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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Southampton University Mixed Martial Arts- General Risk Assessment** | **Date** | 26/05/23 |
| **Unit/Faculty/Directorate** | SUSU/ AU | **Assessor** |  Calvin Feliciano |
| **President/Captain Name/2nd Committee Member**  | Lewis Patrick (President) | **Signed off (SUSU Staff)** |  |
| **Club or Team Information** | Southampton University Mixed Martial Arts (SUMMA) host training sessions for students and visitors of the university in various combat sports- of which include Brazilian Jiu-Jitsu, Muay Thai and Wrestling. The aims of these lessons are to teach self-defence as well as providing members of the club a diverse method of fitness. Though each discipline will have an experienced captain/coach, all sessions are accessible to all skill levels- where beginners and seasoned athletes are encouraged to join the society and take part in the training sessions. SUMMA also aims to host ‘fight night’ events throughout the year where members may compete in bouts against internally or with other university mixed martial art clubs. For further information on risk, please visit - <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>  |

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| ***PART A***  |
| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Who might be harmed****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| **Activity**  |
| Equipment A (Communal pads, boxing gloves, shin pads) | Abrasion from equipment, including damaged equipment.Hygiene concern regarding unclean equipment- spread of bacteria. | All participants and bystanders. | **2** | 3 | 6 | Equipment should be used in a way that is advised by the coach of the respective session (proper procedure for holding pads or wearing guards). Any pads and protective gear that is in a condition that renders it unusable (seams completely open, straps no longer safely affixed or padding missing) should be eliminated from future use and replaced.Such equipment should be stored in a way that prevents any residual damage from improper storage (all paired items kept together; straps properly closed). Where possible, purchasing personal equipment is encouraged to promote more hygienic practice as well as greater inclusivity (boxing gloves and shin pads). Sharing of intimate equipment (groin guards, mouth guards and hand-wraps) should be discouraged. Communal equipment should be regularly cleaned/disinfected by a member of committee and sharing with other societies/ clubs should be discouraged. | 2 | 1 | 4 |   |
| Equipment B(Punching/ Heavy Bags) | Joint injury, abrasions Heavy bags falling from fixture | All participants and bystanders | 3 | 3 | 9 | To avoid participants injuring bystanders, bags should only be used by one person at a time and should be conscious of the space when using them- people should avoid being in close proximity to someone using the bag.The bags should be used in an appropriate way with proper technique. Club goers should avoid hanging onto the bag to prevent collapse of the fixture.Participants should be advised to wear the appropriate gear in order to use the heavy bags (hand-wraps and boxing gloves).Should the bag be unhooked accidentally, it should only be reattached with at least 2 people (where the bags used are 45kg fairtex bags). Should fixtures be broken, SUSU staff should be alerted to enable proper repair. | 2 | 2 | 4 |  |
| Being hit by another member | Concussion if hit on the head. Otherwise, potential bruising or abrasions. | All participants and organisers/staff and spectators as well as members of the public who may be walking past | 4 | 4 | 16 | Due to the nature of the sport, making physical contact with another participant is unavoidable- however each coach of the session should advise that no participant should use excessive force nor techniques deemed outside of their skill level (more technical practices should be reserved for future sessions and for regular practitioners). Techniques using knees, elbows or moving in the air should be completed cautiously.Participants who consistently act against such advice may be subject to removal from the session or expulsion from the club. All participants are expected to use proper gear (boxing gloves, shin pads, groin guards or mouth guards where applicable)- especially in the case of sparring where such equipment protects its user and its opponent.  Participants are to be encouraged to be aware of surroundings during training drills/ sparring- such that the space would not become overcrowded and collisions are les likely.  | 2 | 3 | 6 | Participants who have been injured should be taken seriously and also advised to take a break from the activity.If the person who has been hit is showing signs of concussion or is confused, seek medical attention immediately. While severe injury is unlikely, incidents of skin tears or breakages should be treated with urgency.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. |
