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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | History FC (HISTSOC) Generic Risk Assessment | | **Date** | *18/09/23* |
| **Unit/Faculty/Directorate** | SUSU IM | **Assessor** | Ewan Lewis | |
| **President/Captain Name/2nd Committee Member** | Ewan Lewis / Thomas Crossingham / James McCullough | **Signed off (SUSU Staff)** |  | |
| **Club or Team Information** | The club train once a week, normally on Wednesday between 2-4 at Riverside Park in Swaythling. We have 2 teams that play on Sundays in the IM 1st and 3rd divisions  There is a First Aid Kit containing ice packs and bandages and we also have the nearest defib located.  There is a large committee of 7 people who can all quick and easily contact me and each other should there be any issues when I am not present.  For further information on risk, please visit - <https://www.hse.gov.uk/simple-health-safety/risk/index.htm> | | | |

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| ***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. | 2 | 2 | 4 | All equipment is checked prior to use and removed or substituted if unsuitable  All those leading the session are to remain vigilant to ensure participants are using the equipment as demonstrated. | 1 | 1 | 1 | Call 111 if severe, |
| Jewellery and other objects in pockets | Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises. | All participants and organisers/staff. | 2 | 2 | 4 | Participants asked to remove jewellery and objects from pockets prior to joining in, this eliminates the risk.  Those leading the session must ensure this has been done. | 1 | 1 | 1 | 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 | 4 | 3 | 12 | Administrative controls: 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., legs.  During games regular substitutes will be used when players feel they are close to over-exertion. | 3 | 2 | 6 | Further controls would not be reasonably practicable in a footballing environment.  Seek medical attention if needed. Call 111 if severe and in need of further assistance.  Any participants that have suffered sprains or pulls will be rested and removed from any activity that will further exacerbate the injury until they are fit to play again |
| 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 | 2 | 3 | 6 | Check ground conditions for holes, lumps, and other obstacles.  Ensure all participants have appropriate footwear, e.g. football boots with correct studs for the ground surface  Given the nature of football it is not possible to eliminate or substitute the risk of slips, trips and falls in a way that is reasonably practicable. | 1 | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 111 if severe and in need of further assistance.  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.  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 | Administrative controls such as ensuring regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle in hot weather.  Further administrative controls are to ensure coats and layers are available for players on the subs bench so they keep warn whilst playing  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 area.  If it is cold, ensure participants have suitable attire to enable them to keep warm. | 1 | 3 | 3 | If anyone is affected by the heat or cold, seek immediate medical attention.  If severe, call 111. |
| Ground surfaces | Hard/frozen, uneven or slippery surfaces, usually linked to weather, that can cause slips trips and falls (see section above) | All participants and organisers/staff and spectators | 2 | 3 | 6 | Check areas for hazards prior to session starting. The session will not take place if the ground surface is considered too dangerous e.g. frozen. This eliminates the hazard  Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear e.g. correct football boots for the specific surface. | 1 | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 111 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. |
| In-game contact | All those participating | Variety of potential injuries ranging from cuts, abrasions, bruises to tears. In worst case breaks and dislocations | 3 | 4 | 12 | Ensure all correct protective equipment is used e.g. shin pads during both games and training  Administrative controls can be put in place in training to ensure a competitive yet safe environment is in place.  Given the nature of football as a contact sport it is not possible to eliminate or substitute the risks associated with in-game contact in a way that is reasonably practicable, particularly on matchdays as we cannot account for the opposition’s actions. | 2 | 3 | 6 | Further controls would be difficult to apply in a further environment especially in games when playing against opposition as this provides a variable which can be difficult to control for.  If severe call 111 and seek medical assistance.  Ensure regular contact with injured participant to check progress of recovery and ease them back in to football. |
| |  | | --- | | **Southampton Sport Facilities** | | | | | | | | | | | |
| Uneven surfaces or defects | Causing Slip, trip or Falls. Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment. Person or persons falling over or into objects and/or each other, due to fire exit blocked | Participants involved in the activity, referees, spectators and customers of the facility | 2 | 3 | 6 | Everyone to ensure they do visual checks of the facility / pitch/ court before the session starts and report anything to the Southampton Sport Staff. If playing surface is deemed unsafe then the session is not to go ahead. If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club.  (As already specified in the ‘Ground surfaces’ section above)  Excessive Heat - Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff.  (As already specified in the ‘Weather’ section above) | 1 | 3 | 3 | QR codes to report any defects to the Southampton Sport Staff. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system. Clear walkways are maintained in all areas accessing the fire exits |
| Equipment provided by Southampton Sport failure | Minor bruising, sprain, fracture, dislocation, concussion, | Participants in the activity, referees.  The only equipment we use for from Southampton sport for IM football would be the goalposts, these would most likely impact the goalkeeper if they were to ‘fail’ | 2 | 3 | 6 | Everyone to report equipment failure to the Southampton Sport Staff.  If equipment is unsafe, take it out of action.  If a set of goalposts are unstable, they will be reported and not used | 1 | 1 | 1 | QR code to report any equipment failure to the Southampton Sport Staff. Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system. |
| Violent or aggressive behaviour or actions towards staff or other customers | Inflicting physical injury, vandalising property, financial loss or reputation | Staff, customers, members | 1 | 3 | 3 | Abiding by facility rules, everyone should treat people with respect. In serious circumstances seek assistance. | 1 | 2 | 2 | Make Southampton Sport Staff aware, call security. Injuries to be reported to the Southampton Sport Staff ad via the SUSU reporting system. Contact Report and Support Report + Support - University of Southampton |
| **Meetings & Socials** | | | | | | | | | | |
| Slips, trips and falls | Physical injury | All attendees | 2 | 4 | 8 | Floors are kept clear and dry, and visual checks to be maintained throughout the meeting by organizers and any hazards removed if they present themselves.  Extra vigilance will be paid to make sure that any spilled food or drink products/objects are cleaned up quickly and efficiently in the area. Therefore, removing the hazard. | 1 | 4 | 4 | If severe call 111 |
| Setting up of Equipment. E.g. Table and 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.  Work in teams when handling other large and bulky items.  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, e.g. extra peole carrying heavy equipment.  Contact emergency services if needed |
| 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 or remove themselves.  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, | 5 | 3 | 15 | 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  Any participants who are have drank excessively to the point of sickness, passing out or causing problems in public will be taken home by a committee member.  Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 3 | 2 | 6 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required 111/999  Committee WIDE training |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | 3 | 4 | 12 | 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 | 3 | 6 | Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Call 111/999 if severe and in an emergency  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 | 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). |

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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 will be carried out. This includes:   * Trips and Tours * End of season awards and events in hired venues * AGM’ and EGMs | Relevant committee members – president to ensure complete. | 9/10/2023 | | 1/12/2023 |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 9/10/2023 | | 1/12/2023 |  | |
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| Responsible manager’s signature:  Ewan Lewis | | | | | Responsible manager’s signature: James McCullough | | |
| Print name: EWAN LEWIS | | | | Date:  18/09/23 | Print name: JAMES MCCULLOUGH | | Date: 05/10/2023 |