|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | *Southampton University Canoe Polo* Generic Risk Assessment  | **Date** | **27/10/2024** |
| **Are you a sports club or society?** | Sports club | **Assessor** | *Harry Joyce - secretary* |
| **President/Captain Name/2nd Committee Member** | Kate Pearse – president  | **Signed off** | ***SUSU USE ONLY*** |
| **Risk Assessment Information**(What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information) | This Risk Assessment (RA) outlines the potential risks associated with the operations of the Southampton University Canoe Polo Club (SUCP). It specifically addresses the general running of the club, water-based training sessions at the Jubilee Pool and the Water Sports Centre, social events, and general travel. Canoe polo is an engaging water sport that involves participants in canoe polo boats making contact with one another and throwing a polo ball into a goal net. This RA will also be used in conjunction with event specific RA. When SUCP are hosting an event we will assign a welfare lead and designated first aider, as well as making the RA available to all attendees. |

| ***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** |
| **General Considerations (including group meetings)** |
| **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. | All participants and organisers/staff and spectators  | 2 | 3 | 6 | Check ground conditions for holes, lumps, and other obstacles.  | 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. |
| **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. Consider accessibility requirements  | 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. |
| **Setting up/moving or chairs/tables/other objects in the area**. | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | Make stall operators aware of the potential risks, follow manual handling guidelines.Ensure that at least 2 people carry tables.Setting up tables will be done by organisers.Work in teams when handling other large and bulky items.Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skatesMake sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable. | 1 | 3 | 3 | Seek assistance if in need of extra help from facilities staff/venue staff if needed.Seek medical attention from SUSU Reception if in need.Contact emergency services if needed. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 3 | 3 | Do not push/shove.If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.Book during quieter times when less activities taking place on Redbrick/book all available space Inform other bookings on the Redbrick/in the area of the event.Committee check on room pre-booking, checks on space, lighting, access, tech available.Ensure space meets needs of members e.g. considering location & accessibility of space | 1 | 3 | 3 | Seek medical attention if problem arisesWith support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the daySecurity team may inform police of the event if required (e.g. marches) |
| **Electronics** | Risk of eye strain, injury, electric shock | Committee and attendees | 2 | 4 | 8 | Ensure regular breaks (ideally every 20mins) when using screens Ensure screen is set up to avoid glare, is at eye height where possibleEnsure no liquids are placed near electrical equipmentEnsure all leads are secured with cable ties/mats etc | 1 | 4 | 4 | Request support and advice from SUSU IT/Tech teams e.g. via activities teamFor external venues pre-check equipment and last PAT testing dates Seek medical attention as required |
| **Accessibility**:Entrances and Exits to the chosen area.  | Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.  | Participants, committee | 1 | 5 | 5 | All areas chosen for activity will have their suitability checked. If a closed activity for members, members will be consulted to ensure there are no accessibility requirements. If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.  | 1 | 5 | 5 | In case of an emergency, call the emergency services on 999. If those with accessibility problems have not been able to exit, make the building manager and emergency services aware. 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. |
| Events involving Food | * Allergies
* Food poisoning

Choking | All | **3** | **5** | **15** | * Individual event risk assessment to be carried out for events involving members making/serving food.
* Allergens and medical responses (e.g., epi-pen) of attendees should be known in advance.
* Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training. Proof of certification required.
* Only order/buy food at establishments with appropriate food hygiene rating.
* Food to only be provided/eaten when other activities are stopped.
* Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products. Observe use by dates and EHO regulations when storing food.
 | **1** | **5** | **5** | Call for first aid/emergency services a required.Report incidents via SUSU incident report procedure  |
| Falling Objects  | * Injury (e.g., bruising)
* Bruising
* Damage to equipment
 | Members, visitors  | **2** | **3** | **6** | * Tables to be safely secured by staff where possible – ask for support from facilities team.
* Ensure banner is secured and on a flat surface.
* Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders
 | **1** | **2** | **2** | * Seek medical attention if problem arises.

