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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Fencing Alumni Event** | | **Date** | **31/10/23** |
| **Unit/Faculty/Directorate** | **Southampton University Fencing Club** | **Assessor** | **Rhys Watkins, Secretary** | |
| **Line Manager/Supervisor** | ***Zac Stanford Brookes, President*** | **Signed off (SUSU Staff)** |  | |

| ***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** |
| 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. |
| 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. |
| Violent or aggressive behaviour or actions towards staff or other customers | Inflicting physical injury, vandalising property, financial loss or reputation | Staff, attendees, 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/) |
| 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 |
| 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, attendees | **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). |
| 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 |
| Falling Objects e.g. banners | Injury  Bruising  Damage to equipment | Members, visitors, attendees | **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. |
| 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 or attendees 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 or attendee 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 or attendee 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, members, attendees | **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 or attendees 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 or attendees 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 |

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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** | |
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| Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: Zac Stanford Brookes | | | Date:31/10/2023 | Print name: Rhys Watkins | | Date: 31/10/2023 |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |