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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **BUCS Tournament 2024 – Nottingham**  | **Date** | **19/04/2024 – 21/04/2024**  |
| **Unit/Faculty/Directorate** | **Harry Joyce – Secretary** | **Assessor** |  |
| **Individual/Coach** | **Kate Pearse – President**  | **Signed off** |  |
| **Line Manager/Supervisor** |  | **Signed off** |  |

**Pitches:**

British Canoeing Pitches

National water sports centre

Holme Pierrepont, Nottingham

NG12 2LD

**Nearby A & E:**

Derby Road, Nottingham, Nottinghamshire,

NG7 2UH

0115 924 9924

**Accommodation:**

9 Main St, East Bridgford, Nottingham,

NG13 8PA

**Note** We will not be cooking, so there is virtually no risk of fire (and it is therefore not included in this assessment past this point).

Vehicles are also restricted in volume and parking it kept away from ‘gathering points’ at the pitches and parking areas at the accommodation are clearly separate to the scout hut entrance and walkways (reducing the number of vehicles and risks associated at both locations).

This Risk Assessment is acting as a ‘tournament specific’ supplementary RA to the most recently uploaded General RA on SUSU at the time. The tournament is played on outdoor pitches, as with river sessions.

All club members will be instructed to read this Risk assessment before the tournament.

| ***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** |
| **Travel**  |  |  |  |  |  |  |  |  |  |  |
| Travel to the tournament | Road accidents  | - Members of the public. - People in the car | **1** | **5** | **5** | - Always follow the highway code.- Do not drive having consumed alcohol.- Ensure regular breaks to avoid tiredness, these are also to be encouraged by persons in the vehicle and the committee.- Where possible, have multiple drivers per vehicle.- Leave enough time for the journey and plan the route beforehand to avoid rushing. | **1** | **5** | **5** | - Call emergency services as required 111/999 |
| Boats falling off transport | Damage to vehicle and other vehicles.Road accidents.Damage to equipment. | Members of the public.People in the car.  | **2** | **3** | **6** | - Ensure thorough strapping of boats and train members to do this safely.- A second person (usually the driver) is then responsible for checking this before departing.- Front seat passenger then checks to ensure fastenings remain secure throughout the journey.- The driver to stop as soon as the fastenings loosen and it is safe to do so, to tighten them. | **1** | **3** | **3** | - Call emergency services as required 111/999 |
| Accident involving car and Public/attendee/official when parking or at accommodation/venue. | Damage to vehicle.Injury | AttendeesOfficialsPublic | **2** | **4** | **8** | - The pitches and accommodation are separated from the car park and the number of vehicles at both premises is limited. - General awareness of drivers, passengers and pedestrians is required.- Speed of car to be lowered considerably in such areas. | **1** | **4** | **4** | * Call emergency services as required 111/999
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| **Tournament**  |  |  |  |  |  |  |  |  |  |  |
| - Injury due to gameplay | Severe injury | Players | **4** | **5** | **20** | - All players to be aware of the rules and their necessity in reducing the risk of injury during game play.- All players to abide by the rules and be supervised by the referees during gameplay to ensure the rules are followed.- Removal from the tournament of players who fail to do this to a punishable (deliberate, dangerous, repeated) extent.- Correct kit to be worn at all times during gameplay and on the water. | **2** | **4** | **8** | * First aid kits to be available pitch side.
* Staff trained in first aid available at the event.
* Call emergency services as required 111/999.
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident).
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| Long standing injury or minor severe injuries with no open wounds. | Repetitive strain Aggravation of prior injuries.Sprains/strains or similar minor injuries. | Players | **4** | **3** | **12** | - Awareness of relevant prior injuries on entrance to club, and continuing injuries through the course of membership and training.- Potential removal from gameplay for the remainder of the tournament, on medical suggestion or in regards to player’s wellbeing. | **2** | **3** | **6** | Transport to close minor injuries as needed to be arranged by committee. Address: Derby Road, Nottingham, Nottinghamshire,NG7 2UH* First aid kits to be available pitch side.
* Staff trained in first aid available at the event.
* Call emergency services as required 111/999
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Open wounds | Diseases and infections | players | **3** | **4** | **12** | - Affected player to ensure the dressing and disinfecting of open wounds prior to gameplay and when appropriate. - Suggesting no/limited gameplay to those with larger open wounds.- Water bacteria monitored at these pitches, and attendees advised prior to the trip of the possibility of illness and infection. | **1** | **3** | **3** | * First aid kits to be available pitch side
* Transport to close minor injuries as needed to be arranged by committee. Address: Derby Road, Nottingham, Nottinghamshire,

