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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Southampton University Fencing Club Generic Risk Assessment | | **Date** | 19/09/2023 |
| **Unit/Faculty/Directorate** | SUSU (Southampton University Fencing Club) | **Assessor** | Rhys Watkins, Secretary | |
| **President/Captain Name/2nd Committee Member** | Zac Stanford Brookes, President | **Signed off (SUSU Staff)** |  | |
| **Club or Team Information** | Southampton University Fencing Club is a student run organisation that provides opportunities for students at the university to train, compete and involve themselves in the sport.  The club provides a variety of training sessions geared towards all skill levels and facilitates competition with other university Fencing societies through BUCS matches as well as Varsity. | | | |

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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** | | | | | | | | | | |
| Equipment | Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used? | All participants and bystanders. | 2 | 2 | 4 | Ensure all kit being used is properly checked by armourer/committee member present before use.  Ensure that all equipment used is approved by British Fencing. | 1 | 1 | 2 | Seek medical assistance if kit-related problem arises.  Have a first aider present for any novice sessions.  Record any incidents in an accident report book. |
| Being hit by a weapon | Bruising/lacerations, cut, abrasion/bruising. | All participants and organisers/staff and spectators as well as members of the public who may be walking past | 2 | 4 | 8 | Ensure that spectators/bystanders are a safe distance away from any active fencing.  Anyone actively fencing will wear the correct equipment to mitigate risk of injury from sport. | 1 | 4 | 4 | Have a first aider present for any novice sessions.  Call 999 in the event of a serious injury.  Record any incidents in an accident report book. |
| Setting up the equipment – Spools, wires, extension cables, electronic boxes, carpet piste (competition only). | 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 for moving carpet piste from storage area.  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. |
| 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., 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. |
| 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. Such as: Uneven panels on wooden surfaces. | 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.  Ensure all equipment used and attire worn while taking part is approved by British Fencing. | 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.  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 above) | 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. |
| 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. | 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  Uneven surfaces or defects | 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/) |
| **Meetings & Socials** | | | | | | | | | | |
| Slips, trips and falls | Physical injury | Event organisers and attendees | 2 | 4 | 8 | All boxes and equipment to be stored away from main meeting area, e.g., stored under tables  Any cables to be organised as best as possible  Cable ties/to be used if necessary  Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.  Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.  Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs | 1 | 4 | 4 | Seek medical attention from SUSU Reception/venue staff if in need  Contact facilities team via SUSU reception/venue staff  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) |
| Setting up of Equipment. E.g. Table and chairs | 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, skates  Make 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 | 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  Committee to consult members on needs and make reasonable adjustments where possible | 1 | 3 | 3 | Seek medical attention if problem arises  Liaise with SUSU reception/activities team on available spaces for meetings  Postpone meetings where space cannot be found  Look at remote meeting options for members  Committee WIDE training |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers 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 possible  Ensure no liquids are placed near electrical equipment  Ensure 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 team  For external venues pre-check equipment and last PAT testing dates  Seek medical attention as required |
| Socials: Costumes/Fancy Dress | Props/costumes causing injury or offence | Participants  Members of the public | 2 | 2 | 4 | Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.  Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.  Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 2 | 2 | SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed  Committee WIDE training |
| Socials- alcohol consumption | Participants may become at risk as a result 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 excess  Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event  Society 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 111/999  Committee 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 111/999  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) |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | 3 | 5 | 15 | Advise participants; to bring their personal medication  Members/Committee to carry out first aid if necessary and only if qualified and confident to do so  Contact emergency services as required 111/999  Contact 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) |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go-  Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | 2 | 10 | 5 | Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed  Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. | 1 | 5 | 5 | All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.  Call emergency services and University Security:  Emergency contact number for Campus Security:   * Tel: +44 (0)23 8059 3311 * (Ext:3311). |
| **Fundraising Events & Cash Handling -** *For own society or Charity* | | | | | | | | | | |
