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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | *Southampton University Basketball Club* ALL-STAR RISK ASSESSMENT | | **Date** | *18/12/23* |
| **Unit/Faculty/Directorate** | SUSU *(AU and IM)* | **Assessor** | *Matthew Calhoum* | |
| **President/Captain Name/2nd Committee Member** | *Hanna Susic* | **Signed off (SUSU Staff)** |  | |
| **Club or Team Information** | Each season, The Basketball Club has its flagship event of the year – All-Star Saturday. A day filled with games and competitions where we put an emphasis on atmosphere with commentary, photography and cheerleaders. On top of regular basketball activities, a risk assessment is needed for additional use of certain equipment we would not usually require, and uncommon practices that might not be covered by the generic risk assessment template. | | | |

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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** | | | | | | | | | | | | | |
| Being hit by a basketball | Concussion if hit on the head. Otherwise, potential bruising. | All participants and organisers/staff and spectators as well as members of the public who may be walking past | 2 | 4 | 8 | Players and spectators instructed to keep awareness levels high – Coaches and Leadership to enforce this | 1 | | 4 | 4 | If the person who has been hit by the Basketball is showing signs of concussion or is confused, seek medical attention immediately.  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. | |
| Spectators – accidentally wandering onto court or getting hit by a ball/player during competitions and games | Concussion if hit on the head. Otherwise, potential bruising. | Spectators (as there will be more than a standard BUCS game) | 3 | 4 | 12 | Carpet walkways around seating area will be the closest spectators can come during games. Seating area set up at sensible distance from court to provide enough reaction time for the crowd and players alike.  Crowd allowed closer for competitions (3pt contest and Dunk contest) where all eyes will be on one player, hence less inherent risk as spectators only need to keep their eyes on one player’s actions. | 1 | | 4 | 4 | If the person who has been hit by the Basketball is showing signs of concussion or is confused, seek medical attention immediately.  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. | |
| Setting up the equipment – Basketball Hoops | Various forms of minor injuries up to and including possible sprains and bruises | All participants and organisers/staff. | 2 | 3 | 6 | Jubilee = Automatic Hoops set up by Staff  TSH = Need a pole to swing the hoops out into position – carried out by staff so minimal usage from our players. If needed however, everyone will be instructed to be sensible with the pole, resulting in a very low risk if the people involved are mature and sensible. | 1 | | 2 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  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. | |
| Setting up/Putting away the equipment – Chairs and mats | Stacked objects falling and causing damage to the court and/or people setting them up. Would cause bruises or sprains from trapped limbs. | Committee and anyone helping with set up | 2 | 3 | 6 | At All-Star, a sizeable amount of chairs will be set up on the side-line near the entrance to the sports hall. Carpet mats need to be used under the chairs as well.  Piles of the heavy carpet mats or chairs could fall and cause damage to the court or people.  Any set-up involving stacked chairs and mats will be done in pairs/groups to ensure everyone remains aware of stacked objects | 1 | | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  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. | |
| Participants running into chairs/other equipment | Some competitions will have chairs on the court as markers. Running into them could cause trips, falls and consequently bruises. | Competition participants | 1 | 3 | 3 | Full demonstration given of competition and rules disclosed to participants ahead of time. Location of obstacles made clear to participants before attempt. | 1 | | 2 | 2 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  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. | |
| Overcrowding | If overcrowded, emergency evacuation could be compromised. Severe injury could occur if evacuations are harmed in any way | Everyone attending event | 2 | 5 | 10 | Ticketed event through susu box office. Max ticket number purchase = Jubilee max capacity. Nobody allowed in without a ticket (including players), checked at door and anyone entering the venue is funnelled towards the ticket desk for a check. | 1 | | 3 | 3 | If overcrowding somehow occurs, proceedings will be stopped and Committee will check tickets individually, asking those that don’t have one to leave. | |
| Fire door out of use | If emergency evacuation is required, lack of one fire door could cause confusion and increase severity risk. | Everyone attending event | 2 | 5 | 10 | Fire door clearly signposted as out of action – reducing sports hall capacity (see max ticket number purchase above) | 1 | | 3 | 3 | If overcrowding somehow occurs, proceedings will be stopped and Committee will check tickets individually, asking those that don’t have one to leave. | |
| Alcohol and intoxicated spectators | Intoxicated crowd members could cause disruption to the event and damage to facilities. As well as increase risk to themselves. | Individual members of the crowd | 3 | 2 | 6 | Strict no alcohol policy – clearly signposted at entrance. Committee to look out for any cans/bottles and anyone that seems intoxicated. Anyone caught with possession of alcohol or clearly intoxicated will be asked to leave. | 1 | | 2 | 2 | In the event that there is fightback on being asked to leave, staff will be notified and proceedings stopped until the spectator(s) have been removed.  Call 999 in an emergency. | |
