2 meters away from onlookers and members of the public. | 3 | 4 | 12 | All participants will be required to sign up to training in advance to ensure we have their contact details, and so they can be pre-assigned groups of 6 maximum. Anyone with symptoms will self-isolate immediately, not join training, or any club activities, and will take a Coronavirus test as soon as possible. If a member tests positive for Coronavirus then all other members who have been in direct contact with the individual will self-isolate immediately. All cases will be reported to the NHS Test and Trace service. |
| Shared equipment. | Risk of contracting/ spreading COVID-19 and suffering from symptoms. | Players, coaches, observers and members of the public in the nearby vicinity to the training area. | 4 | 4 | 16 | Disinfecting all equipment players come in contact with before and after training.  Requiring all participants to wash hands with soap and water before and after training.  Reminding players that water bottles should not be shared under any circumstances. Ensuring players keep one broom, one bib and one headband for the duration of training, and making sure equipment is only shared within the group of 6. Providing hand sanitiser and disinfectant wipes to regularly disinfect equipment to minimise the spread of Coronavirus (COVID-19).  Remind players that onlookers and members of the public shouldn’t be touching any of the equipment, even if it’s only to throw a ball back, etc., and ensure that this is enforced. | 3 | 4 | 12 | All participants will be required to sign up to training in advance to ensure we have their contact details, and so they can be pre-assigned groups of 6 maximum. Anyone with symptoms will self-isolate immediately, not join training, or any club activities, and will take a Coronavirus test as soon as possible. If a member tests positive for Coronavirus then all other members who have been in direct contact with the individual will self-isolate immediately. All cases will be reported to the NHS Test and Trace service. |
| Transport to and from training. | Risk of contracting/ spreading COVID-19 and suffering from symptoms. | Players, coaches, observers and members of the public in the nearby vicinity to the training area. | 4 | 4 | 16 | Advising players to train at their nearest quidditch club to reduce the risk of transmission when travelling. Using public transport to travel to and from training should be avoided, unless absolutely necessarily, and if required follow current government guidelines on wearing a face mask, and staying 2 meters away from other passengers at all times. Ensure that players are not attending training if they have attended training at another club within 14 days.  Remind players that when travelling to training with members outside of their household they still need to follow social distancing guidelines.  Maximum of 6 members to take equipment to and from training, following social distancing guidelines at all times. | 3 | 4 | 12 | All participants will be required to sign up to training in advance to ensure we have their contact details, and so they can be pre-assigned groups of 6 maximum. Anyone with symptoms will self-isolate immediately, not join training, or any club activities, and will take a Coronavirus test as soon as possible. If a member tests positive for Coronavirus then all other members who have been in direct contact with the individual will self-isolate immediately. All cases will be reported to the NHS Test and Trace service. |
| Physical contact with first aiders. | First aiders and players are at risk of contracting/ spreading COVID-19 and suffering from symptoms. | First aiders and players. | 3 | 4 | 12 | First aiders should stay at least 1 meter away from players unless unavoidable.  First aiders must wash their hands or disinfect with hand sanitiser before and after physical contact with players.  If coming within 1 meter of a player is unavoidable then it should be ensured that first aiders only do this with suitable personal protective equipment (PPE) including a disposable face mask and disposable gloves.  Disposable face masks, disposable gloves and hand sanitiser should be provided for first aiders at every training. | 2 | 4 | 8 | All participants will be required to sign up to training in advance to ensure we have their contact details, and so they can be pre-assigned groups of 6 maximum. Anyone with symptoms will self-isolate immediately, not join the training, or any club activities, and will take a Coronavirus test as soon as possible. If a member tests positive for Coronavirus then all other members who have been in direct contact with the individual will self-isolate immediately. All cases will be reported to the NHS Test and Trace service. |
| Symptoms of Coronavirus (COVID-19). | Risk of contracting/ spreading COVID-19 and suffering from symptoms. | Players, coaches, observers and members of the public in the nearby vicinity to the training area. | 4 | 4 | 16 | All participants will be required to sign up to training in advance to ensure we have their contact details, and so they can be pre-assigned groups of 6 maximum. Anyone with symptoms will self-isolate immediately, not join training, or any club activities, and will take a Coronavirus test as soon as possible. If a member tests positive for Coronavirus then all other members who have been in direct contact with the individual will self-isolate immediately. All cases will be reported to the NHS Test and Trace service. | 3 | 4 | 12 | Ensure that all members are aware of the current government guidelines regarding COVID-19, and comply to minimise the spread of COVID-19. |
| Propelled volleyball could hit people. | This could cause physical injury to whoever is hit by the volleyball. | Quidditch players; members of the public in the nearby vicinity. | 4 | 1 | 4 | This is controlled by the volleyballs being slightly deflated making them easier to hold so there is more control. It also means they have less of an impact on contact. We will regularly check volleyballs for lumps and tears. Players pass this ball rather than throwing it at each other, minimising the risk. If members of the public come too near play then we will stop immediately and advise them to move further away for their own safety. | 3 | 1 | 3 | Emergency First Aid Kit available at all trainings and games.  Contact emergency services if needed.  All incidents are to be reported 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). |