Seek support from facilities staff  |
| Safeguarding issues | * Inappropriate behaviour around minors
 | Minors | **1** | **4** | **4** | All members in the club are at least 18 years old. Under 18s aren’t allowed to be part of the club. * As part of the Southampton University Code of Conduct, all members are to act appropriately when in public, and consider those around them.
 |  |  |  |  |
| **Reputational Risk:** For the club or society, as well as to SUSU and the University | Incidents during SUCP activity could pose a reputational risk to the club, Southampton University Students’ Union or Southampton University itself. This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the SUCP, SUSU or the University’s name into disrepute.  | The club, SUSU or the University’s reputation | 2 | 1 | 2 | Ensuring all parts of this risk assessment are adhered to. Ensuring that any incidents involving public, or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.  | 1 | 1 | 1 |  |
| **Financial Risk:**For SUCP, or potentially even SUSU if the club/soc finds itself in difficulty.  | SUCP activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties. | SUCPMembers subject to lawsuitsSUSU if required to assist. | 1 | 1 | 1 | Treasurer required to complete financial forecasting and budget for the year. SUCP to review membership fees yearly to ensure they are able to comfortably cover costs. SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.  | 1 | 1 | 1 |  |
| **Legal Compliance:**SUCP activity going against set law. This includes breaches of the freedom of speech act | Fines imposed upon SUCP and its members as well as SUSU. Jail sentences. Reputational risk to the student group, SUSU and the wider University  | SUCP members, SUSU or the Wider University.  | 1 | 1 | 1 | SUCP should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place. All who wish to bring in an external speaker must follow due process, [available here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Inviting-External-Speakers.aspx)This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.  | 1 | 1 | 1 |  |
| **Medical Issues:** Pre-existing and process for any that appear during club or society activity  | Illness, death  | Members, committee  | 3 | 5 | 9 | SUCP should have a process for if a medical issue occurs. All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly. If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 593311Advise participants; to bring their personal medication.Members/Committee to carry out first aid if necessary and only if qualified and confident to do so. | 1 | 1 | 1 | In an emergency, contact 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. |
| **Activity Considerations** |
| **Equipment:**any equipment the sport requires/uses needs to be risk assessed. | Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used? | All participants and bystanders. | 2 | 2 | 4 | Check all equipment prior to use for sharp edges and that it suitable for duration of session.Kit secretary frequently makes repairs and session lead is responsible for removing faulty equipment from play and making a note of the fault so that it can be repaired or replacedCheck any stands – are they safe? Are they likely to fall? Are they damaged or do they have any sharp edges? Do those leading the session have the appropriate training to demonstrate and use the equipment correctly? Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated.Additionally, newcomers to the club are instructed on how to correctly wear and tighten equipment so that it provides the correct protection and is comfortable to wear/use.   | 1 | 1 | 2 | Seek medical attention if problem arises.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.  |
| **Moving/setting up equipment:**Goals, hoops, nets, carrying anything else. | Various forms of injuries up to and including possible sprains and breakages  | All participants and organisers/staff.  | 2 | 3 | 6 | Large or heavy equipment to be carried by 2 people.Request tools to aid with the moving of heavy objects – SUSU facilities/venue e.g., hand truck, dolly, skates etc.Any equipment not in use that is not fixed should be removed from the activity area.  | 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. |
| **Being hit by an object (ball, paddles, boat etc.)**  | Concussion if hit on the head. Otherwise, potential bruising and breakages. | All participants and organisers/staff and spectators as well as members of the public who may be walking past | 2 | 4 | 8 | Rules on contact during the sport must be obeyed. Boats must be properly padded and adjusted before use. Buoyancy aids and helmets must be worn during contact activities.Those watching poolside must keep away from the water but be aware of potential for missed passes to send balls their way. | 1 | 4 | 4 | If the person who has been hit by the Frisbee 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. |
| **Removal of Jewellery, plus any other objects in pockets etc**  | 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. |
| **Over-exertion or exhaustion. Strenuous exercise and the effect on the body** | 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., arms.  | 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. |
| **Participant Attire:** Is the clothing they are wearing, including shoes, relevant to the sport or activity | 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. Ensure all participants have shoulders covered by rash vest or shirt. | 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. |