| Handling & Storing Money- Own Society fundraising | Theft  Individuals being mugged/robbed  Loss/ misplacement leading to financial loss | Members, Participants | 3 | 4 | 12 | Avoid using cash if possible. Card readers for charity available from the activities team.  Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open.  Money to be kept in lockable box  Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)  Where possible offer option to pre-buy tickets to avoid cash purchases  E.g., use of SUSU box office, hire/loan of contactless payment machines  Money to not be left unattended  Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. | 2 | 3 | 6 | In the event of theft committee members will:   * Highlight the incident to any community police officers in the area/report to 111 * Report incident to SUSU duty manager and [c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Handling & Storing Money- Charity fundraiser | Theft  Individuals being mugged/robbed  Loss/ misplacement leading to financial loss | Members, Participants, Charity | 3 | 4 | 12 | Southampton RAG procedures will be followed:   * Charity Event form completed, and RAG approval will be given * All food hygiene certificates and event risk assessment to be approved by activities team * Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5) * Avoid using cash where possible and use card reader. * Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity. * Collection buckets to remain sealed and to not be left unattended * Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. * Nominated person will be tasked with storing cash in nominated location when SUSU office not open. * Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) | 2 | 3 | 6 | In the event of theft committee members will:   * Highlight the incident to any community police officers in the area/report to 111 * Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| 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.  Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)  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 | 1 | 5 | 5 | SUSU food hygiene level 2 course available for completion- requests made to activities team.  Call for first aid/emergency services a required.  Report incidents via SUSU incident report procedure |
| **Demonstration/Strike/ Awareness Raising Activity** | | | | | | | | | | |
| Adverse Weather | Injury  Illness  Slipping  Burns | All who attend | 4 | 3 | 12 | Lead organiser to check the weather are suitable for activities on the day  SUSU/UoS Facilities team checks of buildings and spaces prior to the event  Warn those attending to prepare by wearing appropriate clothing and footwear e.g., via social media posts, email invites  In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate | 4 | 1 | 4 | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Overcrowding | Physical injury | 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 | 1 | 3 | 3 | Seek medical attention if problem arises.  With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk)) and liaise with them on need for security teams on the day.  Security team may inform police of the event if required (e.g. marches) |
| Disturbance to public, students and staff | Conflict, noise, crowds | Event organisers and attendees, general public | 2 | 2 | 4 | Events planned for redbrick avoiding residential areas  UoS Security Teams informed of the event  Everybody will be encouraged to stay together as a group  shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas  If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons) | 1 | 2 | 2 | With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk)  Inform UoS/SUSU communications team of the event- can brief others via SUSSSED |
| Counter protest, discrimination against the demonstration/Campaign | Assault, Violence or threatening/ Aggressive Behaviour | Event organisers and attendees | 2 | 4 | 8 | Event planned for Highfield campus- a route well signposted and known for students  Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues  Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts  Participants made aware they could join and leave the event at any time.  Ensure that people are aware that this is an open space for discussion to discourage protest. | 1 | 4 | 4 | Event organisers to call University Security if necessary.  Emergency contact number for Campus Security:   * Tel: +44 (0)23 8059 3311 * (Ext: 3311) * Building 32, University Road Highfield Campus.   Any incidents will be reported via UoS reporting tools.  Contact emergency services if needed.  Organisers will, following the event, share relevant information on support/signpost via social media channels etc. |
| Talks/debates  - subjects that could be sensitive or personal to some members | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed. | Members | 2 | 3 | 6 | Prior information about event and what to expect given out so participants know what to expect.  Members made aware they could leave the event at any time.  Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)  SUSU reporting tool available | 1 | 3 | 3 | Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter.  Committee Wide Training  Seek guidance from activities/SUSU advice centre/UoS enabling team as required.  Committee WIDE training |
| **Awareness/Promotional Stand e.g. Bunfight**  \*excluding items covered above | | | | | | | | | | |
| Overcrowding at Stall | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Members, visitors | 2 | 3 | 6 | A maximum of 3 representatives to be at the stall at any one time  Request that orderly ques are formed  Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear.  Ensure that organisers /volunteers do not block walkways when engaging with attendees.  Follow instructions given by support staff/staff on directions and entry and exit points.    Do not move tables if this has been placed for you by staff. | 1 | 3 | 3 | Seek medical attention if problem arises.  Seek support from facilities staff. |
| Falling Objects e.g. banners | Injury  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. |
| Weapons on display at stall | Injury, damage to equipment | Members, visitors | 2 | 4 | 8 | Blades are covered.  Only members who have British Fencing membership will handle any weapons, visitors will not be allowed to use them. | 1 | 4 | 4 | Seek medical attention if a problem arises  Seek support from facilities staff |

