| **Risk Assessment** |
| --- |
| **Risk Assessment for the activity of** | Engsoc Netball TeamGeneric Risk Assessment  | **Date** | 12/01/2023 |
| **Unit/Faculty/Directorate** | SUSU (IM) | **Assessor** | Jasmine Amos (Club Captain) |
| **President/Captain Name/2nd Committee Member**  | Mollie Potter (Engsoc President) | **Signed off (SUSU Staff)** |  |
| **Club or Team Information** | The Engsoc netball team participates in the intra-mural netball league that consists of other UoS societies. Training takes place twice a week at both Avenue Courts and Wide Lane, with evening sessions taking place at Wide Lane due to the floodlights. Each week members are reminded that they are required to book onto the session via the My Southampton sports app. The team is managed by a Captain and two Vice Captains.  |

| ***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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| **Activity**  |
| Equipment  | Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used? | All participants and bystanders. | 1 | 2 | 2 | The balls used do not have any sharp edges and are checked by the captain before each use. A ball pump is kept with the balls at all times to ensure they are fit for use. The Captain and Vice Captains will check the stability of each goal post before use.  | 1 | 1 | 2 | Seek medical attention if problem arisesNo designated first aider but, a new first aid kit will be purchased for the beginning of the next semester. Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated. 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.  |
| Being hit by a ball  | Concussion if hit on the head. Otherwise, potential bruising. | All participants and organisers/staff and spectators as well as members of the public who may be walking past | 4 | 2 | 8 | Players are encouraged to shout the name of the player they are shooting towards in games. Spectators are warned of the risks and advised to stand back when the game is in play.  | 2 | 2 | 4 | If the person who has been hit by the Netball and 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 equipment - the netball goal posts | Various forms of injuries up to and including possible sprains and breakages  | All participants and organisers/staff.  | 2 | 3 | 3 | Large or heavy equipment to be carried by 2 people.Any equipment not in use that is not fixed should be removed from the activity area.  | 1 | 3 | 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. |
| Jewellery and other objects in pockets or piercings being left in | Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises.  | All participants and organisers/staff.  | 2 | 3 | 5 | Participants asked to remove jewellery and objects from pockets prior to joining in. Participants also asked to remove earrings or cover them with tape before playing.Those leading the session must ensure this has been done.  | 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.  | All participants and organisers/staff  | 3 | 2 | 6 | Those leading the session should ensure a proper and thorough warm up is carried out prior to the session that focuses on the areas that are likely to be used the most i.e., arms. Ensure that the team cools down effectively after a training session. Ask if anyone has any injuries that the captain should be aware of | 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. |
|  |  |  |  |  |  |  |  |  |  |  |
| Slips, trips and falls | Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces (see below). | All participants and organisers/staff and spectators  | 3 | 3 | 9 | Check ground conditions for holes, lumps, and other obstacles. Uneven surfaces or a hole that is sizeable enough to cause an injury, for example. | 2 | 3 | 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. |
| Participant Attire | Injury can occur if people are not wearing attire appropriate to the sport or activity.  | All participants and organisers/staff and spectators  | 1 | 2 | 2 | Ensure all participants are wearing suitable clothing (nothing in pockets) and appropriate footwear.  | 1 | 3 | 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. |
| Weather | Heat or sun – risk of sunburn, heat exhaustion and dehydration. Cold – risk of hypothermia.Rain – risk of courts becoming slippery and unsuitable for use. Weather directly influences ground surfaces (see below) and the risk of slips, trips and falls (see above)  | All participants and organisers/staff and spectators  | 3 | 3 | 9 | Ensure regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle. If it is hot or sunny, ensure participants have taken steps to reduce their chance of harm – i.e., use of sun cream, hats and having available shaded areas. If it is cold, ensure participants have suitable attire to enable them to keep warm. If courts are too wet, cancel training or find alternative space. | 1 | 2 | 2 | If anyone is affected by the heat or cold, seek immediate 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. |
|  |  |  |  |  |  |  |  |  |  |  |
| COVID Guidelines | All those in attendance must adhere to the latest COVID guidelines as set out by the UK Government as well as the University.  | All participants and organisers/staff and spectators  | 2 | 2 | 4 | Always adhere to the latest COVID guidance.  Encourage those with symptoms to test and avoid sessions if positive. | 1 | 2 | 2 | Encourage participants or staff who test positive to inform group leaders so they can pass this information on if applicable.  |
| **Meetings & Socials** |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion  | Event organisers and attendees | 1 | 3 | 3 | Check on room pre-booking, checks on space, lighting, access, tech available Ensure space meets needs of members e.g., considering location & accessibility of spaceCommittee to consult members on needs and make reasonable adjustments where possible  | 1 | 3 | 3 | Seek medical attention if problem arisesLiaise with SUSU reception/activities team on available spaces for meetings Postpone meetings where space cannot be foundLook at remote meeting options for membersCommittee WIDE training  |
|  |  |  |  |  |  |  |  |  |  |  |
| Socials: Costumes/Fancy Dress | Props/costumes causing injury or offence | ParticipantsMembers of the public | 2 | 2 | 4 | Ask members to only bring small items and use them sensibly. Members of the society are responsible for their own possessions and the use of them.Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 2 | 2 | SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followedCommittee WIDE training  |
| Socials- alcohol consumption  | Participants may become at risk as a result of alcohol consumptionMembers of the public may act violently towards participants.  | Event organisers, event attendees,  | 2 | 5 | 10 | Members are responsible for their individual safety though and are expected to act sensibly Initiation behaviour not to be tolerated and drinking games to be discouragedFor socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excessCommittee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the eventSociety to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 3 | 5 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)Call emergency services as required 111/999Committee WIDE training |
|  |  |  |  |  |  |  |  |  |  |  |
| Socials/Meetings- Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | 3 | 5 | 15 | Advise participants; to bring their personal medicationMembers/Committee to carry out first aid if necessary and only if qualified and confident to do soContact emergency services as required 111/999Contact SUSU Reception/Venue staff for first aid support | 2 | 5 | 15 | 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) |
| 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. | Members | 2 | 10 | 5 | Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be neededBuild-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 | 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: Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311
* (Ext:3311).
 |
| **Fundraising Events & Cash Handling -** *For own society or Charity* |
|  |  |  |  |  |  |  |  |  |  |  |
| Handling & Storing Money- Charity fundraiser  | TheftIndividuals being mugged/robbedLoss/ misplacement leading to financial loss | Members, Participants, Charity | 3 | 4 | 12 | Southampton RAG procedures will be followed: * Charity Event form completed, and RAG approval will be given
* All food hygiene certificates and event risk assessment to be approved by activities team
* Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5)
* Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.
* Collection buckets to remain sealed and to not be left unattended
* Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
* Nominated person will be tasked with storing cash in nominated location when SUSU office not open.
* Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)
 | 2 | 3 | 6 | In the event of theft committee members will: * Highlight the incident to any community police officers in the area/report to 111
* Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| ***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
* External Speaker Events
 | Relevant committee members – president to ensure complete. |  |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. |  |  |  |
| Responsible manager’s signature: J.A | Responsible manager’s signature:  |
| Print name: Jasmine Amos12/01/2023 | Date: | Print name: MOLLIE POTTER14/01/2023 | Date: |

**Assessment Guidance**

| 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 |

| **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 |