| **Extreme 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. If it is hot or sunny, ensure participants have taken steps to reduce their chance of harm – i.e., use of sun cream, hats and having available shaded area. If it is cold, ensure participants have suitable attire to enable them to keep warm.  | 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** | Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips trips and falls (see section 1).  | All participants and organisers/staff and spectators  | 2 | 3 | 6 | Check areas for hazards prior to session 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. |
| **Boat contact** | Players can get injured from dangerous boat contact – worst case broken legs or other limbs | Players/Participants | 2 | 4 | 8 | Ensure players are wearing relevant safety equipment i.e. Buoyancy aids and helmets.Rules on contact during the sport must be obeyed. Boats must be properly padded and adjusted before use. Buoyancy aids and helmets must be worn during contact activities.Limit to 10 people “competing” in a game at one time in the pool. | 1 | 4 | 4 | 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. |
| **Injury from insufficient warmups**  | Pulled or strained muscles | Players/Participants | 3 | 3 | 9 | Players/participants told the benefits of an effective warm up and encouraged to complete. Warmups led by an appropriately qualified or experienced individual. Appropriate recovery methods also discussed to ensure muscles are more pliable to warm up.  | 1 | 3 | 9 | 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. |
| **Qualification of coaches/instructors** | Participants could be hurt or hurt each other if the coach does not possess relevant qualifications to be able to deliver the sport or activity safely. | Players/Participants | 3 | 3 | 9 | SUCP, specifically training secretaries, will source coaches/instructors that have the relevant qualifications to deliver their sport to that target audience. Committee are to research this and liaise with the students union.  | 1 | 3 | 3 |  |
| **Travel:**Wide Lane, Highfield, Watersports or to away games | Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.  | Members, those driving, members of the public | 4 | 5 | 20 | Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test. Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.  | 2 | 2 | 4 | Contact emergency services as required 111/999Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Lighting**  | Players/Participants unable to see each other, the equipment or obstacles clearly, resulting in a higher risk of injury.  | Players/Participants, Coaches/Instructors | 5 | 4 | 20 | Training and matches will only take place where there is sufficient light. Coaches and committee are deemed to be responsible for determining what is a safe light level.If lights are not working, this will be reported to Southampton Sport and the session stopped. SUSU Sports Coordinators will not schedule training or games in unlit areas past the predicted sunset.  | 1 | 4 | 4 | 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. |
| **Ability of players**  | Players could be placed at the wrong level or in the wrong teams, resulting in potential risk of injury to themselves or others. | Players/Participants, Coaches/Instructors | 3 | 5 | 15 | Training secretaries will run sessions and trials, where necessary, to ensure players are located in the right teams with others at a similar levelCoaches to decide whether it is safe for a player/participant to be part of that team or training. Coaches and committee to ensure that their team is playing against other teams of a similar level, training and in a safe environment.  | 1 | 5 | 5 | 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. |
| Water | Drowning | Club members | **1** | **5** | **5** | * Ensure that members are competent swimmers and can complete a capsize drill of disembarking from a capsized canoe.
* Training Secretary is to ensure that all Session Leaders are capable of performing a Hand-of-God rescue.
* Have a lifeguard on duty at all pool sessions.

Be aware of other members. | **1** | **5** | **5** | Have a lifeguard present at pool training sessions. Although the impact is severe, by taking general care and looking out for fellow members, the likelihood is incredibly unlikely due to constant supervision.  |
| Head injury in water. | A paddler becomes unconscious in the water. | The players. | **1** | **5** | **5** | * Helmets, buoyancy aids and rules of the game obeyed to avoid this eventuality.
* Members always watching players, any dangerous play results in immediate expulsion from the session.
* Life-Guards present. Experienced members of club trained to upturn capsized kayaks.
 | **1** | **3** | **3** | Have a lifeguard present at pool training sessions. Although the impact is severe, by taking general care and looking out for fellow members, the likelihood is minimal due to constant supervision. |
| Capsizing  | Capsize onto boats or pool walls. | The player, other people playing who are pushed | **3** | **2** | **6** | * This is against the rules and serious sanctions in place to penalise any players who push someone onto poolside walls or other boats.
 | **2** | **2** | **4** | Unlikely event and in the case that it does occur protective gear including protective helmets with faceguards and padded buoyancy aids will protect player from harm |
| Coaching | Being hit by boat or paddle while coaching (e.g. helping people roll or capsize)  | Session leaders. | **3** | **2** | **6** | * Experienced members are trained to coach whilst keeping themselves safe by being aware of surroundings and by ensuring that they do not stand in the path of the student’s paddle.