| Propelled dodgeball could hit people. | This could cause physical injury to whoever is hit by the dodgeball. | Quidditch players; members of the public in the nearby vicinity. | 4 | 1 | 4 | This is controlled by the dodgeballs being slightly deflated making them easier to hold so there is more control. It also means they have less of an impact on contact. We will regularly check dodgeballs for lumps and tears. Players are advised not to aim for each other’s heads in close vicinity, further minimising the risk. If members of the public come too near play then we will stop immediately and advise them to move further away for their own safety. | 3 | 1 | 3 | Emergency First Aid Kit available at all trainings and games.  Contact emergency services if needed.  All incidents are to be reported 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). |
| Exposed broom (PVC pipe) ends or snapped brooms. | Brooms could potentially injure players if there’s physical contact with the broom ends. | Quidditch players. | 2 | 1 | 2 | To ensure there are no sharp edges to the end of the brooms, they have been taped up. Reducing the potential for injury. | 1 | 1 | 1 | Emergency First Aid Kit available at all trainings and games.  Contact emergency services if needed.  All incidents are to be reported 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). |
| Slipping whilst running. | Physical injury could occur if players slip whilst running. | Quidditch players. | 3 | 1 | 3 | Although slipping is a larger danger during wetter weather, players are advised to wear suitable footwear (IE football boots) at all times to avoid falling. | 3 | 1 | 3 | If adverse weather is too extreme to be controlled, training will be cancelled.  Emergency First Aid Kit available at all trainings and games.  Contact emergency services if needed.  All incidents are to be reported 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). |
| Foreign objects on the pitch. | Players stepping in or tripping on foreign objects, potentially causing harm. | Quidditch players. | 3 | 1 | 3 | Before the pitch is set up the area is checked for litter and/or dog mess which will then be removed. This ensures there won’t be a problem during games. | 2 | 1 | 2 | Emergency First Aid Kit available at all trainings and games.  Contact emergency services if needed.  All incidents are to be reported 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). |
| Uneven ground increasing the likelihood of tripping. | Tripping over uneven ground could cause physical injury. | Quidditch players. | 3 | 1 | 3 | The pitch is set up in a relatively even area, and can be moved to avoid any ditches or puddles. | 2 | 1 | 2 | Emergency First Aid Kit available at all trainings and games.  Contact emergency services if needed.  All incidents are to be reported 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). |
| Quidditch hoops. | The quidditch hoops may cause physical injury if they are run at, or could pose as a trip hazard in some cases. | Quidditch players. | 4 | 1 | 4 | Hoops are made of plastic and so are not solid enough to cause any serious injury. They are also on cones, rather than a permanent feature, so if hit they will fall with the player. Also if a hoop falls down (due to wind or game interaction) it will be picked up by goal ref/player avoiding the risk of a trip hazard. | 4 | 1 | 4 | Emergency First Aid Kit available at all trainings and games.  Contact emergency services if needed.  All incidents are to be reported 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). |
| Risk of dehydration. | Risk of players dehydrating while exercising. | Quidditch players. | 3 | 1 | 3 | Between training and games there will be breaks allowing for the chance for players to drink water. | 2 | 1 | 2 | Contact emergency services if needed.  All incidents are to be reported 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). |
| Risk of exhaustion. | Risk of players becoming exhausted if play too much without resting. | Quidditch players. | 3 | 1 | 3 | There will be frequent breaks between training and games. When possible a game will have subs to allow the players that need a break to take one, and all players are able to take a break when they need it. | 2 | 1 | 2 | Contact emergency services if needed.  All incidents are to be reported 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). |
| Risk of exacerbating underlying health conditions and previous injuries. | Risk of players exacerbating underlying health conditions and previous injuries if coaches are not aware of them. | Quidditch players. | 3 | 1 | 3 | Coaches will make sure to ask players before the warm up if they have any health conditions which the coaching team need to be aware of, and they will alter the training session accordingly and/or advise the player which training exercises they should participate in, if any, and which ones they shouldn’t. | 2 | 1 | 2 | Contact emergency services if needed.  All incidents are to be reported 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). |
| Coaches don’t hold official Quidditch coaching qualifications. | Possible risk of coaches not teaching players the correct technique, e.g. for tackling, which could cause injury to the players. | Quidditch players. | 2 | 1 | 2 | Coaches have many years of experience playing and will be supervised while coaching by more experiences players to check the correct techniques are being taught. | 1 | 1 | 1 | Half way through the season members can vote to change the Coach or Captain if necessary.  Contact emergency services if needed.  All incidents are to be reported 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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| ***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 | Equipment should be checked regularly, and disinfected before and after use. | Committee members. | 03/2021 | | 04/2021 |  | |
| 2 | First aid kit should be checked regularly, and all used/missing items replaced immediately. | Committee members. | 03/2021 | | 04/2021 |  | |
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| Responsible manager’s signature: C. Cluff | | | | | Responsible manager’s signature: J. Rolfe | | |
| Print name: CHARLOTTE CLUFF Date: 25/03/2021 | | | |  | Print name: JESSE ROLFE Date: 25/03/2021 | |  |

**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 |