|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton University Roundnet Spikeball Club**  Training sessions, tournaments, socials. | | **Date** | **08/09/2021** |
| **Unit/Faculty/Directorate** | **SUSU** | **Assessor** | **Dominic Hanley** | |
| **Line Manager/Supervisor** | ***President Oliver Murray*** | **Signed off** |  | |

| ***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** |
| **TRAINING-** Collision with equipment | Physical Injury | User, those nearby, | **2** | **3** | **6** | Ensure members are wearing sturdy footwear to reduce likelihood of slips. | **1** | **2** | **2** |  |
| Setting up of equipment- spikeball nets. | Physical injury to fingers in setting up of nets. | Members of the society | **2** | **3** | **6** | Ensure all members are trained to safely construct spikeball nets, e.g. make sure hands are not in contact with each plastic joint that could cause injury.  Encourage members ask for help if they are not confident in setting up nets safely.  Ensure manual handling guidelines are complied. | **1** | **3** | **3** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Training in Adverse Weather conditions | * Injury * Illness * Slipping * Burns | All who attend | **4** | **3** | **12** | Lead organiser to check the weather are suitable for activities on the day  Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites  In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate | **4** | **1** | **4** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Disturbance to public, students and staff | * Conflict, noise, crowds | Event organisers and attendees, general public | **2** | **2** | **4** | Events planned for Southampton common, avoiding residential areas  Everybody will be encouraged to stay together as a group  shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas  If applicable book space during quieter times when less activities taking place | **1** | **2** | **2** | With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk)  Inform UoS/SUSU communications team of the event- can brief others via SUSSSED |
| Injuries during training | * Broken bones * Cuts/ bruises * Twisted ankles |  | **3** | **5** | **15** | Ensure appropriate footwear is worn.  Ensure people take regular breaks, and take adequate supplies of water. | **1** | **5** | **5** | 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Breaking social distancing guidelines | * Contracting COVID-19 * Potentially spreading said disease | User, Those in the vicinity, Members of the public | **3** | **5** | **15** | Ensure that participants are aware of government social distancing guidelines | **1** | **5** | **5** | Wear facemasks to reduce the risk of transmission |
| **SOCIALS**  Slips, trips and falls | Physical injury | Event organisers and attendees | **2** | **4** | **8** | All 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** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials- Setting up of Equipment. E.g. Table, chairs, | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | **2** | **3** | **6** | 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 | **1** | **3** | **3** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials- Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | **1** | **3** | **3** | 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. | **1** | **3** | **3** | * 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 |
| Socials: Costumes/Fancy Dress | Props/costumes causing injury or offence | Participants  Members of the public | **2** | **2** | **4** | Ask members to only bring small items and use 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 followed * Committee WIDE training |
| Socials- alcohol consumption | Participants may become at risk as a result of alcohol consumption  Members 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 discouraged  For 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 excess  Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event  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** | **3** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required 111/999 * Committee WIDE training |
| Socials-Travel (e.g. to a tournament, to the beach to play spikeball). | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | Members are responsible for their individual safety though and are expected to act sensibly  Local locations 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.  Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).  Be considerate of other pedestrians & road users, keep disturbance & noise down. | **2** | **2** | **4** | * Where possible venues chosen for socials will be local/known to members and within a short distance from each other. * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| 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 medication  Members/Committee to carry out first aid if necessary and only if qualified and confident to do so  Contact emergency services as required 111/999  Contact SUSU Reception/Venue staff for first aid support | **2** | **5** | **10** | 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials  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** | **5** | **10** | * Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed * 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** | 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). |
| Socials, Handling & Storing Money-  e.g. fundraising | * Theft * Individuals being mugged/robbed   Loss/misplacement leading to financial loss | Members, Participants | **3** | **4** | **12** | Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open.  Money to be kept in lockable box  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)  Where possible offer option to pre-buy tickets to avoid cash purchases  E.g. use of SUSU box office, hire/loan of contactless payment machines  Money to not be left unattended  Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. | **2** | **3** | **6** | In the event of theft committee members will:   1. Highlight the incident to any community police officers in the area/report to 111 2. Report incident to SUSU duty manager and [complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials involving Food | * Allergies * Food poisoning   Choking | All | **3** | **5** | **15** | Individual event risk assessment to be carried out for events involving members making/serving food.  Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)  Only order/buy food at establishments with appropriate food hygiene rating  Food to only be provided/eaten when other activities are stopped  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 | **1** | **5** | **5** | SUSU food hygiene level 2 course available for completion- requests made to activities team  Call for first aid/emergency services a required  Report incidents via SUSU incident report procedure |
