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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **BioSoc Netball Charity Tournament 2024** | | **Date** | **28/04/2024** |
| **Unit/Faculty/Directorate** | **BioSoc Netball** | **Assessor** | **Abigail Wright** | |
| **Line Manager/Supervisor** | ***Abigail Wright*** | **Signed off** | **Abigail.C.L.Wright** | |

| ***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** |
| Tripping on court due to inappropriate outfit or incorrect use of a netball | Sprain of muscles, soft tissue damage such as bruises, breaking of bones, possible abrasion from inappropriate outfit.  The weather may also make the courts more slippery due to rain, increasing the risk of someone slipping and falling over causing a muscle sprain or injury and causing damage to the tissues will bruising, or potentially breaking a bone. | user | **5** | **2** | **10** | **Ensure we give proper instructions of rules alongside a demonstration and make sure that correct sports equipment/footwear is worn.**  **Check the sportswear worn when signing in participants, and if outfit is not appropriate, prevent them from playing, this could include any open toed shoes.**  **Check the weather vigilantly throughout play and before the tournament commences to make sure the courts are in a safe condition.** | **1** | **2** | **2** | Track the weather and keep an eye on the court conditions to make sure it is safe enough for everyone to play to prevent injury.  Checking the sportswear includes checking that an appropriate outfit is worn with correct footwear such as trainers so prevent the risk of injury – this will be checked when participants are signing in, and if an outfit is deemed inappropriate the participant will not be allowed to play.  If any injuries do occur due to any of the reasons listed, medically trained committee members will be on hand, and in case of a dire emergency 999 will be called. |
| Netball Post Falling Over/ harm by equipment | Landing on someone and potentially causing a concussion.  Cutting or bruising someone on equipment. | Those nearby/ user | **2** | **3** | **6** | **Ensure the netball posts are weighted down and stable before playing as they are very tall and very heavy. If they are unstable then inform a member of staff at the Wide Lane facilities to aid us and prevent others from using the court until it has been replaced or checked.**  **If a participant is injured, they must be immediately assessed for concussion.**  **Alongside the equipment provided by wide lane, our equipment that we provide must be checked, we will not be using any cones or agility equipment such as hurdles during the tournament, only the netballs and bibs will be used. These must be fully pumped up to that they may be used properly and prevent injury by misuse.** | **1** | **3** | **3** | Organisers and committee members will ensure that the maintenance of the equipment is kept up and inform staff at venue if it looks unstable.  If an incident does occur where the post does fall on someone, committee members with first aid kits will be on hand, and in case of a dire emergency 999 will be called to the scene. Play on that court will be suspended until the faulty net has been removed and replaced with a more stable net that is less likely to injure someone.  The netballs will be checked prior to the tournament commencing and if flat balls are found they will either be pumped up or not used in play to prevent injury.  If any injuries do arise the organisers and committee members will be informed immediately so an incidence report can be written up in a timely manner. |
| Participants Over-exerting themselves | Muscle injury such as strains or pulls. | All participants | **3** | **3** | **9** | **It is up to each participant to know the limits of their own body, but if someone starts presenting signs that they are unwell they will be reminded to remove themselves from the tournament, and medical attention can be called if necessary. To limit the risk of this happening, a 10-minute warm up will occur at the start of the tournament including netball drills and activities that will focus on the muscles used in game play as well as paying acute attention to the ankles as they are frequently injured.** | **2** | **3** | **6** | First aid trained personnel can provide medical attention on site with the first aid kits supplied by members of committee and if there is a dire emergency 999 will be called.  Any injuries that arise will be reported to those running the charity tournament and the president and vice president in a timely manner so an incident report can be filed. |
| Ball hitting face or other parts of the body | Broken nose, bruised face, concussion and if not on the face, then potential for bruising elsewhere. | Those nearby | **3** | **2** | **6** | **Ensure we encourage and demonstrate proper use of the netball as a lot of the participants will not have a lot of experience when handling a netball. The risk cannot be eliminated as they must learn how to play before the tournament commences.**  **Also, the standard of our equipment will be checked thoroughly prior to the tournament commencing as any unpumped balls can increase the risk of injury due to not being able to catch or throw them properly, increasing the risk to other players.** | **2** | **1** | **2** | Ensure that the balls are secured before and after training in a training bag.  Non-participants are to stand well away from the courts when games are in play to prevent the risk of injury if a ball goes off court.  If a serious injury occurs, 999 can be called. |