| Lack of warmups for Dunk Contest | Explosiveness of dunking with lack of warmup could lead to strains and tears | Participants | 2 | 3 | 6 | Participants will be made to warmup during the previous event for at least 20 minutes and there will be no delay between warmup and competition | 1 | | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  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. | |
| 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.  Those leading the session must ensure this has been done. | 1 | | 2 | 2 | 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 | 3 | 3 | 9 | 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. whole body | 2 | | 3 | 6 | If any injury occurs, seek medical attention.  If severe, call 999 in an emergency (although unlikely for muscular)  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. | |
| Fire | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators | 1 | 5 | 5 | Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.  Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.  Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency. | 1 | | 4 | 4 | In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.  Once in a safe position to do so, call the emergency services on 999.  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. | |
| 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. For example, in Jubilee, sometimes the Volleyball post holes have not been covered correctly and are part of our playing area. | 1 | | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  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 Attire | Injury can occur if people are not wearing attire appropriate to the sport or activity. | All participants and organisers/staff and spectators | 2 | 3 | 6 | Ensure all participants are wearing suitable clothing (nothing in pockets) and appropriate footwear. Basketball Shoes must be worn, this is a non-negotiable as they provide special support to the ankle area which is under a lot of exertion during practice/play. Leadership and Coaches to enforce. | 1 | | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  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. | |
| 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 | Ensure regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle.  Full warmup and slow build up to game speed activities to be carried out, especially in cold weather. | 1 | | 3 | 3 | If anyone is affected by the heat or cold, seek immediate 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. | |
| Ground surfaces | 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. Be aware of the space by the fire door in TSH, as it is often left open, and some moisture can make that area slippery. This area is not on the playing area, but players may stray from the court if attempting to save a ball from going out of bounds. If practice, Leadership and Coaches to enforce nobody does this. If a game, Staff will be requested to mop up any moisture before starting.  Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear. | 1 | | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  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. | |
| COVID Guidelines | All those in attendance must adhere to the latest COVID guidelines as set out by the UK Government as well as the University. | All participants and organisers/staff and spectators | 3 | 2 | 6 | Always adhere to the latest COVID guidance.  Where applicable, ensure areas where people meet is well ventilated i.e. opening windows.  Encourage those with symptoms to test and avoid sessions if positive. If showing symptoms, players reminded to test regularly and not come to practice/games/events if positive or in doubt. | 2 | | 2 | 4 | Encourage participants or staff who test positive to inform group leaders so they can pass this information on if applicable. | |
| **Southampton Sport Facilities** | | | | | | | | | | | | | |
| Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked  Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked | 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.  *Excessive Heat*  Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff.  *Fire exit blocked*  Everyone to ensure they do not put anything in front of fire exits.  Everyone to ensure they remove anything put in front of fire exits.  Clear walkways are maintained in all areas accessing the fire exits. | **2** | | **2** | **4** | 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. | |
| Equipment provided by Southampton Sport failure | Minor bruising, sprain, fracture, dislocation, concussion, | Participants in the activity, referees, spectators | **2** | **3** | **6** | Everyone to report equipment failure to the Southampton Sport Staff.  If equipment is unsafe, take it out of action. | **2** | | **2** | **4** | 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 | **3** | **3** | **9** | Abiding by facility rules, everyone should treat people with respect.  In serious circumstances seek assistance. | **2** | | **2** | **4** | 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](https://reportandsupport.southampton.ac.uk/) | |
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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. This includes:   * Trips and Tours * Fundraising events e.g. Bake Sales * External Speaker Events | President/Vice President | December 2023 | | December 2023 | All-star Risk Assessment Complete Above | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Matthew Calhoum 18/12/2023 | | | | Date: | Print name: *Hanna Susic 18/12/23* | | 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 |