

# Risk Assessment

<b>Risk Assessment for the activity of</b>	SUGC (Gliding) Generic Risk Assessment		<b>Date</b>	<b>22/9/2024</b>
<b>Are you a sports club or society?</b>	Sports club	<b>Assessor</b>	J Michael Tennant	
<b>President/Captain Name/2<sup>nd</sup> Committee Member</b>	J Michael Tennant (Captain) Callum Gilchrist	<b>Signed off</b>	<b>SUSU USE ONLY</b>	
<b>Risk Assessment Information</b> (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)	<p>This risk assessment is designed to cover all operations of the Southampton University Gliding Club (SUGC). SUGC is primarily concerned with activities relating to the flight of sailplanes, under the national governing body of the British Gliding Association (BGA) (<a href="https://members.gliding.co.uk/laws-rules/">https://members.gliding.co.uk/laws-rules/</a>).</p> <p>SUGC aims to facilitate and promote recreational and competitive glider flight and supports (but is not a direct provider of) relevant and required flight and operational training.</p> <p>Notable activities covered in this risk assessment include regular flight training for members, introductory flights for individual potential members alongside regular flight training, event-scale introductory flights for groups of potential members, visits to and temporary operations from other airfields, outreach and promotional events, participation in national gliding events and competitions, and non-flying SUGC social events.</p>			
<b>Common Terminology</b>	<p><b>Glider, Sailplane</b> – a solid-structure aircraft with long wings designed to be able to fly without an engine.</p> <p><b>Launch</b> – any process used to get a glider airborne.</p> <p><b>Winch Launch</b> – launching a glider by rapidly reeling in a long cable attached to the glider, pulling it into the sky.</p> <p><b>Weak Link</b> – a mechanical fuse designed to limit the amount of force applied to a glider by breaking before the airframe does.</p> <p><b>Hook, Hooking on</b> – the connection between the glider and the winch cable</p> <p><b>Solo</b> – the first major gliding certification; by which a pilot may be permitted by a suitably qualified instructor to fly by themselves, within certain restrictions.</p> <p><b>Avionics, Instrumentation</b> – the sensors and relevant displays installed in an aircraft that serve the pilot flight information</p> <p><b>Duty Instructor</b> – the person responsible for the airfield and flying on a given day</p> <p><b>Ground Handling</b> - the action of moving an aircraft, either by hand or by use of an attached vehicle</p> <p><b>Wing Running</b> – holding a glider wing off the ground during the beginning of a launch; running beside it until it takes off</p> <p><b>Fuselage</b> – the main body of the glider</p> <p><b>Rig, Rigging</b> – attaching a glider’s wings and other detachable surfaces to the fuselage</p> <p><b>Trailer</b> – the trailer that is used to safely store and transport (via a tow-bar vehicle) a glider in a de-rigged state</p>			

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed</b>  <b>(user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Airfield Operations</b> At all airfields including “home” airfield or during an airfield visit. For all flying including regular member flying, competition, and introductory/trial flights.										

<b>Unfamiliar airfield operations task</b>	Incorrect performance of safety-critical procedures leading to injury and damage.	All airfield users, aircraft, and property.	4	4	16	<p>Supportive and open culture of no silly questions – “if you don’t know – ASK!”.</p> <p>Do not assume someone has undergone appropriate training; always ask before assigning tasks.</p> <p>Appropriate training provided to all members for all anticipated airfield tasks.</p>	2	3	6	<p>If an injury is incurred, is serious, and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>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.</p> <p>If an aircraft is potentially damaged, report it to the Duty Instructor for inspection, flight safety to be assessed, the incident reported, and the damage fixed if required.</p> <p>See airfield emergency and safety procedure sheets for any and all incidents.</p>
<b>Road travel</b>	Road traffic accident	Diver, passengers, occupants of other vehicles, pedestrians. Damage to vehicles and public structures.	1	5	5	<p>Ensure all occupants of SUGC-used vehicles are wearing shoulder-style seatbelts.</p> <p>Ensure vehicles used have valid MOT and insurance.</p>	1	5	5	<p>Any drivers reported to be driving in a non-sensible manner will not be invited to drive future groups.</p> <p>If an injury is incurred, is serious, and participant in a lot of pain or discomfort,</p>

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						Ensure drivers are appropriately licenced and insured.				<p>seek medical attention immediately.</p> <p>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.</p>

