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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Lifesaving Generic Risk Assessment (includes wet and dry training as well as bunfight) | | **Date** | *20/8/2024* |
| **Are you a sports club or society?** | Sports club | **Assessor** | *Jack Owen (President)* | |
| **President/Captain Name/2nd Committee Member** | *Ella Williams (Secretary / VP)* | **Signed off** | ***SUSU USE ONLY*** | |
| **Risk Assessment Information**  (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information) | This risk assessment is for the risks associated with the regular club activities including wet and dry training and bunfight.  **Wet Training:**  We train in the Jubilee Sports Centre Pool on Tuesday 20:00-21:00, Thursday 20:00-21:00 and Sunday 18:00-19:00 for the 2025/25 season. Activities include general fitness and the use of equipment including manikins, rescue tubes, rescue ropes, diving blocks, pool obstacles and fins. The use of these pieces of equipment are included specifically in the risk assessment due to the higher risks involved. Simulated emergency response scenario (SERC) training also takes place where participants have 2 minutes to prioritise and treat casualties.  **Dry Training:**  Training for the 2023/24 season takes place on Tuesday 17:30-19:30 and Thursday 18:30-20:00 in Meeting Room 2 Tuesday and Clubs and Socs room Thursday. Training involves learning how to treat different injuries and illnesses such as heart attacks, choking, asthma, diabetes, and broken bones and then applying these skills in dry SERCS as explained above.  **Bunfight:**  Club/Society participation at the SUSU 2024 Bunfight (Clubs & Societies Fayre) on Thursday 26th September.  For further information on risk, please visit - <https://www.hse.gov.uk/simple-health-safety/risk/index.htm> | | | |

| ***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** | |
| **General Considerations (including group meetings)** | | | | | | | | | | | | | | | | | | | | |
| 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) |
| 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 | | 5 | | 10 | | Ensure that members know where the nearest fire exits 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). |
| 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 and keep them away from poolside environment  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 |
| Accessibility:  Entrances and Exits to activity rooms and other intended locations. | | 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.  Any members that have accessibility considerations will be consulted prior to any events in order to make arrangements with facilities to improve the likelihood that such individuals can participate in the events and have plans in place if an emergency is to arise. | | 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. |
| Reputational Risk:  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 | |  |
| Financial Risk:  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 | |  |
| Legal Compliance:  Club or society activity going against set law.  This includes breaches of the freedom of speech act | | Fines imposed upon the student group as well as SUSU.  Jail sentences.  Reputational risk to the student group, SUSU and the wider University | | The club or society, committee and members, SUSU or the Wider University. | | 1 | | 1 | | 1 | | 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.  All who wish to bring in an external speaker must follow due process, [available here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Inviting-External-Speakers.aspx)  This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted. | | 1 | | 1 | | 1 | |  |
| Medical emergency / pre-existing conditions | | 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 | | 10 | | 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) |
| **Activity Considerations** | | | | | | | | | | | | | | | | | | | | |
| Equipment | | Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used? | | All participants and bystanders. | | 2 | | 2 | | 4 | | Committee currently checks equipment before each training to ensure it is still safe/functional for use by members.  Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated. | | 1 | | 2 | | 2 | | Seek medical attention if problem arises  Formal methods of equipment checking to be overseen by secretary (Jack Owen) on a regular basis.  Several committee members are first aid trained and lifeguards are present at wet training.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Setting up equipment – this includes obstacle gates, diving blocks, manikins, etc. | | Various forms of injuries up to and including possible sprains and breakages, cuts and bruises | | All participants and organisers/staff. | | 2 | | 4 | | 8 | | 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 | | 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. |
| Being hit by an object (first aid kit, rescue aid, etc) | | 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 | | Where possible members will be told to not throw objects, including first aid kits and will receive warning and subsequent penalties for the throwing of these objects.  Where necessary, such as with a rescue aid, the correct procedure will be taught by qualified instructors to members prior to activities requiring the throwing of these objects. During these activities a trained instructor will observe the members. | | 1 | | 4 | | 4 | | If the person who has been hit by the object is showing signs of concussion or is confused, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| 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 | | Members are not allowed to wear items such as earrings, rings, necklaces, spectacles to our poolside training. If members are wearing jewellery, they are asked to remove it.  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 pool session that focuses on the areas that are likely to be used the most i.e., arms and legs. Cool down implemented at the end of a fitness session.  Coach for the evening to monitor all members during training and report any issues to senior committee members (President/Vice President) and lifeguards on duty. | | 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.  Participants will be asked to bring water bottles and to have eaten suitably before training to reduce fatigue and the implicated risks. |