| Car park and cars | Being hit by cars before or after the tournament leading to potential bruises, concussion, broken bones and severe bodily harm. | Those in the vicinity | **1** | **5** | **5** | **Encourage awareness of traffic and make sure to use paths. The car park doesn’t have many pedestrian pathways so make sure to remind participants to stay vigilant of the traffic when arriving and departing.** | **1** | **3** | **3** | Shut gates when playing so balls don’t leave court and must run out to get them.  If a ball does fall out of the courts, ensure that no participants go to retrieve them, the organisers or committee members will retrieve them after the tournament when it is safe to do so.  If someone is hit by a moving vehicle, then first aiders will be on hand and 999 can be called in a dire emergency. |
| Pre-existing medical conditions | Any aggravation of pre-existing conditions from training and matches. | Attendees that have pre-existing medical conditions | **1** | **3** | **3** | **Ensure that people are encouraged to alert committee of pre-existing medical conditions to aid in any special requirements that may be needed.**  **If a committee member has been informed of a flare up of a previous injury from someone, see that they receive medical attention from someone in a timely manner, and call 999 is applicable.** | **1** | **2** | **2** | Certain committee members have first aid kits in kit bags, and staff at the venue can be informed if other medical staff are required.  If an emergency occurs with a severe flare up 999 can be called in an emergency. |
| Driving to the tournament | Car collisions where severe bodily harm could occur such as broken bones, severe soft tissue damage with abrasions and bruising and potential concussion. | Users and members of the public | **1** | **5** | **5** | **Ensure drivers are licensed and all safety laws are followed.**  **If the weather is to severe on the day of the tournament, organisers and committee members will tell others that the tournament has been cancelled as it is unsafe to travel in such conditions.** | **1** | **5** | **5** | If driving conditions are too severe, cancel the tournament. |
| Weather | In the case of extreme heat, there is a major risk of sunburn, heat exhaustion and dehydration.  In case of the extreme cold, there is a risk of hypothermia.  Weather can also affect the conditions of the courts, as if it has been raining there is an increased risk of slips and falls which could cause potential bodily harm such as abrasions and bruises and potential broken bones. | All participants and organisers as well as committee members. | **3** | **3** | **9** | **If the weather is warm, advertise the use of suncream and ensure that participants are responsible in binging a sufficient amount of fluids to stay hydrated and reduce the risk of sun burn and dehydration.**  **If the weather is cold, make sure participants are informed to wear appropriate clothing to reduce the risk of hypothermia such as wearing extra layers. Gloves will be permitted as long as they are textured and provide grip upon catching the ball to prevent injury.** | **1** | **3** | **3** | Anyone affected by the weather conditions should seek help from a first aid trained committee member, medical attention will be sourced if necessary.  All committee members will be reminded that in a dire emergency, 999 should be called.  Any injuries that do occur do to the weather will be written up in a timely manner by a committee member and the organisers and President and Vice President will be informed of the injury and take steps to prevent further injury, such as stopping the tournament if deemed necessary. |
| Food consumption during the tournament | Potential for allergic reactions (either due to consumption or an airborne allergy) or choking on food either brought to the venue or bought and provided. | User/those nearby | **3** | **4** | **12** | **Ensure that anyone participating with an allergy is encouraged to inform a member of committee to prevent any reactions and make sure if food is provided that all allergens are listed and presented where they can be easily seen by the consumer. Discourage the sharing of foods if the ingredients are not known and no home baked items are allowed.** | **2** | **3** | **6** | Ensure that anyone with airborne allergies is kept away from food that could start an allergic reaction.  If someone starts to choke members of committee who are first aid trained can be called and staff at the venue will be informed and 999 can be called if necessary. |
| Alcohol Consumption | Drunk and disorderly behaviour impacting the person directly and those participating in the tournament. Potential for sickness and requiring medical attention. | User/those nearby | **1** | **4** | **4** | **Banning all the use of alcohol prior to the tournament starting and consuming alcohol during the tournament.**  **Make people aware that alcohol is prohibited during the tournament when sending out the schedule for the day. If alcohol is seen being consumed or on the premise, the participant will be asked to leave and not be able to participate in the tournament.** | **1** | **4** | **4** | If there is someone under the influence ensure they receive medical attention from a first aider and in the cause of an emergency, 999 should be called. |
