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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Sports Day Social** | **Date** | **14/09/2023** |
| **Club or Society**  | **University of Southampton Empower Society**  | **Assessor** | **Sophie Ghods – Co-President**  |
| **President of Students’ Union staff member**  | ***Alex Dowell - 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** |  |
| WeatherCold / Rainy / Windy Conditions  | * People could be susceptible to colds, and in the worst case scenario pneumonia if severe weather.
* If windy, tree branches could lead to injury if broken
 | All those attending  | **2** | **2** | **4** | * Check the weather forecast continually before the event and only allow it to go ahead if conditions are suitable
* Ensure participants are advised to wear suitable clothing / footwear
* Committee members should be aware of how the weather may impact the activities
 | **1** | **1** | **2** | * Ensure a backup is planned in case of adverse weather or arrange for a new date
 |
| Weather Hot / Humid Conditions | * Sun burn
* Heat stroke
* Dehydration
 | All those attending | **1** | **2** | **2** | * Check the weather forecast continually before the event and only allow it to go ahead if conditions are suitable
* Ensure participants are advised to wear suitable clothing / footwear
* Participants should be advised to use sun cream and wear hats
* Shade should be available near where the activities are taking place
* Committee members should be aware of how the weather may impact the activities
* Plan for the activity to be done outside of
 | **1** | **2** | **2** |  |
| Injuries | * Cuts and bruises
* Sprains and twists of joints
* Trips and slips
* Broken bones
 | All those attending  | **2** | **5** | **10** | * Ensure at least one committee member is supervising each event
* Ensure first aid is on hand
* Suitable clothing and footwear should be advised
* Suitable and safe equipment to be used
* Ensure committee members have access to a phone with emergency contact numbers
 | **1** | **5** | **5** | * Ensure those attending have provided their contact details to ensure safety
 |
| Flying objects e.g. wellies from welly throwing  | * Potential bumps
 | All those involved | **2** | **3** | **6** | * Ensure welly throwing is contained to its designated area
* Ensure participants are aware of the risk and activity going ahead
 | **1** | **3** | **3** | * Ensure committee members are supervising the activity
 |
| Contact with foreign objects / surfaces in area | * Cuts
* Trips
* Sprains
* Infection
 | All those attending  | **2** | **4** | **8** | * Ensure the area is inspected beforehand by at least 2 committee members to ensure any hazards are identified and a suitable place is chosen
* Ensure participants are aware of any identified hazards
* Effort to avoid hazards should be in place
 | **1** | **4** | **4** | * Ensure emergency contact details are to hand
* Ensure first aid is available
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| Collision between participants and non-participants | * Cuts
* Bruises
* Bumps
 | All those attending and members of the public  | **2** | **3** | **6** | * Ensure the number of people in participation of activities at any one time is controlled dependant upon area size and activity taking place
* Ensure area is free from other users and a safe distance is kept
* Committee members must remain vigilant to their surroundings and implement necessary actions such as pauses
 | **1** | **3** | **3** | * Use markers to show designated area
 |
| Equipment  | * Injuries such as cuts, sprains, twists
 | All those in participation | **2** | **3** | **6** | * Ensure suitable equipment is used and checked for its safety beforehand
* Advise participants on how to use equipment safely
* Ensure committee members are trained in how to use equipment safely
* Ensure equipment is free from obstruction
 | **1** | **3** | **3** | * Ensure emergency contact details are to hand
* Keep the area clear
 |
| Jewellery | * Entangled within equipment, hair, clothing, other participants
 | All those in participation  | **2** | **3** | **6** | * Participants should be advised to remove unsuitable jewellery, such as large hoops or dangling jewellery, to keep risk to a minimum
* Hair should be tied back when necessary
 | **1** | **3** | **3** | * Spare hair ties could be provided
 |
| Alcohol | * Injuries including slips, twists, sprains
 | All those in participation  | **2** | **4** | **8** | * Ensure drinking is kept controllable and not excessive during participation in activities to mitigate the risk of injury
* Committee members to supervise when necessary
 | **1** | **4** | **4** | * Water should be recommended to be brought for hydration
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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 for a committee member to be present to ensure safety of participants  | Presidents  | TBC |  |  |
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| Responsible committee member signature: Sophie Ghods | Responsible committee member signature: Megan Owens |
| Print name: SOPHIE GHODS | Date: 14/09/2023 | Print name: MEGAN OWENS | Date:25/09/2023 |

**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 |