| Participant Attire:  Is the clothing they are wearing, including shoes, relevant to the sport or activity | | Injury can occur if people are not wearing attire appropriate to the sport or activity. | | All participants and organisers/staff and spectators | | 2 | | 3 | | 6 | | Ensure all participants are wearing suitable clothing. These consist of appropriate swimwear for vigorous activity, swim hat and optional goggles. | | 1 | | 3 | | 3 | | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Extreme Weather | | Heat or sun – risk of sunburn, heat exhaustion and dehydration.  Cold – risk of hypothermia.  Weather directly influences ground surfaces (see below) and the risk of slips, trips and falls (see above) | | All participants and organisers/staff and spectators | | 1 | | 3 | | 3 | | All activities are conducted within a facility building with minimal UV exposure and controlled temperature.  Regular drinks breaks will be taken, and each participant and staff member is advised will bring their own drinks bottle.  If it is hot or sunny, committee will suggest to participants to take steps to reduce their chance of harm – i.e., use of sun cream, hats and having available shaded area.  If it is cold, it will be recommended for participants to 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, such as poolside, 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. |
| Use of Manikins | | Infection and illness | | All participants and organisers | | 2 | | 3 | | 6 | | Risk of respiratory disease; All manikins are wiped with disinfecting wipes between uses and the lungs are changed on a two-monthly basis. Any faces with cracks in are removed as per RLSS guidelines | | 1 | | 3 | | 3 | | Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy |
| Injury from insufficient warmups | | Pulled or strained muscles | | Participants | | 3 | | 3 | | 9 | | Players/participants told the benefits of an effective warm up and encouraged to complete. Warmups led by an appropriately qualified or experienced individual. Appropriate recovery methods also discussed to ensure muscles are more pliable to warm up. | | 1 | | 3 | | 9 | | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Qualification of coaches/instructors | | Participants could be hurt or hurt each other if the coach does not possess relevant qualifications to be able to deliver the sport or activity safely. | | Participants | | 3 | | 3 | | 9 | | Instructors will possess the appropriate RNLI instructor qualifications for the instruction of lifesaving training. This will be agreed with the student union and SUSU sport. | | 1 | | 3 | | 3 | |  |
| Incorrect first aid techniques | | Various injuries | | All participants | | 1 | | 2 | | 2 | | All techniques are taught by qualified coaches/ experienced lifeguards to ensure correct method is used. Within all scenarios, there is always a committee member supervising who can step in if anything incorrect is performed. (e.g. CPR on a live person) | | 1 | | 1 | | 1 | | 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 |
| Storage is very overcrowded | | Crush injuries, bruises, concussion | | Organisers | | 2 | | 2 | | 4 | | Risk of items falling out of cupboard (cage 1) as it is very full. There are quite high piles which have heavy items.  Attempt to liaise with other societies and SUSU to organise a sort of the cage and removal of redundant equipment. Be careful when removing equipment | | 1 | | 2 | | 2 | | Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy |
| Ability of members | | Players could be placed at the wrong level, resulting in potential risk of injury to themselves or others. | | Participants, Instructors | | 3 | | 5 | | 15 | | During early sessions members will be observed and placed in distinct groups of similar skill levels and will allowed to change groups based on whether they have demonstrated the correct competency. | | 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. |
| Use of fins | | Risk of slipping whilst diving in fins and the subsequent injuries that might occur should someone slip from a block or the poolside. Cuts, bruising, concussion, fractures | | All participants and organisers | | 2 | | 4 | | 8 | | Ensure instructors are happy with members' training before any fins use. Copy of instructors’ certificate available on request | | 1 | | 4 | | 4 | | If injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately from lifeguards.  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 |
| Contamination | | Mud and debris on poolside | | All participants and organisers, centre staff and public | | 2 | | 1 | | 2 | | No outdoor footwear to be worn on the poolside to reduce risk of mud/other coming into the pool sides and pool itself. | | 1 | | 1 | | 1 | | Any incidents need to be reported as soon as possible to lifeguards 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 | | 2 | | 2 | | 4 | | 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. | | 1 | | 2 | | 2 | | Encourage participants or staff who test positive to inform group leaders so they can pass this information on if applicable. |
| **Jubilee Pool Considerations** | | | | | | | | | | | | | | | | | | | | |
| Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked  Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked | | 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. |