<b>Vehicular use on-airfield</b>	Collision and resulting damage.	Vehicle and occupants, aircraft, pilots, airfield property, other airfield users, other vehicles.	3	5	15	<p>Drivers' licence and task-specific briefing required for any vehicle use.</p> <p>Low speed limit for vehicles on the airfield.</p>	1	5	5	<p>Any drivers not following procedure will be reminded of correct procedure and repeat offenders will not be permitted to drive on the airfield.</p>
	Obstruction to landing aircraft.	Vehicle and occupants, aircraft and pilots.				<p>Designated tracks for private vehicles away from active aircraft.</p> <p>Vehicles not permitted on landing area without appropriate reason, training, and following relevant procedures.</p> <p>Landed aircraft removed from landing area promptly to allow alternative landing spots if required.</p> <p>New rideshare given relevant briefings before being permitted to operate SUGC rideshare.</p>				<p>If an injury is incurred, is serious, and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>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.</p>

<b>Ground handling of aircraft (manual and by vehicle)</b>	<p>Damage to aircraft, resulting in future air accident.</p> <p>Collision with other airfield users</p> <p>Over-exertion (pulled muscles etc.)</p>	<p>Aircraft and pilots (including SUGC members and assets)</p> <p>Other airfield users</p> <p>Aircraft handlers</p>	4	5	20	<p>Ensure any accidents involving gliders are reported to the duty instructor or aircraft inspector to be checked.</p> <p>Daily inspection of gliders by qualified pilots for unreported damage. Pre-flight inspections for any unnoticed damage between flights.</p> <p>SUGC members are trained on correct procedure for ground handling to avoid damage to themselves, others, and the aircraft.</p> <p>Members conducting ground handling by vehicle must have a valid and relevant drivers' licence, and be trained on specific airfield vehicle use.</p>	2	5	10	<p>Parachutes worn on all flights, and members trained on their use.</p> <p>If an injury is incurred, is serious, and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>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.</p>
<b>Rigging and Derigging</b>	<p>Over-exertion, sprains, bruises, soft tissue injury.</p> <p>Damage to aircraft.</p>	<p>All participants including members of the public.</p> <p>SUGC property; aircraft and flight instrumentation.</p>	3	3	9	<p>Training and supervision required.</p> <p>Avoid awkward obstacles and long walks when carrying wings or other glider parts.</p> <p>Clear and appropriate task assignment to minimise</p>	2	2	4	<p>If an injury is incurred, is serious, and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty</p>

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						individual mental and physical workload.				<p>manager/health and safety officers have been informed. Follow SUSU incident report policy.</p> <p>Any damage to the glider to be noted and raised for safety inspection by a qualified individual, if not immediately inspectable by a qualified member of SUGC.</p>

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<b>Winch launch ground operations:  - hooking the glider on to a winch cable</b>	Rope burn, cuts, laceration.	Member hooking on the glider	2	4	8	Sharp edges and stray metal wires made safe before use. Cable inspected daily, hook inspected before each launch Only members trained and confident on launch procedures allowed to crew a launch. Procedures include, but are not limited to, avoidance of handling potentially live winch cables, safe handling of winch cables should they become live when being handled, and correct signalling to abort a launch.	1	4	4	If an injury is incurred, 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.



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<b>Winch launch ground operations:  - wing running</b>	Over-exertion, sprains, damage to aircraft.	Wing runner	2	3	6	Only members trained and confident on launch procedures allowed to crew a launch. This includes teaching members how and when to safely release the aircraft once elevator authority is established.	1	3	3	If an injury is incurred, 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.

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<b>Winch launch ground operations:</b>  <b>- standing in front of a glider</b>	Bruising, Soft Tissue Injury	Any airfield user	2	3	6	Only members trained and confident on launch procedures allowed to crew a launch.  Procedures include, but are not limited to, correct signalling to abort a launch and checking that the area in front of a glider is clear before launching.	1	3	3	If an injury is incurred, 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.

