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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Banners Sports Tournament** | | **Date** | **30/11/2018** |
| **Club or Society** | **Law Society** | **Assessor** | Gabriella Delaney & Poppy Ford | |
| **President or Students’ Union staff member** | **Gemma L’Esperance** | **Signed off** | *Hayley Shepherd– External Engagement Coordinator* | |

| ***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** |
| **Netball:** Collisions with other players and falling over | Collisions with each other, the ball or falling. Likely to be grazes, bruises, very small risk of broken bone. | Players | **4** | **2** | **8** | Have referees to ensure players are playing by the rules to avoid collisions with others and the ball.  Also ensure that the ground is not too slippery and it is clear before allowing play to commence. | **4** | **1** | **4** | Committee members will be assigned to a sport or area in order to ensure safe practice is being adhered to and there are no risks to the wellbeing of others.  First aider present to minimise impact of any injury. |
| **Football:** Collisions with other players and falling over | Collisions with each other, the ball or falling. Likely to be grazes, bruises, very small risk of broken bone. | Players | **3** | **3** | **9** | Have referees to ensure players are playing by the rules to avoid collisions through illegal tackling with others and the ball. Protective equipment such as shin pads to be worn by players.    Also ensure that the ground is not too slippery or waterlogged and it is clear before allowing play to commence. Bethany Holmes and Rachel Greig (first aider’s hereonafter) present to minimise impact of any injury. | **3** | **2** | **6** | Committee members will be assigned to a sport or area in order to ensure safe practice is being adhered to and there are no risks to the wellbeing of others.  First aider present to minimise impact of any injury. |
| **Rugby:** Collisions with other players, injuries through tackling and falling over. | Collisions with each other, the ball or falling. Likely to be grazes, bruises, very small risk of broken bone. | Players | **3** | **3** | **9** | Have RFU insured and qualified referee to ensure play is to a high, safe standard to minimise the likelihood of injuries from the contact of tackling. Protective equipment such as gum shields to be worn by players.    Also ensure that the ground is not too slippery or waterlogged and it is clear before allowing play to commence. First aider present to minimise impact of any injury. | **3** | **2** | **6** | Referee will be RFU insured and qualified and will adhere by the rules of the game as such to prevent injury. |
| **Food:** Illness caused by the food or allergic reactions | Food poisoning from poorly cooked food or unsafe or unhygienic food practices. Or allergic reactions to ingredients used. | Anyone in attendance of the event who chooses to purchase food from the ‘Hot and Tasty Burger Van’ provided on the day | **2** | **3** | **5** | Ensure that food providers (Hot and Tasty burger van) have a valid hygiene certificate, liability insurance and an inspection report.  Provider also came recommended by Wide Lane who have employed their services in the past and come highly recommended | **1** | **3** | **3** | On the day Gaby Delaney, Poppy Ford or delegated to a committee member to do visual check to ensure premises are as described.  Hot and Tasty will display the food disclaimer from Wide Lane on the day. |
| **All Sports:** Existing Medical Grounds | Existing medical conditions may be triggered or worsened by sport. It may make a player more vulnerable to injury or make any injury worse. | Any players in attendance | **3** | **3** | **9** | Players will be advised to bring all medication such as asthma inhalers and for it to be on the pitch/court side. All players with existing medical conditions must inform team captains and co-ordinators for appropriate action to be taken. Captains are advised to ask their players immediately before the tournament and report to the event co-ordinator. | **2** | **3** | **6** | Advance notice of medical conditions will enable myself as co-ordinator to research medical condition to take additional steps to ensure player will be safe and in the unlikely event of an injury will have all medication and equipment needed. |
| **All sports:** Faulty or poorly set up Equipment or | Injuries from unsafe goal posts (football and rugby), netball hoops and other equipment | Players and spectators | **3** | **3** | **9** | Equipment will be borrowed from sports and wellbeing therefore will be checked by Wide Lane. Equipment only to be set up by those qualified to do so. Do not use unsafe equipment. | **1** | **3** | **3** | Myself, as co-ordinator, and the RFU referee will also check equipment for safety issues to ensure in proper condition and set up equipment in accordance with safety and game rules. Any unsafe equipment will not be used and will inform sports and wellbeing of the unsafe equipment immediately. |