| Water Quality:  -Extreme water temperature causing overheating or hypothermia.  -Extreme air temperature causing overheating or hypothermia.  -Low water quality  -Low water quality affecting visibility. | | Swimmers can overheat if pool or air temperature too warm, or suffer from hypothermia if too cold.  Sickness resulting from poor water quality  Injuries from participants colliding with each other or pool side if water visibility is poor. | | Participants  Members of the public  Lifeguards if required to go in pool for injuries. | | 3 | | 3 | | 9 | | Make sure water temperature is within acceptable range between 27- 32. The more intense the set the cooler the pool should ideally be. Pool temp over 30c will mean reducing intensity is appropriate.  Make sure air temp is between 20- 35 degrees Celsius  Make sure centre staff has tested water quality  Make sure water quality allows visibility of the pool bottom at all times  Report any concerns to Southampton Sport staff | | 1 | | 3 | | 3 | | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.    If severe, call 999 in an emergency.    Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) |
| Pool Organisation:  -Pool can be shared with public. Possibility of non-members entering club lanes by accident.  -Swimmers not following pool and/or lane etiquette.  -Swimmers hitting head if 5m flags not in place or moved to wrong position. | | Varying injuries to participants and members of the public.  Race times ruined if participants have to stop.  Head injuries if people collide.  Head injuries if people hit the pool side. | | Participants  Members of the public  Lifeguards if required to go in pool for injuries. | | 3 | | 4 | | 12 | | Make all swimmers aware of pool/lane etiquette via briefing before event and the information sent in advance.  Make sure 5m flags are in place before doing backstroke and positioned correctly. Before removing flags, all other parties in the pool will be told of the removal and any queries resolved.  Any other parties will be made aware of any club activities that could be disruptive or loud (e.g when conducting SERCs)  Be aware of non-members trying to enter club Session in error – advise accordingly | | 1 | | 4 | | 4 | | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.    If severe, call 999 in an emergency.    Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) |
| **Human Resources**  -Lifeguard cover not in place.  -Lifeguard cover not within acceptable ratio of 1 : 25 | | Drowning, even death to swimmers who get into trouble.  Multiple incidents happening simultaneously, inadequate lifeguard cover meaning not all can be helped, causing risk of further harm. | | Participants  Untrained club members who try to help those in difficulty | | 3 | | 5 | | 15 | | Lifeguard in place before swimmers enter the water.  1 Lifeguard required for every 25 swimmers.  Raise any number concerns with Southampton Sport  Stagger participants entering the water so that ratios are never exceeded. | | 1 | | 5 | | 5 | | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.    If severe, call 999 in an emergency.    Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) |
| Participants and Ability:  -Participants unable to swim 200m unassisted  -Participants unable to comprehend instructions (including language)  -Any physical disabilities or learning disabilities  -Illness, underlying medical conditions or injury to swimmers. | | Drowning, injury to participant, injury to others if not able to follow correct instructions | | All participants  Lifeguards – if required to assist participant | | 3 | | 5 | | 15 | | Lifeguards will be on poolside at all times – arranged with Southampton Sport.  Check level of competence of new swimmers – should be able to complete 200m unassisted front crawl.  Appropriate questions will be asked on registration to gauge if there are any physical or learning disabilities that organisers need to be made aware of, and to check relevant communication skills.  Appropriate questions will be asked on registration to gauge whether there are any underlying medical conditions. | | 1 | | 5 | | 5 | | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.    If severe, call 999 in an emergency.    Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) |
| Depth of water | | Hearing issues / loss, risk of drowning and head injuries | | All participants and organisers | | 2 | | 5 | | 10 | | Surface Diving down to the bottom of the pool is completed at member’s own risk; Any member who experiences pain to the ears or head must abandon the dive and inform the Lifeguards/First Aiders. | | 1 | | 5 | | 5 | | If injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately from lifeguards.  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 |
| Poolside: Setting up equipment – this includes obstacle gates, diving blocks, manikins, etc. | | Various forms of injuries up to and including possible sprains and breakages, cuts and bruises | | All participants and organisers/staff. | | 2 | | 4 | | 8 | | 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 | | 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. |
| Pool Side:  -Slippery flooring  -Broken pool tiles. | | Hard, uneven or slippery surfaces, such as poolside, 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. |
| Emergency Evacuation **–** due to fire or other hazard | Participants, stewards, spectators and club members could get trapped in the building and harmed or lost when trying to leave.  All could be subject to tripping and harm. | | All inside the Jubilee | | 1 | | 5 | | 5 | | All to be briefed on the Jubilee Pool emergency procedures prior to the event starting.  Emergency exits to be highlighted and the need to remain calm and walk towards the nearest fire exit at the sound of the alarm reminded.  Jubilee staff on site at all times to lead and assist with fire and evacuation procedures. | | 1 | | 5 | | 5 | | Press the nearest fire alarm in case of emergency.  Notify Jubilee staff if you notice anything strange or unusual or smell any burning.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) | |
| **Southampton Sport Facilities Considerations** | | | | | | | | | | | | | | | | | | | | |
