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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Banners Tournament 2022** | | **Date** | 11/03/2022 |
| **Unit/Faculty/Directorate** | University of Southampton Law Society | **Assessor** | Jade Wadey and Leah Mulvihill (University of Southampton Law Society Sports Representatives) | |
| **Line Manager/Supervisor** |  | **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** |
| Setting up - moving goals and nets into place | * Injury * Slipping * Stress * Damage to equipment | Those setting up equipment  Those nearby equipment being set up | **3** | **3** | **9** | Goals and nets will always be moved in pairs or more at a timely manner to prevent rushing  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 | **1** | **2** | **2** | Equipment should not be too heavy, but helpers will be told not to carry more than they can reasonably manage. |
| Adverse Weather | * Injury * Illness * Slipping | All who attend (including individuals helping with the running of the event) | **4** | **2** | **8** | -Keep up to date with potential weather issues prior to the event to ensure appropriate changes in plans can be made to ensure safety  -Release warnings for those attending to prepare by wearing appropriate clothing  -Sports and wellbeing check the condition of the sports grounds used for the event to ensure they are suitable for activities on a daily basis. | 4 | **1** | **4** | If adverse weather is too extreme to be controlled, the event can ultimately be changed to a different date. |
| Collecting Money – Theft | * Loss of money * Injury to those in possession of money | * Those holding buckets or other money at event | **1** | **4** | **4** | Collection money will be collected in sealed RAG buckets so as to make theft difficult.  Bucket collectors remain visible at all times of event  Bucket collectors will not confront any potential thief  Bucket collectors, if concerned, can go around in pairs | **1** | **3** | **3** | 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 Law Society committee members will bring the sealed donation bucket back to Engagement Office, Level 2, Building 42 at end of the event to be processed. |
| Collecting Money – Storage | * Loss of money | * Those looking after money in transit back to the union | **1** | **4** | **4** | Drive straight to Union where money will be handed into RAG following the event.  Some money raised will be done so online | **1** | **3** | **3** |  |
| During the match – injury | * Muscle strain * Impact Injury * 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 who are participating at the event | **3** | **3** | **9** | Players will be advised to bring all medication they are prescribed, such as asthma inhalers, and for it to be on the pitch/court side to ensure easy accessibility.  Captains are advised to ask their players immediately before the tournament about any pre-existing medical conditions.  Provide space for warm ups, ensure all participants take part in these warm ups to minimise risk of injury based on lack of warmup.  Ensure that all participants make event coordinators or referees aware of any potential injury they may have picked up as soon as they have occurred.  Ensure aid staff on site are aware of event and are appropriately equipped in event of injury | **2** | **2** | **4** | 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. |
| 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. * This would then result in a minor injury potentially becoming more serious | * Players and spectators | **2** | **3** | **6** | First aider will check there is a satisfactory first aid kit prior to the day | **1** | **2** | **2** | Ensure first aid staff are aware of event and are appropriately equipped in event of injury  It will be checked again on the day before the commencement of the tournament. |
| During the match – disorderly behaviour | * Injury to other players and the player in question * Injury to spectators * Damage to equipment * Hockey sticks being used aggresively | * Anyone in the vicinity | **1** | **4** | **4** | Make players aware of expected sporting behaviour prior to event  Use of officials to reinforce these measures and diffuse any potential conflict before it happens  Establish clear boundaries between players and spectators to help prevent potential conflicts  Ensure hockey sticks are handled below the waist | **1** | **3** | **3** | * Removal of any players or spectators who do not adhere to the rules and expectations of conduct set out by ourselves prior to the event |
| Before the match – foreign objects on the pitches / courts. | * Trip hazard * Potential injury * Disruption/delay of event | * Players * Officials * Spectators | **1** | **3** | **3** | Conduct extra pitch inspection before the tournament begins so as to make sure they are clear of foreign objects.  Allocate clear space away from any area in which physical activity is taking place for any foreign objects to be left  Ensure hockey sticks are placed to the side when not in use | **1** | **3** | **3** | Sports and wellbeing check the condition of the pitches are suitable for activities on a daily basis. |
| Goal posts/Net/Hockey Posts | * Potential collapse * Collision between players and goal posts | * Players * Officials | **1** | **4** | **4** | Goal Posts and nets are checked before every match by the referee that they are secure and are safe. | **1** | **4** | **4** | * First aid on site in case of accident |
| Balls – too hard/too soft | * Potential injury * Disruption/ delay of event | * Players * Spectators near the event * Officials | **1** | **2** | **2** | Check equipment before and during the event  Have ball pump on hand in case the balls in use are not properly inflated | **1** | **2** | **2** | * Spare balls that could be used in the case that both original balls and ball pump are unusable |
