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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Quidditch** | | **Date** | **14/05/2021** |
| **Unit/Faculty/Directorate** | **Southampton Quidditch Club** | **Assessor** | **Raj Mukuntharaj** | |
| **Line Manager/Supervisor** | ***Alexandria Freeman*** | **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** |
| Risk of contracting/ spreading Coronavirus (COVID-19). | Gathering of the club could result in Coronavirus (COVID-19) being spread to other members, who could contract it and suffer from symptoms. | Quidditch players with the possibility of further spread to members of the public. | 2 | 4 | 8 | Follow current government guidelines regarding the maximum number of people allowed at each session and the distance separating them. From the 17th May this will restrict group sizes to groups of 30 – ensure that no more than 30 people attend each training session. This is in line with the UK government & Quidditch UK (Quidditch NGB) guidelines from that time. (https://bit.ly/2SDFr1z ) Provide hand sanitiser before and after training and also wipe all equipment with anti-bacterial wipes before and after use. As far as possible there will be no sharing of bibs, headbands or brooms, with players using the same items throughout training. First aiders will be provided with masks and disposable gloves which should be used when treating players. Ensure that players are not travelling more than 90 minutes to attend training. There will be no contact during play. | 1 | 4 | 4 | No members will be allowed to come to any club organised activities after coming into direct contact with an individual who has tested positive for Coronavirus. Any members with symptoms will self-isolate immediately, not join any club activities, and will take a Coronavirus test as soon as possible. If a club 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. |
| 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). |
| Players tackling other players. | There is the potential for physical injury to occur, especially if the tackle is carried out incorrectly. | Quidditch players. | 3 | 2 | 6 | Everyone is taught how to tackle in a safe way to help avoid injury. Tackle practices are done in a much slower safer way. During the game players are not overly aggressive towards each other as they’re on the same team. It is also illegal for a player to tackle from behind, or below the knee. | 2 | 2 | 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). |
| 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, thus 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 excessive play is undertaken 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). |
| 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 experienced 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). |
| Hazards at meetings, (including but not limited to Committee meetings and game analysis meetings). | Risk of injury or distress caused at meetings due to overcrowding, not knowing where the fire exits are etc. | SQC members. | 2 | 1 | 2 | Book a sufficiently sized room which can comfortably accommodate all members attending. On arriving at the room check for and remove/warn attendees of any potential hazards as well as informing them of the nearest fire exits. | 1 | 1 | 1 | 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). |
| Fundraising activities. | Some activities might lead to hazards outside those in the current risk assessment, which could potentially cause harm. | Anyone involved in the fundraising activity, mainly Quidditch players. | 2 | 1 | 2 | Committee to assess hazards of fundraising activity beforehand, and whether a specific risk assessment is required for the activity. If hazards are deemed necessary try to minimise as much as possible, and notify participants of them, their potential consequences, and their subsequent control measures. | 1 | 1 | 1 | The Committee will try to minimise hazards as much as possible, however will not be able to eliminate them completely so will make clear that members attend at their own risk. Members will also be informed that the activity might not be covered by SUSU insurance.  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). |
| Social events. | Hazards at social events organised by members of SQC, outside of official training, could cause harm to attendees. | SQC members at event and potentially those nearby. | 3 | 1 | 3 | Committee to assess hazards of social event beforehand, and whether a specific risk assessment is required for the activity. If hazards are deemed necessary try to minimise as much as possible, and notify participants of them, their potential consequences, and their subsequent control measures. | 2 | 1 | 2 | The Committee will try to minimise hazards as much as possible, however will not be able to eliminate them completely so will make clear that members attend at their own risk. Members will also be informed that the event might not be covered by SUSU insurance.  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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. | Raj Mukuntharaj | 17/05/2021 | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy. | Committee members. | 17/05/2021 | |  |  | |
| 3 | Equipment should be checked regularly. | Committee members. | 17/05/2021 | |  |  | |
| 4 | Risk assessment to be shared with and read by committee and made available to all members. | Raj Mukuntharaj | 17/05/2021 | |  |  | |
| 5 | Equipment should be checked regularly, and disinfected before and after use. | Committee members. | 17/05/2021 | |  |  | |
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| Responsible manager’s signature: R. Mukuntharaj | | | | | Responsible manager’s signature: A. Freeman | | |
| Print name: RAJGHOGULAN MUKUNTHARAJ Date: 14/05/2021 | | | |  | Print name: ALEXANDRIA FREEMAN | | Date: 14/05/2021 |

**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 |