| 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/) |
| **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 |
| 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.  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 | | 3 | | 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 - 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) |
| Spiked Drinks/Alcohol Poisoning | | Members experiencing nausea, disorientation and loss of awareness, potentially leading to them falling unconscious. This can be the result of either spiking or excessive drinking | | Members | | 3 | | 5 | | 15 | | Members will be encouraged to drink responsibly and within their individual tolerances.  Welfare officers will check in on members throughout social events to ensure they are adhering to this rule and if necessary will be taken aside and removed from the social to either be transported home or to a hospital if it appears necessary, during which 999 will be called and an ambulance requested. In both instances the individual will be transported with a committee member and follow-up checks will be conducted.  Report any incidents of spiking to SUSU via the SUSU reporting system. | | 2 | | 3 | | 6 | | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) and prior practices  Call emergency services as required 111/999  Committee WIDE training |
| Members getting lost or separated. Members leaving an event/activity alone or without notifying others | | Members may get lost or suffer injury while unable to get support. This is more likely to occur if an individual is inebriated. | | Members | | 3 | | 3 | | 9 | | Members will be discouraged from exiting a social alone, instead remaining in groups.  Any individuals that wish to leave separately will have to report in during their journey and only be allowed if they are in a state in which they can travel safely to their accommodation. | | 1 | | 3 | | 3 | | If an individual is not heard from after being contacted several times, committee will attempt to check on them through other avenues (e.g contacting housemates).  With no further confirmation, the emergency services will be called at 111/999  Committee WIDE training |
| Violent or offensive behaviour | | Inflicting physical injury, vandalising property, financial loss or reputation | | Members, members of the public | | 3 | | 3 | | 9 | | Follow the rules of the event’s facility.  In serious circumstances seek assistance. | | 2 | | 2 | | 4 | | Make security at the facility aware.  Report any incidents of violence or offensive behaviour to SUSU via the SUSU reporting system. |
| Adverse Weather | | Injury, Illness, Slipping, Burns | | Members | | 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 |
| 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) |
| Food allergies | | Risk of allergic reaction to ingredients in food. | | Members, visitors | | 3 | | 5 | | 15 | | A list of ingredients of the food items to be kept at the stall.  Representatives to ask attendees if they have any allergies.  If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:  ‘Products may contain nuts or nut extract…’ | | 1 | | 5 | | 5 | | Seek medical attention if problem arises  Seek support from facilities staff |
| Manual handling | | Risk of Musculoskeletal injures, cuts, bruises and crushing. | | Members, visitors | | 2 | | 3 | | 6 | | Ensure that 2 people carry tables and only if necessary.  Work in teams when handling other large and bulky items. | | 1 | | 3 | | 3 | | Seek medical attention if problem arises  Seek support from facilities staff |
| **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 2 representatives to be at the stall at any one time  Request that orderly queues 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 |
| Slips, trips, and falls | | Obstructions.  Build-up of rubbish/debris.  Risk of Minor Injuries: Grazes, cuts and bruising.  Major injury: Fractures | | Members, visitors | | 2 | | 4 | | 8 | | No items to be on the floor at the front of the stall. Rear/sides of stall to be kept tidy. Ropes from torpedo buoys will be kept tidy and, on the stand, not on the floor | | 1 | | 4 | | 4 | | Seek medical attention if problem arises  Seek support from facilities staff |
| Manual handling | | Risk of Musculoskeletal injures, cuts, bruises and crushing. | | Members, visitors | | 2 | | 3 | | 6 | | Ensure that 2 people carry tables and only if necessary.  Work in teams when handling other large and bulky items. | | 1 | | 3 | | 3 | | Seek medical attention if problem arises  Seek support from facilities staff |
| Food allergies | | Risk of allergic reaction to ingredients in food. | | Members, visitors | | 3 | | 5 | | 15 | | A list of ingredients of the food items to be kept at the stall and only prepackaged food used with ingredients list.  Representatives to ask attendees if they have any allergies.  If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:  ‘Products may contain nuts or nut extract…’ | | 1 | | 5 | | 5 | | Seek medical attention if problem arises  Seek support from facilities staff |

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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. | Away and Soton comp risk assessments to be refined and reuploaded ideally by 22/09/2023 | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 30/09/2023 | |  |  | |
| 3 | This generic and training risk assessment links to the competition risk assessments to be reuploaded by a target date of 22/09/2023 |  |  | |  |  | |
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|  |  |  |  | |  |  | |
| Responsible committee member signature:  A line of a mountain range  Description automatically generated | | | | | Responsible committee member signature: | | |
| Print name: JACK OWEN | | | | Date: 20/08/2024 | Print name: ELLA WILLIAMS | | Date 22/08/24 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 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** | | | | |

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