| Balls – damaged | * Potential injury * Disruption of event | * Players * Spectators * Officials | **1** | **2** | **2** | Check equipment before and during the event  Spare balls on hand in case balls in use are damaged beyond immediate repair | **1** | **2** | **2** |  |
| Footwear – inappropriate or dangerous footwear used. | * Personal injury * Injury of other participants * Damage to facility * Damage to equipment | * User * Those in the vicinity/ other players | **3** | **2** | **6** | Identify the appropriate footwear that should be warn well in advance of the event. Trainers for Netball, Astro boots for Football, Hockey Boots for Hockey.  Prevent those wearing footwear that can cause damage from participating in the event until more suitable footwear can be found. | **1** | **1** | **1** |  |
| Jewellery | * Loss of personal possession * Personal injury * Damage to facility | * User * Other participants | **3** | **2** | **6** | Officials must check all participants before they take part in the event  Jewellery must be either removed or covered up (with tape) before participation | **3** | **1** | **3** | All committee members will be vigilant and ask any players seen to be wearing jewellery to remove it. |
| Conduct of spectators | * Damage to facility * Personal injury * Injury to others | * Those in the vicinity * Members of the public * Participants * Other spectators | **1** | **4** | **4** | Event coordinators will reinforce the positive sportsmanship expected of all those at the event  Clear boundary between playing area and where the spectators will be to minimise chance of collision and disruption to the event. | **1** | **3** | **3** | * Removal of any spectators from event who do not adhere to expectations of conduct at event after multiple warnings from event coordinators |
| **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. | **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. |
| Poor Communication to players. | * Players may be injured as above if the above control measures are not relayed to teams effectively | * Players * Spectators | **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.  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 game in each sport with additional members to help. |
| Dehydration/Exhaustion | * Personal injury | User | **3** | **5** | **15** | Ask all participants to bring adequate amounts of water with them/ a container for water at the bare minimum  Give ample opportunity for participants to rest/rehydrate  Officials will make conscious effort to observe the wellbeing of participants and intervene if they deem it necessary  Water available either through water fountains on site or through the ability to purchase bottled water on site | **2** | **2** | **4** | * First aid also available on site if all other measures fail |
| Car parking and vehicle safety | * Personal injury Cars hitting pedestrians at low speed (spectators and players) while driving around the car park * Damage of possessions * Damage to facility | * Participants * Spectators * Members of Public | **1** | **5** | **5** | Recommend carpooling or bus transportation to reduce overall numbers of vehicles on site during event  Ensure there is clear division between spectators and parking facilities on site  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) | **1** | **4** | **4** | * First aid on site in event of injury in the car park |
| Poor Pitch/Court/Facility conditions (e.g. pot holes, puddles, slippery surfaces) | * Injuries from players and spectators falling/tripping | * Anybody in attendance | **3** | **4** | **12** | 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. |
| Improperly prepared food from the vendor we will be providing | * Food poisoning | * Persons consuming the food | 3 | 2 | 6 | Food will be kept away from cross contamination/ risk of unhygienic practise through the following: washing hands, using ingredients from a reputable supplier, long hair tied back, jewellery removed, clean bowls, surface & utensils.  People who are preparing and food will not be suffering from any illnesses. | 1 | 2 | 2 | Make sure event organisers handling the food are not ill |
| Food | * Choking on the food | * Persons consuming the food | 1 | 5 | 5 | Event organisers on site will be aware of the signs of choking | 1 | 3 | 3 | Seek assistance from first aid  Call 999 as required |
| Food | * Allergic reactions to food | * Persons consuming the food | 2 | 5 | 10 | Ensure individuals attending the event will be aware of any allergen people have to ensure maximum safety. | 1 | 5 | 5 | Call 999 as required |

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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 | Hockey, Netball and Football games will refereed intra-mural style. By other teams taking part in the tournament who are not playing. | Event organisers | 11/03/2022 | On the day |  | |
| 2 | There will also be fair aid available on site with event organisers carrying the minimum i.e., plasters, wipes etc | One will be a Law Society member. Other a member of the First Aid Society | 11/03/2022 | On the day |  | |
| 3 | Secondary review of grounds, equipment and conditions with wide lane to ensure that the grounds are in appropriate condition. Steps to be taken to make sure all equipment is safely set up. - free |  | 11/03/2022 | On the day |  | |
| 4 | Weather check, I (Jade) 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 |  | 11/03/2022 | On the day |  | |
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| Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: JADE WADEY | | | Date: 06/03/2022 | Print name: LEAH MULVIHILL | | Date: 07/11/2019 |

**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 |