* In addition to this a coaching carried out in a “coaching only” area of the pool, allowing experienced members to safely be in the pool alongside those in boats who are being trained.
* Only boats moving at a slow speed are allowed in this zone.
 | **2** | **2** | **4** | Coaching demonstrations by qualified and/or experienced members both on the water and on the bank are a useful aid and are usually very brief. They occur when there are no contact activities and teaching going on, so they do not need to wear full equipment as this time demonstrating is so brief and so low risk. |
| Goal keeping from the side. | If legs are in the pool being hit by boat or paddles. | The member goal keeping. | **1** | **2** | **2** | * Where possible this person will keep their legs out of the water and players will be made aware of the situation and told to avoid the area.
* The referee will be particularly strict on calling fouls and stopping play if a player becomes too close the goalkeeper’s legs.
* Additionally, the goalkeeper will be required to wear a helmet to protect them from harm.
 | **1** | **1** | **1** |  |
| **Jubilee Pool Considerations** |
| **Pool Design:** -Adequate Lighting-Reducing background noise-Length of Pool | Participants unable to see each other and collide. Lifeguards unable to clearly see all particpants in the pool. Background noise could prevent participants from hearing instructions | Participants, members of the public Lifeguards – if required to assist participant | 3 | 3 | 9 | Make sure all lights are on so pool area is well lit. Report any lightening concerns to Southampton Sport staff. Ensure any background noise such as radios are turned off or down so that particpants can hear instructions  | 1 | 3 | 3 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.   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, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-%28incidents-and-concerns%29.aspx) |
| **Water Quality:** -Extreme water temperature causing overheating or hypothermia. -Extreme air temperature causing overheating or hypothermia. -Low water quality -Low water quality affecting visibility.  | participants can overheat if pool or air temperature too warm, or suffer from hypothermia if too cold. Sickness resulting from poor water qualityInjuries from participants colliding with each other or pool side if water visibility is poor.  | ParticipantsMembers of the public Lifeguards if required to go in pool for injuries.  | 3 | 3 | 9 | Make sure water temperature is within acceptable range between 27- 32. The more intense the set the cooler the pool should ideally be. Pool temp over 30c will mean reducing intensity is appropriate. Make sure air temp is between 20- 35 degrees CelsiusMake sure centre staff has tested water quality Make sure water quality allows visibility of the pool bottom at all timesReport any concerns to Southampton Sport staff | 1 | 3 | 3 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.   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, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-%28incidents-and-concerns%29.aspx) |
| **Human Resources**-Lifeguard cover not in place. -Lifeguard cover not within acceptable ratio of 1 : 25 | Drowning, even death to swimmers who get into trouble. Multiple incidents happening simultaneously, inadequate lifeguard cover meaning not all can be helped, causing risk of further harm.  | ParticipantsUntrained club members who try to help those in difficulty. | 3 | 5 | 15 | Lifeguard in place before participants enter the water.1 Lifeguard required for every 25 participants.Raise any number concerns with Southampton SportStagger participants entering the water so that ratios are never exceeded.  | 1 | 5 | 5 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.   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, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-%28incidents-and-concerns%29.aspx) |
| **Participants and Ability:** -Participants unable to swim 200m unassisted-Participants unable to comprehend instructions (including language)-Any physical disabilities or learning disabilities -Illness, underlying medical conditions or injury to swimmers.  | Drowning, injury to participant, injury to others if not able to follow correct instructions | All participantsLifeguards – if required to assist participant | 3 | 5 | 15 | Lifeguards will be on poolside at all times – arranged with Southampton Sport. Check level of competence of new swimmers – should be able to complete 200m unassisted front crawl.Appropriate questions will be asked on registration to gauge if there are any physical or learning disabilities that organisers need to be made aware of, and to check relevant communication skills. Appropriate questions will be asked on registration to gauge whether there are any underlying medical conditions.  | 1 | 5 | 5 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.   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, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-%28incidents-and-concerns%29.aspx) |