| Jewellery and other accessories | Bodily harm to themselves such as ripped ear lobes or swollen figures or could injure those around them is jewellery becomes loose. | All participants | **2** | **2** | **4** | **Before the games begin players should be asked to remove all jewellery and watches (including smart watches).**  **Acrylic or long natural nails are prohibited, and these will be checked upon signing in. Those that do not follow these rules will not be allowed to participate in the tournament.** | **2** | **2** | **4** | First aid trained members of committee and those possessing a first aid kit will be on site in case of an injury, and in the case of an emergency 999 will be called.  Any injuries will be written down in an incident report by a member of the committee and those running the event as well as the president and vice president will be made aware of the injury to prevent further risk to anyone else participating. |
| Handling Money | Theft or loss of money due to misplacement | All participants and members | **3** | **4** | **12** | **Any cash has been banned at the tournament and all donations shall go through the just giving pages provided by QR codes and links prior to the tournament commencing and will be available to scan on the day to donate that way.**  **This prevents any theft or misplacement of money by any of the participant as we will not be accepting in person donations.** | **1** | **1** | **1** | Those who fail to follow the instructions given and bring cash will be told to store it safely, but ultimately it is the user’s responsibility to look after their own belongings, including any money they might bring.  If any theft does occur it will be reported to the police and report the incident to SUSU duty manager and an incident report will be completed in an timely manner by a member of committee such as the President or Vice president. |
| Monitoring the number of people on site | Potential for overcrowding and therefore physical injury due to too many people this could include severe distress, exclusion and physical injury. | All participants and organisers | **2** | **2** | **4** | **A form has been provided so we know the exact numbers of everyone attending the event.**  **Sign in sheets have been created so that people can put their name down when they arrive so that we know how many are attending on the day in case there are any last-minute cancelations.**  **We have checked the number of people we have attending with the number of courts we have been allocated so we are not overcrowded and have an appropriate number of people for the number of courts we have booked.**  **We will also advise that nobody leaves the premise until after the tournament is complete unless for a complete emergency, so we know the numbers of those attending at all times.** | **1** | **2** | **2** | No external clubs from other universities have been invited, those bringing friends have ensured that they individually sign up on the form, so we know the exact numbers of those attending.  Organisers will keep a close eye on the number of participants to make sure no one goes missing or becomes excluded and what out for signs of distress in the participants where committee members will be on hand to provide support if necessary. |

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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 | Small first aid kit in kit bag available for any injuries due to inappropriate outfits, miss use of equipment, injury due to vehicles or the netball posts and committee members will be reminded to call 999 in an emergency. | Abigail Wright and Ellen Richardson | 28/04/2024 | N/a |  | |
| 2 | Wide Lane posts checked before game play and ensure they are already in the right position so no participants have to move or touch them. | Abigail Wright and Ellen Richardson | 28/04/2024 |  |  | |
| 3 | Coach players in correct game play by doing a warmup and drills to ensure everyone knows the correct rules. | Abigail Wright and Ellen Richardson | 28/04/2024 |  |  | |
| 4 | Encourage participants to use the pedestrian pathways around the car parks at Wide Lane.  Encourage participants to abide by all driving and safety laws. | Abigail Wright and Ellen Richardson | 28/04/2024 |  |  | |
| 5 | Encourage participants to disclose any pre-existing conditions so that accommodations can be made including reducing game time. | Abigail Wright and Ellen Richardson | 28/04/2024 |  |  | |
| 6 | Encourage participants to abide by all driving and safety laws. | Abigail Wright and Ellen Richardson | 28/04/2024 |  |  | |
| 7 | Ensure participants are encouraged to share any allergies with members of committee and that all food provided has the allergens presented, and that medical care can be provided if someone begins to choke. | Abigail Wright and Ellen Richardson | 28/04/2024 |  |  | |
| 8 | Ensure the organisers keep track of the weather and decide about whether to court conditions are appropriate for the tournament on the day of to prevent injury to participants. | Abigail Wright and Ellen Richardson | 28/04/2024 |  |  | |
| 9 | Ensure participants are aware of the alcohol ban and that they will be banned from the tournament if seen with some on the premise. | Abigail Wright and Ellen Richardson | 28/04/2024 |  |  | |
| 10 | Ensure that all participants are made aware that all donations go to the just giving page with the links provided to prevent theft. | Abigail Wright and Ellen Richardson | 28/04/2024 |  |  | |
| 11 | Ensure that all participants sign in upon arriving at the tournament, so we have an accurate number of how many attendees we have. | Abigail Wright and Ellen Richardson | 28/04/2024 |  |  | |
| Responsible manager’s signature: Abigail.C.L.Wright | | | | Responsible manager’s signature: ERichardson | | |
| Print name: Abigail Wright | | | Date: 28/04/2024 | Print name: Ellen Richardson | | Date 28/04/2024 |

**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 |