<b>Winch launch flight operations:</b> - wing drop on ground roll; ground loop	Damage to aircraft, whiplash to pilots.	Launching aircraft and pilots.	3	2	6	Instructor to take over if student not performing to required safety standard. Solo pilots qualified to required standard.	1	2	2	<p>If an aircraft is potentially damaged, report it to the Duty Instructor for inspection, flight safety to be assessed, the incident reported, and the damage fixed if required.</p> <p>See airfield emergency and safety procedure sheets for any and all incidents.</p> <p>If an injury is incurred, is serious, and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>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.</p>
<b>Winch launch flight operations:</b> - cartwheel	Damage to aircraft, airfield property, and injury to pilots.	Launching aircraft and pilots.	1	5	5	Instructor to take over if student not performing to required safety standard. Solo pilots qualified to required standard. Higher qualification restrictions imposed by Duty Instructor on difficult-weather days.	1	5	5	<p>If an aircraft is potentially damaged, report it to the Duty Instructor for inspection, flight safety to be assessed, the incident reported, and the damage fixed if required.</p>

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										<p>See airfield emergency and safety procedure sheets for any and all incidents.</p> <p>If an injury is incurred, is serious, and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>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.</p>

<p><b>Winch launch flight operations:</b> - cable break; emergency landing</p>	<p>Damage to aircraft, airfield property, and injury to pilots.</p>	<p>Launching aircraft and pilots.</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Cable inspected for safety daily.</p> <p>Hookers are trained to check the weak link for damage before hooking it onto the glider, reducing the likelihood of a cable break due to a damaged weak link</p> <p>Instructor to take over if student not performing to required safety standard. Solo pilots qualified to required standard.</p> <p>Pilots are trained on how to reduce the likelihood of a launch failure, and actions to maintain safe flight and land safely from a launch failure at any height in a launch; reducing the impact of cable breaks.</p> <p>Validation of pilot performance in all emergency scenarios is performed regularly and particularly for unfamiliar conditions or airfields.</p> <p>Higher qualification restrictions imposed by Duty</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>If an aircraft is potentially damaged, report it to the Duty Instructor for inspection, flight safety to be assessed, the incident reported, and the damage fixed if required. See airfield emergency and safety procedure sheets for any and all incidents.</p> <p>If an injury is incurred, is serious, and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>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.</p>
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						Instructor on difficult-weather days.				
<b>Winch launch flight operations: - cable incursion with ground crew</b>	Cuts, laceration	Ground crew	1	5	5	Prohibited to operate near winch cables without notifying launch operators. Clear lookout for crew near cables before launch. fd	1	5	5	If an injury is incurred, 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.

<b>Winch launch flight operations: - Vehicle impacted by cable</b>	<p>Damage to the vehicle and injury to occupants.</p> <p>Obstacle to launching glider</p>	<p>Vehicle and occupants.</p> <p>Launching aircraft and pilots.</p>	3	5	5	<p>Winch drivers and all members present at the launch point ensure they check that the airfield is clear before allowing a launch to commence.</p> <p>Anyone wishing to drive up the airfield parallel to the cables are required to seek permission from the winch driver or launch point to do so. Drivers are informed of this control measure through use of clear signage and traffic cones.</p>	1	5	5	<p>If an aircraft is potentially damaged, report it to the Duty Instructor for inspection, flight safety to be assessed, the incident reported, and the damage fixed if required. See airfield emergency and safety procedure sheets for any and all incidents.</p> <p>If an injury is incurred, is serious, and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>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.</p>
<b>Winch launch flight operations: - collision with inbound aircraft</b>	<p>Serious injury for pilots of both aircraft, damage and destruction of both aircraft.</p>	<p>Launching aircraft and pilots, and inbound aircraft and pilots.</p>	2	5	20	<p>Traffic clearance checks part of launch procedure. Pilot and ground crew maintaining good lookout. Anybody has the ability and right to stop a launch for any safety reason, regardless of experience.</p>	1	5	5	<p>If an aircraft is potentially damaged, report it to the Duty Instructor for inspection, flight safety to be assessed, the incident reported, and the damage fixed if required. See airfield emergency and safety procedure sheets for any and all incidents.</p>

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						Instructor to take over if student not performing to required safety standard. Solo pilots qualified to required standard.				If an injury is incurred, 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.