| **Diving** | Head injuries, broken or injured limbs if entered water in the wrong way.  | All participants. Lifeguards – if required to assist participant | 3 | 4 | 12 | Diving is not allowed. All participants will be made aware of this and reminded throughout the event. | 1 | 4 | 4 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.   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, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-%28incidents-and-concerns%29.aspx) |
| **Pool Side Equipment:** -Moveable items around the outside the pool causing a hazard.-Immovable items around the outside of the pool causing a hazard | Participants and members of the public may trip, fall and hurt themselves. Potential they could even trip into the ball. All could cause head injuries, as well as injuries to limbs.  | ParticipantsMembers of the public Lifeguards – if required to assist participant | 2 | 4 | 8 | Point items out to swimmers and coaches during the safety briefing. Have any unnecessary items removed by centre staff. Make sure no-one runs on poolside.Flag any concerns to Southampton Sport staff. Position a club committee member or coach near immovable items to raise awareness and enforce no running.  | 1 | 4 | 4 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.   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, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-%28incidents-and-concerns%29.aspx) |
| **Pool Side:** -Slippery flooring-Broken pool tiles.  | Participants slipping over and causing injury (head or limb injury). Stubbing toes and causing open wounds on damaged floor tiles.  | ParticipantsMembers of the public | 3 | 4 | 12 | Point items out to swimmers and coaches during the safety briefing. Have any unnecessary items removed by centre staff. Make sure no-one runs on poolside. | 1 | 4 | 4 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.   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, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-%28incidents-and-concerns%29.aspx) |
| **Emergency Evacuation –** due to fire or other hazard | Participants, stewards, spectators and club members could get trapped in the building and harmed or lost when trying to leave.All could be subject to tripping and harm.  | All inside the Jubilee  | 1 | 5 | 5 | All to be briefed on the Jubilee Pool emergency procedures prior to the event starting. Emergency exits to be highlighted and the need to remain calm and walk towards the nearest fire exit at the sound of the alarm reminded. Jubilee staff on site at all times to lead and assist with fire and evacuation procedures.  | 1 | 5 | 5 | Press the nearest fire alarm in case of emergency. Notify Jubilee staff if you notice anything strange or unusual or smell any burning.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, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-%28incidents-and-concerns%29.aspx) |
| **Watersports Clubs Considerations** |  |  |  |  |  |  |  |  |  |  |
| **Outside Polo** | Hypothermia or overheating | participants | 2 | 2 | 4 | Dress correctly for the conditionsMembers to look out for symptoms on themselves and others.If a member needs to be warmed up, they will remove any wet clothes, dried as quickly as possible and, if necessary, taken to hospital. Carry cold drinks on hot days. Committee to take additional water to training sessions and tournaments. Tournament Sec to advise players about facilities at tournament venues | 1 | 2 | 2 |  |
| Obstructions in the river at the river sessions | Objects could be dangerous or falling resulting in e.g., bruising | Members of the club and instructors | **3** | **2** | **6** | * Helmets are worn at all times.
* Buoyancy aids worn.
* Briefing on what to do in such an event given by instructors.

Strainers should be well avoided. | **3** | **1** | **3** |  |
| Training session at the river where it is muddy | Slipping on the bank | Members of the club | **3** | **2** | **6** | * Wear appropriate footwear and proper carrying of boats and equipment.
* Walk slowly in these areas.
 | **2** | **2** | **4** |  |
| Aggressive behavioural interactions with swans.  | Injury afflicted by aggressive swans.  | Players | **1** | **2** | **3** | * Players already wear some protective gear.
* Players should take caution when paddling or moving past a swan – especially if it appears to be looking after young.
 | **1** | **1** | **3** |  |
| Dirty river water | Infectious diseases |  | **1** | **4** | **4** | * Paddlers should have all cuts properly covered and informed of the risks and symptoms of common diseases.
* Paddlers should avoid swimming and capsizing in the river.
* Avoid drills that involve a high risk of capsizing.