NG7 2UH |
| Water | Drowning, due to possible head injury of inability to swim sufficiently or being trapped or pinned. Similar injury/hazardous condition due to inhalation of water or lack of oxygen. | PlayersReferees Attendees | **3** | **5** | **15** | - All players to be aware of the rules and their necessity in reducing the risk of water-based injury during game play, and to abide by them in order to prevent disabling injuries.- Referees to mind their own safety pitch side foremost, and control gameplay to ensure safety of player and themselves.- Attendees (non-players) to keep clear of gameplay and referees in accordance with the rules of gameplay.- Approved buoyancy aids and kit to be worn on the water and pitch side.- Players ensured capable of swimming normally due to swim and safe capsize test on entry to the club.- Players to be capable of both signalling for a ‘T-rescue’ and both giving one and receiving one as per training through the club.- Players to be aware or signal if teammate or competitor is in distress.- Attendees who are unable to T rescue to be identified and team members to be ready to help them to empty and get back in their boat.- All members to have done a deck test and be able to leave their boat safely. | **1** | **5** | **10** | * Kit must pass scrutineer in order to adhere to regulations set by the BCU before gameplay with said kit is allowed.
* Staff trained in first aid available at the event.
* Call emergency services as required 111/999
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Transport to close minor injuries as needed to be arranged by committee. Address: Derby Road, Nottingham, Nottinghamshire,