<b>Towing Trailer</b>	Road traffic incident	All road users	4	4	16	Briefing and training provided by experienced airfield members to new trailer drivers. Only competent and experienced drivers allowed to tow glider. Manoeuvre training on airfield away from obstacles beforehand.	2	4	8	<p>If an aircraft is potentially damaged, report it to the Duty Instructor for inspection, flight safety to be assessed, the incident reported, and the damage fixed if required. See airfield emergency and safety procedure sheets for any and all incidents.</p> <p>If an injury is incurred, is serious, and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>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.</p>
	Damage to public property	Public Property								
	Damage to glider	Glider								
<b>Outreach and Promotional Events</b>										
<b>Ground handling of glider in a public space</b>	Over-exertion, sprains, bruises, soft tissue injury.	All participants including members of the public.	3	3	9	Training and proven elevated competence required to rig the glider in public.	2	2	4	<p>If an injury is incurred, is serious, and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p>
	Damage to property.	Property in the vicinity of the event, including private and public property.				Care and consideration taken for wet or slippery ground.				
	Damage to aircraft.									

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		SUGC property; aircraft and flight instrumentation.				Avoid awkward obstacles and long walks when carrying wings or other glider parts.  Clear and appropriate task assignment to minimise individual mental and physical workload.				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.  Any damage to the glider to be noted and raised for safety inspection by a qualified individual, if not immediately inspectable by a qualified member of SUGC.

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<b>Inviting members of the public to sit in the glider.</b>	Over-exertion, light sprains, bumps, and bruises.  Damage to aircraft.	All participants including members of the public.  SUGC property; aircraft and flight instrumentation.	3	3	9	Glider to be attended and managed at all times.  Participants instructed by experienced member on safe ingress and egress.				If an injury is incurred, 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.  Any damage to the glider to be noted and raised for safety inspection by a qualified individual, if not immediately inspectable by a qualified member of SUGC.

<b>Overcrowding</b>	Physical injury.  Damage to glider.	Event organisers and attendees.  Aircraft	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.  Any damage to the glider to be noted and raised for safety inspection by a qualified individual, if not immediately inspectable by a qualified member of SUGC.  With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a> ) 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)
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New Members to the Airfield  
This covers first-time members

<b>Unfamiliar airfield operations task</b>	Incorrect performance of safety-critical procedures leading to injury and damage.	All airfield users, aircraft, and property.	4	4	16	<p>Supportive and open culture of no silly questions – “if you don’t know – ASK!”.</p> <p>Do not assume someone has undergone appropriate training; always ask before assigning tasks.</p> <p>Appropriate training provided to all members for all anticipated airfield tasks.</p>	2	3	6	<p>If an injury is incurred, is serious, and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>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.</p> <p>If an aircraft is potentially damaged, report it to the Duty Instructor for inspection, flight safety to be assessed, the incident reported, and the damage fixed if required.</p> <p>See airfield emergency and safety procedure sheets for any and all incidents.</p>
<b>First Flight</b>	Nerves  Being Sick	First-time flyers.	4	3	12	Do not have to take the flight. Instructor can land the aircraft at any point if the passenger is uncomfortable. Instructors are well-rehearsed in flying first-timers and always confident, welcoming, and reassuring.	3	3	9	Sick bags included as standard in 2-seaters. Water available at the airfield.

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						Instructors avoid any unnecessary manoeuvres that the passenger has not consented to.				
<b>General Considerations (including group meetings)</b>										
<b>Slips, trips and falls</b>	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.

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Fire</b>	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>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.</p> <p>Consider accessibility requirements</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>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.</p>

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<b>Setting up/moving or chairs/tables/other objects in the area.</b>	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<p>Make stall operators aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables. Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>	1	3	3	<p>Seek assistance if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU Reception if in need</p> <p>Contact emergency services if needed</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>



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<b>Overcrowding</b>	Physical injury	Event organisers and attendees	1	3	3	<p>Do not push/shove</p> <p>If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.</p> <p>Book during quieter times when less activities taking place on Redbrick/book all available space</p> <p>Inform other bookings on the Redbrick/in the area of the event</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>With support from a SUSU Activities coordinator</p> <p>Inform UoS security team of the event (– on campus 3311, off campus 02380 593311.</p> <p><a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a>) and liaise with them on need for security teams on the day</p> <p>Security team may inform police of the event if required (e.g. marches)</p>

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<b>Electronics</b>	Risk of eye strain, injury, electric shock	Committee and attendees	2	4	8	<p>Ensure regular breaks (ideally every 20mins) when using screens</p> <p>Ensure screen is set up to avoid glare, is at eye height where possible</p> <p>Ensure no liquids are placed near electrical equipment</p> <p>Ensure all leads are secured with cable ties/mats etc</p>	1	4	4	<p>Request support and advice from SUSU IT/Tech teams e.g. via activities team</p> <p>For external venues pre-check equipment and last PAT testing dates</p> <p>Seek medical attention as required</p>

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<b>Accessibility:</b>  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.

