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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Training Sessions | | **Date** | 11/09/2023 |
| **Unit/Faculty/Directorate** | University of Southampton Empower Society | **Assessor** | Alexandra Dowell – Empower President | |
| **Line Manager/Supervisor** | Alexandra Dowell – Co-President  Sophie Ghods – Co-President | **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** |
| Use of equipment such as barbells/dumbells | Injuries if equipment used incorrectly / accidental injury | User of equipment or members nearby | **2** | **3** | **6** | Personal trainer / committee members are present at all training sessions to demonstrate correct form.  Activities where members are using equipment they haven’t used before will be done in groups and there will always be guided demonstrations beforehand. | **1** | **2** | **3** | First aid is available at the Wide Lane facility.  Any injuries are recorded and exercise/equipment used at time of injury will be appropriately reviewed. |
| Faulty gym equipment | Injury to user, injury to surrounding people, damage to facility | User and participants nearby | **2** | **3** | **6** | Equipment checked by qualified personnel before every session set.  Members are educated on how to spot unsafe equipment when performing an exercise. | **1** | **2** | **3** | First aid available at Wide Lane Facility.  Report faulty equipment to Wide Lane team.  Record any injuries and review related equipment / exercise. |
| Training whilst unfit or with a previous medical condition / injury | Injury (muscle/joint strain), impact injury, bruises, cuts, concussion, etc. | Anyone performing an activity that meets the previous criteria. | **3** | **4** | **12** | Members are educated on the risks of exercising with any pre-existing conditions and encouraged to disclose any injury or pre-existing medical condition to a committee member or the instructor.  All members partake in warm-ups and stretching before and after training. | **2** | **3** | **6** | Further education to members on when to / not to perform certain exercises.  First aid available at Wide Lane Facility. |
| Exhaustion from training | Short-term nausea, tiredness, dehydration, light-headedness | Individual involved | **2** | **3** | **6** | Supervision of session by the instructor and committee members to ensure assistance can be given to those struggling.  Participants required to bring water and refreshments.  Water can be refilled outside facility.  Educating members on the importance of keeping hydrated and a well-balanced diet when exercising. | **1** | **2** | **2** | Call emergency services if exhaustion is severe.  First Aid available at Wide Lane Facility. |
| Overcrowding the training space | Various injuries | Anyone training within the facility | **2** | **3** | **6** | Use a booking system to limit the capacity to follow with guidelines of training space.  For these sessions the capacity is 15 people plus qualified trainer(s).  Educate members on the importance to keeping appropriate distance from other people training, and to remain aware throughout the session. | **1** | **2** | **2** | Provide enough time slots to accommodate the group. |
| Slipping on the training room floor | Sprain or bruise  Broken bone  Fracture  Head injury, etc | Anyone taking part in the activity and the instructor. | **2** | **2** | **2** | Check and remove any hazards from the training room before the session begins.  Ensure participants are made aware of any trip hazards.  Ensure equipment is replaced in the correct area after use.  Ensure all participants are wearing appropriate footwear before session. | **1** | **2** | **2** | Keep any equipment not in use tidied away.  Report any additional hazards to the Wide Lane team. |
| Injury from unsuitable clothing, footwear, and accessories | Bruises, cuts, sprains, broken bones, etc. | Individual performing exercise.  People surrounding the individual. | **2** | **2** | **4** | Ensure participants are:   * Wearing suitable clothing * Remove any jewellery that could lead to injury e.g. earrings * Wearing their hair tied up * Wearing appropriate shoes. | **1** | **2** | **2** | Speak to individuals if their clothing, footwear or accessories are deemed unsuitable. |
| Fire in the training facility / surrounding area | Burns, smoke inhalation, etc. | Everyone partaking in the activity and the instructor(s) | **1** | **3** | **3** | Ensure all participants are aware of fire exit routes.  Keep fire exits clear of equipment or personal belongings etc. | **1** | **11** |  | Keep record of participants present at each session.  Ensure the correct fire safety equipment are present in the facility and in working condition. |

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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** | |
|  | Arrange with qualified personal trainers time slots for our sessions | Presidents | Start of each semester | |  |  | |
|  | Organise a booking session for our sessions to comply with maximum capacity (done on Spond) | Presidents | Start of year | |  |  | |
|  | Arrange for at least one committee member to be present at each session along with the qualified personal trainer to assist with setting up and clearing up. | Presidents | Every week | |  |  | |
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| Responsible manager’s signature: Alexandra Dowell | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | Print name: | | Date |

**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 |