| **All Sports:** Poor Pitch/Court/Facility conditions (e.g. pot holes, puddles, slippery surfaces) | Injuries from players and spectators falling/tripping | Anybody in attendance | **4** | **4** | **16** | Sports and wellbeing check the condition of the pitches and courts on a daily basis | **2** | **4** | **8** | Ask captains to report any issues with courts/pitches to myself and sports and wellbeing. If pitch/court is dangerous to cancel that pitch/courts activities. |
| **All Sports:** Poor weather conditions (heavy rain, flooding, snow, ice, extreme cold etc.) (extreme heat/sun is unlikely as event at the end of November) | Players and spectators could slip on icy or slippery pitches and injure themselves. Hypothermia to players and spectators. | Anyone in attendance | **4** | **4** | **16** | Sports and wellbeing check the condition of the pitches are suitable for activities on a daily basis. Players and spectators will be advised to address appropriately for the weather (i.e. warm clothing). | **1** | **4** | **4** | I will check the conditions of the pitch and the weather for the day and if there is heavy rain, snow etc cancel the event as necessary or move to a more suitable venue at a later date. Amend activities and fixtures to the weather as appropriate to increase/reduce breaks or shorten the length of matches. Captains are to report pitch conditions to Sports and Wellbeing and co-ordinators and match/event may be cancelled if unsafe. |
| **All Sports:** Collisions/impact injuries (equipment, team mates, opposition) | Players might suffer injury to themselves through these collisions or impacts – sprains, bruises, cuts and broken bones most likely injuries | Players | **4** | **4** | **16** | First aiders Rachel Grieg and Beth Holmes will be present with an in-date first aid kit. Captains will be told before event, and pre-tournament speech will inform everyone present of who the first aider is and how to identify myself. Gum shields for rugby, shin pads for football and appropriate clothing will be advised. | **3** | **3** | **9** | Referees with experience of the rules will ensure conduct is within the rules of each sport to minimise the likelihood of such injuries.  Emergency services will be called by first aiders should an injury require further medical attention. |
| **All Sports:** Non-impact injuries | Players could be at risk from spraining or straining a muscle from exercise. | Players | **4** | **3** | **12** | Warm ups and cool downs will be mandatory for captains to carry out with their team. | **3** | **2** | **6** | All participants will be asked by their captains whether they have existing injuries, any injuries will be notified to myself as co-ordinator and first aider. Injuries must be appropriately cared for i.e. strapped up. |
| **All Sports:** Jewellery and watches not being removed | Could result in broken/dislocated bones/joints primarily of the fingers and broken/torn skin and flesh of the participant wearing the jewellery and any other participant | Players | **2** | **4** | **8** | All jewellery will be advised to be removed in the pre-tournament and all captains will be told to ensure their players have removed all jewellery and watches before commencing play and to ensure nails are cut short. | **1** | **3** | **3** | All committee members will be vigilant and ask any players seen to be wearing jewellery to remove it. |
| Car Parking | Cars hitting pedestrians at low speed (spectators and players) while driving around the car park | Anyone in attendance | **2** | **3** | **6** | Car parking is away from the sports area in a clearly marked area so the danger is isolated and will be obvious to all participants (all adults), it is managed by Sports & Wellbeing. | **1** | **3** |  |  |
| Moving equipment | Lifting goal posts or heavy bags with equipment (bibs, balls etc), signs could result in participants pulling a muscle or injuring their back | Committee members and any captains helping to set up the day | **4** | **3** | **12** | All helpers will be lifting from their knees not their back, will carry equipment in pairs or groups if necessary.  Anyone with relevant pre-existing conditions not to engage in manual handling activity | **3** | **3** | **6** | Equipment should not be too heavy but helpers will be told not to carry more than they can reasonably manage.  [Guidance](https://www.susu.org/groups/admin/howto.php/handling) given by The Health and Safety Executive will be followed. |
| Changing and welfare | Potential for valuable to be stolen | Any players utilising the changing facilities | **3** | **1** | **3** | Wide Lane has toilet and changing facilities, the pavilion will be open to shelter if it rains, and there is access to water. Food will be available as listed above. Participants will be informed by the welcoming talk where the facilities are as well as on arrival by the welcoming committee member. | **2** | **1** | **3** | To avoid thefts participants will be advised not to leave valuables unattended on site |