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<b>Reputational Risk:</b>  For the club or society, as well as to SUSU and the University	Incidents during club or society 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 clubs/societies, 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	Significant offences may warrant restrictions on or revocation of a membership in line with the SUGC constitution, to avoid further issues arising from the concerned member's participation in the society.

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<b>Financial Risk:</b>  For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position.  Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society  Members subject to lawsuits  SUSU if required to assist.	1	1	1	Clubs and societies required to complete financial forecasting and budget for the year.  All encouraged 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	

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<p><b>Legal Compliance:</b></p> <p>Club or society activity going against set law.</p> <p>This includes breaches of the freedom of speech act</p>	<p>Fines imposed upon the student group as well as SUSU.</p> <p>Jail sentences.</p> <p>Reputational risk to the student group, SUSU and the wider University</p>	<p>The club or society, committee and members, SUSU or the Wider University.</p>	1	1	1	<p>All clubs and societies 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.</p> <p>All who wish to bring in an external speaker must follow due process, <a href="#">available here</a></p> <p>This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.</p>	1	1	1	

<p><b>Medical Issues:</b></p> <p>Pre-existing and process for any that appear during club or society activity</p>	<p>Illness, death</p>	<p>Members, committee</p>	<p>3</p>	<p>5</p>	<p>9</p>	<p>All clubs and societies should have a process for if a medical issue occurs.</p> <p>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.</p> <p>If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 593311</p> <p>Advise participants; to bring their personal medication</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>In an emergency, contact 999.</p> <p>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.</p>
<p><b>Activity Considerations</b></p>										
<p><b>Equipment:</b></p> <p>any equipment the sport requires/uses needs to be risk assessed.</p>	<p>Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used?</p>	<p>All participants and bystanders.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Check all equipment prior to use. Is it safe to use? Does it have any sharp edges? Is it damaged in any way?</p>	<p>1</p>	<p>1</p>	<p>2</p>	<p>Seek medical attention if problem arises</p> <p>Any incidents need to be reported as soon as</p>

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						<p>Check any stands – are they safe? Are they likely to fall? Are they damaged or do they have any sharp edges?</p> <p>Do those leading the session have the appropriate training to demonstrate and use the equipment correctly?</p> <p>Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated.</p>				possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.



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<b>Moving/setting up equipment:</b> 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.

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<b>Being hit by an object (ball, frisbee, hockey stick etc.)</b>	Concussion if hit on the head. Otherwise, potential bruising.	All participants and organisers/staff and spectators as well as members of the public who may be walking past	2	4	8	Do not throw any objects for any reason at the airfield. There is no reason for it, and against all procedure.	1	4	4	Members throwing objects while at the airfield will be reminded that it is not conducive to any safe practices and asked not to repeat the offence. Repeat offenders will not be invited back to the airfield.  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.

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<b>Removal of Jewellery, plus any other objects in pockets etc</b>	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.

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<b>Over-exertion or exhaustion. Strenuous exercise and the effect on the body</b>	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	<p>If any injury occurs, seek medical attention.</p> <p>If severe, call 999 in an emergency (although unlikely for muscular)</p> <p>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.</p>

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<b>Participant Attire:</b> 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 for airfield operations and for glider flights.	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.

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<b>Extreme Weather</b>	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.

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<b>Ground Surfaces</b>	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.
<b>Tackling (sport appropriate)</b>	Players can get injured from dangerous tackles – worst case broken legs or other limbs	Players/Participants	2	4	8	Ensure players are wearing relevant safety equipment i.e. shin pads, mouth guards etc.	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.

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<b>Injury from insufficient warmups</b>	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.
<b>Qualification of coaches/instructors</b>	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	Clubs will source coaches/instructors that have the relevant qualifications to deliver their sport to that target audience (for example, football coaches will need a UEFA C/FA level 2 to be able to coach a team). Clubs are to research this and liaise with the students union.	1	3	3	



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<b>Travel:</b> 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 111/999  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow <a href="#">SUSU incident report policy</a>

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Lighting</b>	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	<p>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.</p> <p>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.</p>	1	4	4	<p>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.</p>

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<b>Ability of players</b>	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	Some clubs will run trials to ensure players are located in the right teams with others of a similar level.  Coaches 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.