* First aid kit with antiseptic wipes available at Boat Hard and at tournaments.
 | **1** | **4** | **4** |  |
| River Conditions -   | -Water participants could end up in fast flowing water leading to panic or drowning Water participants may not be able to exit river safely if water level drops significantly leading to bruises, sprains. Broken bones and damaged equipment Boats may be broken and have sharp edges or be susceptible to sinking leading to cuts, entrapment and drowning  | Water Participants  | 3 | 5 | 15 | The lakes water level is determined by rainfall and so should stay at a consistent level throughout the day Committee to keep watch of water level and ensure participants leave the lake if necessary. Committee to check boats are of suitable quality  | 1 | 4 | 4 | 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, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-%28incidents-and-concerns%29.aspx) |
| Footwear | Trips and falls resulting in sprains and broken bones.cuts to exposed feet | Participants  | 2 | 4 | 8 | All participants to be advised on appropriate footwear before session.Only remove footwear at river side when entering boat | 1 | 2 | 2 | Call 999 in emergency |
| Repairing of boats | -Cuts and Lacerations when using power tools- sharp edges  | Participants repairing boats | **3** | **5** | **15** | - Only those qualified will use power tools - Have someone who is First aid trained present when using power tools  | **2** | **3** | **6** | Call emergency services as required  |
| 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/) |
| **Socials**  |  |  |  |  |  |  |  |  |  |  |
| Alcohol consumption  | Participants may become at risk because of alcohol consumption.Members of the public may act violently towards participants.  | Event organisers, event attendees,  | 2 | 5 | 10 | Members are responsible for their individual safety though and are expected to act sensibly.Initiation behaviour not to be tolerated and drinking games to be discouraged.For socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excessCommittee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the eventSociety to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 3 | 5 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)Call emergency services as required 111/999Committee WIDE training |
| Socials-Travel  | Vehicle’s collision -causing serious injury  | Event organisers, event attendees, Members of the public  | 4 | 3 | 12 | Members are responsible for their individual safety though and are expected to act sensibly Local venues known to University of Southampton (UoS) students chosen Event organisers will be available to direct people between venues.Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. Avoid large groups of people totally blocking the pavement or spilling in to the road. Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis). Be considerate of other pedestrians & road users, keep disturbance & noise down.  | 2 | 2 | 4 | Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials - Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | 3 | 5 | 15 | Advise participants; to bring their personal medicationMembers/Committee to carry out first aid if necessary and only if qualified and confident to do soContact emergency services as required 111/999Contact SUSU Reception/Venue staff for first aid support | 2 | 5 | 15 | Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Spiked Drinks/Alcohol Poisoning  | Members may become ill if too much alcohol is consumed.Members may become ill if drinks are spiked. | Members  | 2 | 4 | 8 | Members not to leave drinks unattended.Report any suspicious activity to venue staff | 1 | 4 | 4 |  |
| Members getting lost or separated. Members leaving an event/activity alone or without notifying others | Distress  | Members  | 2 | 2 | 4 | Members will be on group chat to ensure they can always communicate and find the social group.Social secretaries to be present at socials and remind members to notify them when they leave  | 1 | 1 | 1 |  |
| Adverse weather | Hypothermia or overheating | Members  | 2 | 4 | 8 | Social secretaries to brief participating members on venue location i.e. is it indoors or outdoors? is it heated? what the weather forecast will be that day? | 1 | 2 | 2 | Call emergency services if required  |
| Slips, trips and falls as a result of alcohol. | Bruises and broken bones  | Members  | 3 | 4 | 12 | Social secretaries to remind participating members that they are responsible for their own alcohol consumption.Social secretaries to assist members who have had too much to drink | 1 | 3 | 3 |  |
| Allergies - food and drink | Allergic reaction | Members  | 2 | 5 | 10 | Members to fill out personal details form so committee is aware of allergies.Dietary requirements checked before events.Members with allergies to bring necessary medical equipment. | 1 | 4 | 4 |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| ***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 | Annual review  | Secretary  | Sep 2025 |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible committee member signature:  | Responsible committee member signature:  |
| Print name: Harry Joyce  | Date:27/10/2024 | Print name: Kate Pearse | Date: 28/11/2024 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |
| --- | --- |
| 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.

|  |
| --- |
| 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 |