| **Crowd** Control -Spectators walking onto pitches or interfering with games. | Players may be injured by spectators disrupting games by getting in their way resulting in collisions (see control measures for collision injuries), and spectators may be injured from flying balls or players coming off court. | Players and spectators in the vicinity of the game | **3** | **3** | **9** | Spectators will be advised by the Committee members and referees to be a safe distance away from matches. Referees will ensure ultimately that spectators are in their judgement far enough away.  There is also a minimal number of spectators in attendance, most attendees will be players themselves, members of the committee, or representatives from the charity | **2** | **2** | **4** | A first aiders are present should an injury arise. If a spectator enters onto a pitch or comes too close then referees will stop the game until the spectator removes themselves. Although there are not expected to be many spectators, committee members will be assigned to control any crowds. |
| Insufficient First aid kit | If there is an insufficient first aid kit this could result in the injured party may not receive appropriate first aid without a reasonably complete first aid kit. | Players and spectators | **2** | **2** | **4** | First aider will check there is a satisfactory first aid kit prior to the day. | **1** | **2** | **2** | It will be checked again on the day before the commencement of the tournament. |
| Poor Communication | Players may be injured as above if the above control measures are not relayed to teams. | Players | **4** | **4** | **16** | Information will be emailed to all team captains to relay to team members regarding the schedule of the day and health and safety briefing, listing points within this risk assessment. This information will be handed to team captains on arrival too. It will include first aid provisions and the responsibility of captains and participants. | **2** | **4** | **8** | There will be a welcome talk relaying important information to all participants at the start of the event and any further information will be passed by committee members. There will be a specific committee member assigned to each sport, with additional members to help. |
| Theft of money donated to charity | Committee members collecting money may be threatened. Collection money may be stolen if left unattended. | Committee members responsible for the collection of cash | **3** | **3** | **9** | Collection money will be collected in sealed RAG buckets so as to make theft difficult. Committee members will be in charge of their assigned collection bucket at all times. | **2** | **1** | **2** | However, if a committee member is threatened they will be advised to give up the bucket in respect of their own safety.  Committee members assigned to this task have all been checked for money laundering  In the event of theft committee members will:   1. Highlight the incident to any community police officers in the area. 2. Alert university security – on campus 3311   At the earliest opportunity committee members will bring the sealed donation bucket back to Engagement Office, Level 2, Building 42 at end of the event to be processed. |
| Tennis Nets | People may trip on the nets if left up or out on the floor on the day of the event. | Netball players, umpires or any netball spectators | **3** | **4** | **12** | Request Wide Lane to ensure the facilities are appropriately equipped and excess equipment is not left aside. | **2** | **3** | **6** | Failing this removal, on the day co-ordinators will walk around the courts to ensure any nets lying around are put away safely and appropriately in order to minimise the chance of slips, trips or falls |
| Notice Board | In windy weather, notice boards may fall/information may fly off. | Those in the vicinity, those in working on the stand. | **2** | **2** | **4** | Will not use the notice board if conditions are too windy. | **1** | **2** | **3** | On the day, if the notice board has not been taken down and the weather is deemed windy, co-ordinators will take down these boards. |

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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 | Professional Rugby Refs hired – Free as the event is of a charitable nature  Rugby 7s referees Roddy Llewellyn and Charles Gardener from Hampshire Referees. | Hampshire Refs | 23.11.18 | |  |  | |
| 2 | Rugby Refs Insured – Free as the professional Refs are already insured | Hampshire Refs | 23.11.18 | |  |  | |
| 3 | There will also be two first aiders present (certificate provided to Wide Lane) to deal with any injuries should they arise. LawSoc have purchased a first aid kit for the event.  First aiders acting on a voluntary basis. | Beth Holmes and Rachel Grieg | 23.11.18 | |  |  | |
| 4. | Secondary review of grounds, equipment and conditions with wide lane to ensure that the grounds are in the same appropriate condition they were in when we previously inspected the grounds, and that steps have been taken to make sure all equipment is safely set up. - free | Poppy Ford and Gaby Delaney alongside Wide Lane | 29.11.18 | |  |  | |
| 5. | Weather check, Poppy and Gaby will be keeping an eye on the weather forecast and will confirm that the pitches and courts are safe to play on in connection with the weather – free | Poppy Ford and Gaby Delaney alongside Wide Lane | 30.11.18 | |  |  | |
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| Responsible committee member signature: Gabriella Delaney | | | | | Responsible committee member signature: Poppy Ford | | |
| Print name: | | | | Date: 14/11/18 | Print name: | | Date: 14/11/18 |

**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 |