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Socials</b>										
<b>Costumes/Fancy Dress</b>	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 <a href="#">Expect Respect policy</a>	1	2	2	SUSU <a href="#">Expect Respect policy</a> to be followed  Committee WIDE training

<p><b>Alcohol consumption</b></p>	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants.</p>	<p>Event organisers, event attendees,</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Members are responsible for their individual safety though and are expected to act sensibly</p> <p>Initiation behaviour not to be tolerated and drinking games to be discouraged</p> <p>For socials at bars/pubs etc bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>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</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event</p> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></p>	<p>1</p>	<p>3</p>	<p>5</p>	<p>Follow <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required 111/999</p> <p>Committee WIDE training</p>
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<p><b>Travel</b></p>	<p>Vehicle's collision -causing serious injury</p>	<p>Event organisers, event attendees, Members of the public</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Members are responsible for their individual safety though and are expected to act sensibly Local venues known to University of Southampton (UoS) students chosen</p> <p>Event organisers will be available to direct people between venues.</p> <p>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.</p> <p>Avoid large groups of people totally blocking the pavement or spilling in to the road.</p> <p>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</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>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</p> <p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a></p>
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<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
						safety bus will be used, or radio taxis. Be considerate of other pedestrians & road users, keep disturbance & noise down.				

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Travel by car, train, bus, plane when leaving the local area.</b>	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	4	3	12	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 111/999  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow <a href="#">SUSU incident report policy</a>



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<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Medical emergency</b>	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 <u>only if</u> 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.  <a href="#">Follow SUSU incident report policy</a>

<p><b>Spiked Drinks/Alcohol Poisoning</b></p>	<p>Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self-control</p>	<p>Event organisers, event attendees,</p>	<p><b>2</b></p>	<p><b>5</b></p>	<p><b>10</b></p>	<p>Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event</p> <p>Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff.</p> <p>Participants encouraged to stay with a nominated 'buddy' where possible.</p> <p>The organizers have confirmed the premise is licensed. <b>Action organizers (b).</b></p> <ul style="list-style-type: none"> <li>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. Action licensee.</li> </ul> <p><b><u>Games involving binge drinking or the consumption</u></b></p>	<p><b>2</b></p>	<p><b>3</b></p>	<p><b>6</b></p>	<p>Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options)</p> <p>If they need to go to the hospital they will also be accompanied there.</p> <p>Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p>
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<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed</b>  <b>(user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
						<u>of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u>				Follow <a href="#">SUSU incident report policy</a>

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Members getting lost or separated. Members leaving an event/activity alone or without notifying others.</b>	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees,	3	3	9	<p>If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.</p> <p>Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event</p> <p>Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.</p>	2	2	4	<p>Follow <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required</p>

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<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Violent or offensive behaviour</b>	Participants may become violent or offensive due to the consumption of too much alcohol.  Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	Bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. 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 <a href="#">Expect Respect policy</a>	1	3	5	If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.  <a href="#">Follow SUSU incident report policy</a>  Call emergency services as required

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Adverse weather</b>	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	Lead organiser to check the weather are suitable for activities on the day  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

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Slips, trips and falls as a result of alcohol</b>	Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.	Event organisers, event attendees,	3	2	6	Committee to check that chosen venues meet the following requirements: <ul style="list-style-type: none"> <li>- Venue is in good condition with no major trip hazards.</li> <li>- Bar staff monitor the condition of the floors &amp; mop up split drinks.</li> <li>- Security staff &amp; Bar Staff provide first aid cover.</li> </ul> DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down.	3	1	3	If necessary, emergency services will be called  Request first aid at venue  Follow <a href="#">SUSU incident report policy</a>


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<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>Allergies - food and drink</b>	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	Attendees responsible for own welfare   such instances- follow guidelines of venues. First aid requested from bar staff as required.	1	5	5	Call Emergency Services/alert bar staff

**PART B - Action Plan**


## Risk Assessment Action Plan

<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	Add grip surface to trailer ramp to remove risk of slipping. (£16.99)	J Michael Tennant	31/10/24		




Responsible committee member signature: 

Print name: J MICHAEL TENNANT Date: 22/9/24

Responsible committee member signature: 

Print name: CALLUM GILCHRIST Date: 22/9/24

## Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. 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				

### 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.

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