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| Training sessions and home matches | | | | | | | | | | |
| Trip hazards off piste | Injury, damage to equipment | Spectators, members and competitors from both home and away teams | **3** | **2** | **6** | Kit bags to be stored to one side, away from piste set up.  Extra care to be taken to store cables safely and close to the piste. | **1** | **2** | **2** | Seek medical attention if a problem arises |
| Trip hazards on piste | Injury, damage to equipment | Fencers on piste | **3** | **3** | **9** | Correct piste set up will be checked for to avoid trip hazards such as spools at the end of a piste, and ground leads along the sides.  The carpet piste will be taped appropriately to prevent sliding. | **1** | **3** | **4** | Seek medical attention if a problem arises |
| Incorrect technique,  inexperience | Injury, damage to equipment | Fencers, spectators, opponents | **3** | **4** | **12** | Protective equipment is provided by the club in line with British Fencing Association standards. | **2** | **4** | **8** | Students will be instructed on correct technique by coaches.  Experienced fencers will be able to correct incorrect technique during training sessions.  Seek medical attention if a problem arises |
| Misuse of protective equipment | Injury, damage to equipment | Fencers and opponents | **2** | **4** | **8** | New or inexperienced fencers will be instructed on proper use of protective clothing and equipment.  Experienced fencers will intervene when they notice incorrect use that could result in injury once fencing has begun on piste. | **1** | **4** | **4** | Seek medical attention if a problem arises |
| Kit does not meet British Fencing Association safety standards | Injury | Fencers and opponents | **2** | **3** | **6** | Kit will be regularly checked and mended or removed from circulation in compliance with British Fencing safety standards. | **1** | **3** | **3** | Seek medical attention if a problem arises |
| Heavy lifting of fencing equipment | Injury, damage to equipment | Members moving kit | **3** | **2** | **6** | Heavy equipment is stored in appropriate bags or on wheels.  Kit will be moved in pairs if required.  Where kit needs to be moved between floors lifts will be used as opposed to stairs where necessary. | **1** | **2** | **2** | Seek medical attention if a problem arises |
| slipping | injury | Member fencing | **2** | **2** | **4** | Appropriate footwear will be required to fence.  Wet floors will be dried, and any spills cleaned up immediately. | **1** | **2** | **2** | Seek medical attention if a problem arises |
| Existing medical conditions | Injury or harm | Member with medical condition | **2** | **4** | **8** | Members with existing medical conditions are advised to ensure they are able to participate in the sport. | **1** | **4** | **4** | Seek medical attention if a problem arises |
| Collisions and impact injuries | injury | Fencers on piste | **2** | **2** | **4** | Fencers are required to wear correct protective gear which will mitigate against harm from an accidental collision. | **1** | **2** | **2** | Seek medical attention if a problem arises |
| Overcrowding | injury | spectators | **2** | **3** | **6** | There is a maximum limit on the number of pistes to set up in each training venue that will not be exceeded.  During home matches in the activities room only one piste will be set up and it will be an adequate distance away from areas people can watch from | **1** | **3** | **3** | Seek medical attention if a problem arises |
| Inappropriate warm up resulting in sprains and strains | injury | Members fencing | **3** | **2** | **6** | At training sessions warmups will be provided  At matches fencers are asked to carry out their own adequate warm up to prevent injury | **2** | **2** | **4** | Seek medical attention if a problem arises |
| Jewellery or accessories getting caught | injury | Member fencing | **2** | **4** | **8** | At both training sessions and matches fencers will be advised to remove any jeweller that could get caught, including bracelets, necklaces, watches and ear piercings. Tape will be provided to cover jewellery that cannot be removed | **1** | **4** | **4** | Seek medical attention if a problem arises |
| Travel to away matches | | | | | | | | | | |
| Road accidents | injury | Passengers and drivers | **2** | **5** | **10** | All minibus drivers will have passed the minibus test.  All passengers will use seatbelts.  All drivers of personal cars will have a valid MOT. | **1** | **5** | **5** | Seek medical attention if a problem arises |
| Losing members | Lost members may not be able to find a way home | Passengers | **1** | **2** | **2** | Anyone traveling to an away match will be aware of timings and plans for the day, including locations travelled to.  If public transport is used they will have access to their tickets.  The team will not leave without all of them being present or having an organised way home. | **1** | **2** | **2** | Seek medical attention if a problem arises |

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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 | Relevant committee members – president to ensure complete. | Dates specific to events. | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 27/09/2023 | |  |  | |
| 3 | Risk assessments for competitive events with specific risks not covered by the generic risk assessment to be completed. This includes:   * BUCS matches * Nation Trophy and Conference Cup matches | Relevant committee members – president to ensure complete. | Dates specific to events. | |  |  | |
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|  |  |  |  | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Zac Stanford Brookes | | | | Date:  19/09/2023 | Print name: Rhys Watkins | | Date: 19/09/2023 |

**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. |

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

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.