NG7 2UH |
| Dehydration/Lack of sufficient food. | Fainting, DizzinessHeadachesMore serious conditions | Attendees | **2** | **3** | **6** | Attendees to be informed of potential sources of food and water pitch side and prior to/on travel to the tournament. Attendees to be advised prior to the tournament what meals will be provided and what will not, and be encouraged to bring (more than) sufficient snacks and drinks. | **1** | **3** | **3** | * No water tap at pitches so multiple water bottles must be filled prior to travel to the pitches. Committee to bring spare water.
* NOTE: Cooking equipment, gas bottles etc on the pitch-side is strictly forbidden
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| Floating walkways | Injury due to tripping, slipping and collisions with other attendees.Further danger of drowning or water inhalation due to the floating nature of the walkways. | AttendeesRefereesCoachesOfficialsMarshals | **2** | **4** | **8** | - Attendees to keep the walkways clear as much as possible and obey marshal/official’s instructions to vacate them.- Only referees, coaches and table to use the walkways for prolonged periods of time.- Buoyancy aids to be worn on the walkways at all times. | **1** | **3** | **3** |  |
| **Accommodation** |  |  |  |  |  |  |  |  |  |  |
| Security of scout hut | Theft of personal or club belongings (i.e. kit). Risk of violence. | Attendees of the tournament. | **2** | **4** | **8** | - Ensure valuable belongings are kept in a locked car or left at the scout hut.- Overnight store boats and kit in safe place i.e locked up on premises.- During the day attendees encouraged to leave any excess kit at the scout hut and/or bring valuable belongings with them to the pitches.  | **1** | **4** | **4** | * Call emergency services as required 111/999
* The scout hut used exclusively by members of the club.
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| Issues to attendees’ welfare in the hut. | People could get aggravated at each other due to small sleeping space and potential lack of significant personal space etc.  | Attendees of the tournament. | **2** | **4** | **8** | - Adopt a certain fluidity as to sleeping allocations. - Additional sleeping arrangements to be possible (in spare tent, car or spare room).- Ensure the attendees know who they can talk to if an issue arises in order to deal with it quickly.- Welfare (or other committee) to ensure everyone is comfortable with their space and be available for issues as they arise.- Attendees to be able to register complaints/issues as to the arrangement assignment prior to the tournament. | **1** | **4** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committee training.
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| Alcohol consumption  | Participants may become at risk as a result of alcohol consumption. Poor decision making. Lack of coordination, leading to increase injury risk.  | Tournament attendees Members of the public/University of Nottingham | **3** | **5** | **15** | - Members are responsible for their individual safety and are expected to act sensibly when consuming alcohol. - Initiation behaviour not to be tolerated and drinking games to be discouraged. - As per the code of conduct all members of the club not to be coerced or pressured.- Committee to identify individuals who appear to have drunk too much and suggest they stop drinking, as well as offering them water etc. - No alcohol to be consumed at the pitches or in relation to gameplay. | **2** | **4** | **8** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committee training
 |
| Drug (non-medicinal) consumption | Poor decision making. Lack of coordination, leading to increase injury risk to the consuming participant and others. | Tournament attendees Members of the public | **2** | **5** | **10** | - Members are responsible for their individual safety and are expected to act sensibly.- No drugs permitted to be taken in relation to gameplay in accordance to BCU rules. Any competitor may be checked, at any level of competition. - Initiation behaviour not to be tolerated.- As per the code of conduct all members of the club not to be coerced or pressured. | **1** | **5** | **5** | * Call emergency services as required 111/999
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| Weather | Hypothermia or overheating.  | Attendees | **2** | **4** | **8** | - Wind: additional club cags to be brought with. - Temperature: attendees advised to bring sufficient additional clothing and camping kit (appropriate sleeping bag and roll mat).- Foil blanket and spare kit to be taken by committee members. | **1** | **3** | **3** | - Call emergency services as required 111/999- Forewarning shall be given on the forecast closer to the date. |
| Food | Food poisoning IllnessAllergic reaction and associated consequences. | The consumer | **3** | **2** | **6** | - Where possible, food to be prepared by a professional provider (i.e. a takeaway or restaurant). - Trusted/relevant committee members to be notified of any allergies that attendees may have, and attendees advised to not bring pertinent foodstuff where relevant. - Affected attendee to make sure they do not consume relevant foodstuff. | **1** | **3** | **3** | * Call emergency services as required 111/999
* There are a range of takeaways, shops, restaurants and pubs near to the scout hut. These have been used before and are well known to the majority of attendees.
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| Sharp objects | Cuts/injury | AttendeesOfficialsPublic | **2** | **5** | **10** | Attendees advised not to bring sharp objects unless necessary and if brought not to carry around.Sharp objects not allowed on the pitch or pitch-side.  | **1** | **4** | **8** | * Call emergency services as required 111/999
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| Lack of sufficient nutrition/hydration | FaintingDizzinessHeadachesMore serious conditions | Attendees | **2** | **3** | **6** | - Attendees to be informed of potential sources of food and water prior to/on travel to the tournament and be encouraged to bring (more than) sufficient snacks and drinks.- Attendees to be advised prior to the tournament what meals will be provided and what will not. | **1** | **3** | **3** | * Call emergency services as required 111/999
* Water tap in scout hut.
* There are a range of takeaways, shops, restaurants and pubs within driving if not walking distance known to many members of the committee and club.
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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** |
| 01 | Submission of RA from organisers TBC | Harry | ASAP | 12/04/2024 |  |
| 02 | Weather check and report | Harry | 12/04/2024 | 17/04/2024 |  |
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| Responsible manager’s signature:  | Responsible manager’s signature: |
| Print name: **Harry Joyce**  | Date:31/03/2024 | Print name: **Kate Pearse** | Date:03/04/2024 |

**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 |