| Failure to “Tap out” during a submission | Over-extension causing sprains and potentially broken bones. Loss of consciousness with failure to tap out to certain chokes. | Participants in grappling/MMA training | 3 | 3 | 9 | Training involving grappling training to be monitored by respective coaches/ leaders, ensuring participants are using proper etiquette as well as an “early tap out” system in response to submissions/chokeholds. | 2 | 2 | 4 |  |
| Setting up the equipment Floor matsPunching bag  | AbrasionsFingers being trapped | All participants and organisers/staff.  | 2 | 2 | 4 | Floor mats should be carried carefully and orderly- ensuring no excessive weight is being carried at once. Mats should also be arranged in a way that reduces tripping- so all surfaces should be flat. Heavy punching bags should be set up by multiple people to ensure weight is secure and controlled. | 1 | 1 | 1 |  |
| Jewellery and other objects in pockets | Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises.  | All participants and organisers/staff.  | 3 | 3 | 6 | Participants asked to remove jewellery and objects from pockets prior to joining in. Jewellery should be removed when training especially during activities involving contact such as sparring or rolling (especially earrings, other piercings or modifications where possible) Such objects/jewellery should be stored away from training ground (mats) to avoid being stepped on.Coaches leading the session must ensure this has been done.  | 2 | **2** | 4 |  |
| Participant’s over-exerting themselves | Muscle injury – strains and pullsDehydration  | 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., flexibility stretches for legs. Regular water breaks should be encouraged by the leader- participants may also be directed to nearest water fountain of the venue (usually directly outside of the room). | 2 | 2 | 4 |  |
| Fire | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators  | 1 | 5 | 5 | Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Doors, regardless of being open or closed, should remain unobstructedHighlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.  | 1 | 4 | 4 | In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Slips, trips and falls | Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces (see below). | All participants and organisers/staff and spectators  | 2 | 3 | 6 | Check mat conditions for holes, lumps, and other obstacles- for instance, mats with damage to its surface or padding should not be used as it may lead to a participants foot getting caught. Any debris on mat or moderate spillage should be removed as well- such as excess sweat, water or debris from clothing or equipment. Mats should be placed together in a way that is organised and connected- ensuring there are minimal gaps. | 1 | 3 | 3 |  |
| Participant Attire | Injury can occur if people are not wearing attire appropriate to the sport or activity.  | All participants and organisers/staff and spectators  | 2 | 3 | 6 | Ensure all participants are wearing suitable clothing- Sportswear is advised (dry-fit tops, or sport specific uniform such as a Gi or rash guard) but thin shirts, shorts or joggers are acceptable. Hoodies or overly warm clothing is discouraged due to concern with heat and exhaustion. Socks should generally be avoided due to difficulty gripping onto mats but are still permitted. Long clothing that may drape down is discouraged due to slipping or entrapment but is permitted for religious/cultural reasons.Where necessary, mouth guards, groin guards, gloves, shin pads or hand-wraps should be worn- especially for sparring or rolling. Sparring involving strikes to the head is only permitted when involved participants are using mouth guards. | 2 | 2 | 4 |  |
| 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  | 2 | 3 | 6 | 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 light clothing, regular breaks and lower training intensity. While the club is largely indoors, sun cream may be encouraged for outdoor training. | 1 | 3 | 3 |  |
| Ground surfaces | Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips trips and falls (see section above)  | All participants and organisers/staff and spectators  | 2 | 3 | 6 | Visual check and sweep mats for debris to avoid injury. Mats should be used in place of the hard floor. Spillage to be wiped off mat to avoid slips as well as damage to mats.Ensure participants are wearing suitable clothing (nothing in pockets) whilst shoes are not appropriate for mats. | 1 | 3 | 3 |  |
| COVID Guidelines | All those in attendance must adhere to the latest COVID guidelines as set out by the UK Government as well as the University.  | All participants and organisers/staff and spectators  | 3 | 2 | 6 | Always adhere to the latest COVID guidance. Where applicable, ensure areas where people meet is well ventilated i.e. opening windows. Encourage those with symptoms to test and avoid sessions if positive. | 2 | 2 | 4 | Encourage participants or staff who test positive to inform group leaders so they can pass this information on if applicable.  |
| **Southampton Sport Facilities** |