| Breaking social distancing guidelines | * Contracting COVID-19 * Potentially spreading the said disease | User, Those in the vicinity, Members of the public | **4** | **5** | **20** | Ensure that participants are aware of government social distancing guidelines  Limit the number of people in attendance in accordance to government guidelines | **2** | **5** | **10** | Wear facemasks to reduce the risk of transmission if possible |
| **PROMOTIONAL**  **EVENTS, E.g. the bunfight**  Overcrowding at Stall | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Members, visitors | **2** | **3** | **6** | A maximum of 3 representatives to be at the stall at any one time  Request that orderly ques are formed  Ensure items are stored under tables and ensure stall is clear.  Ensure that organisers /volunteers do not block walkways when engaging with attendees  Follow instructions by support staff on directions and entry/ exit points  Do not move tables if this has been placed for you by staff. | **1** | **3** | **3** | * Seek medical attention if problem arises * Seek support from facilities staff |
| Promotional events**-** Falling Objects e.g. banners | Injury  Bruising  Damage to equipment | Members, visitors | **2** | **3** | **6** | * Tables to be safely secured by staff where possible – ask for support from facilities team * Ensure banner is secured and on a flat surface * Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders | **1** | **2** | **2** | * Seek medical attention if problem arises * Seek support from facilities staff |
| Breaking social distancing guidelines | * Contracting COVID-19 * Potentially spreading the said disease | User, Those in the vicinity, Members of the public | **4** | **5** | **20** | * Ensure that participants are aware of government social distancing guidelines * Limit the number of people in attendance in accordance to government guidelines | **2** | **5** | **10** | * Promoting the club online through the use of social media and other platforms |
| **TOURNAMENTS**  Travel to and from tournament | Vehicle collision -causing serious injury | Event organisers, event attendees, Members of the public | **2** | **5** | **10** | Members are responsible for their individual safety though and are expected to act sensibly  Event organisers will be available to direct people between venues. | **1** | **5** | **5** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Adverse Weather conditions | * Injury * Illness * Slipping * Burns | All who attend | **4** | **3** | **12** | Lead organiser to check the weather are suitable for activities on the day  Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites  In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate | **4** | **1** | **4** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Disturbance to public, students and staff | * Conflict, noise, crowds | Event organisers and attendees, general public | **2** | **2** | **4** | Everybody will be encouraged to stay together as a group  shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas  If applicable book space during quieter times when less activities taking place | **1** | **2** | **2** | With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk)   * Inform UoS/SUSU communications team of the event- can brief others via SUSSSED |
| Slips, trips and falls | * Physical injury | Event organisers and attendees | **2** | **4** | **8** | All equipment to be stored away from main area, e.g. stored under tables  Any cables/stands to be organised as best as possible, cable ties to be used if necessary  Play area to be kept clear, and visual checks to be maintained throughout the event by organizers. | **1** | **4** | **4** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Setting up of Equipment, eg. nets, stalls/desks | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | **2** | **3** | **6** | 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.  Ensure those setting up nets know how to do so safely (eg. to avoid hand injury due to tight strings)  Work in teams when handling other large and bulky items.  Request tools to support with move of heavy objects- SUSU Facilities/venue.  Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | **1** | **3** | **3** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Injuries during play | * Broken bones * Cuts/ bruises * Twisted ankles * Dehydration | Active players/spectators during games | **3** | **5** | **15** | Ensure appropriate footwear is worn.  Ensure people take regular breaks, and take adequate supplies of water. | **1** | **5** | **5** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Medical emergency | Participants may sustain injury /become unwell due to  pre-existing medical conditions, sickness, or distress | Tournament participants | **3** | **5** | **15** | Advise participants; to bring their personal medication  Members/Committee to carry out first aid if necessary and only if qualified and confident to do so  Contact emergency services as required 111/999  Contact SUSU Reception/Venue staff for first aid support | **2** | **5** | **10** | 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](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. | 04/10/2021 | 08/10/2021 |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 04/10/2021 | 08/10/2021 |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  | A picture containing drawing  Description automatically generated | |
| **A close up of a logo  Description automatically generated**Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: Dominic Hanley | | | Date:08/09/2021 | Print name: Oliver Murray | | Date:08/09/2021 |

**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. |

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.

|  |  |
| --- | --- |
| 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 |