| Facility defects, including, Lighting, Heating, Fire, Bomb Threat (unidentified package), fire exit blocked(Applicable to indoor activities)Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked(Applicable to outdoor activities)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 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. Committee members will hold offenders accountable via expulsion from the club or restrictions from joining activities.In serious circumstances seek assistance. | **2** | **2** | **4** | Make Southampton Sport Staff aware, call security.Injuries to be reported to the Southampton Sport Staff ad via the SUSU reporting system. Contact Report and Support [Report + Support - University of Southampton](https://reportandsupport.southampton.ac.uk/) |
| **Meetings & Socials** |
| Slips, trips and falls  | Physical injury | Event organisers and attendees  | 2 | 4 | 8 | All boxes and equipment to be stored away from main meeting area, e.g., stored under tables Any cables to be organised as best as possibleCable ties/to be used if necessaryFloors 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 needContact facilities team via SUSU reception/venue staffContact emergency services if needed All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | Make stall operators aware of the potential risks, follow manual handling guidelinesEnsure that at least 2 people carry tables.Setting up tables will be done by organisers.Work in teams when handling other large and bulky items.Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skatesMake sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | 1 | 3 | 3 | Seek assistance if in need of extra help from facilities staff/venue staff if neededSeek medical attention from SUSU Reception if in needContact 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 spaceCommittee to consult members on needs and make reasonable adjustments where possible  | 1 | 3 | 3 | Seek medical attention if problem arisesLiaise with SUSU reception/activities team on available spaces for meetings Postpone meetings where space cannot be foundLook at remote meeting options for membersCommittee 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 possibleEnsure no liquids are placed near electrical equipmentEnsure all leads are secured with cable ties/mats etc | 1 | 4 | 4 | Request support and advice from SUSU IT/Tech teams e.g., via activities teamFor external venues pre-check equipment and last PAT testing dates Seek medical attention as required |
| Socials: Costumes/Fancy Dress | Props/costumes causing injury or offence | ParticipantsMembers 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 followedCommittee WIDE training  |
| Socials- alcohol consumption  | Participants may become at risk as a result of alcohol consumptionMembers 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 discouragedFor socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excessCommittee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the eventSociety to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 3 | 5 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)Call emergency services as required 111/999Committee WIDE training |
| Socials-Travel  | Vehicle’s collision -causing serious injury  | Event organisers, event attendees, Members of the public  | 4 | 3 | 12 | Members are responsible for their individual safety though and are expected to act sensibly Local venues known to University of Southampton (UoS) students chosen Event organisers will be available to direct people between venues.Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. Avoid large groups of people totally blocking the pavement or spilling in to the road. Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis). Be considerate of other pedestrians & road users, keep disturbance & noise down.  | 2 | 2 | 4 | Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials/Meetings- Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | 3 | 5 | 15 | Advise participants; to bring their personal medicationMembers/Committee to carry out first aid if necessary and only if qualified and confident to do soContact emergency services as required 111/999Contact SUSU Reception/Venue staff for first aid support | 2 | 5 | 15 | Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | 2 | 10 | 5 | Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be neededBuild-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).
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| **Fundraising Events & Cash Handling -** *For own society or Charity* |
| Handling & Storing Money- Own Society fundraising  | TheftIndividuals being mugged/robbedLoss/ misplacement leading to financial loss | Members, Participants  | 3 | 4 | 12 | Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open. Money to be kept in lockable boxAvoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)Where possible offer option to pre-buy tickets to avoid cash purchasesE.g., use of SUSU box office, hire/loan of contactless payment machinesMoney to not be left unattendedCollectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.  | 2 | 3 | 6 | In the event of theft committee members will: * Highlight the incident to any community police officers in the area/report to 111
* Report incident to SUSU duty manager and [c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| Handling & Storing Money- Charity fundraiser  | TheftIndividuals being mugged/robbedLoss/ misplacement leading to financial loss | Members, Participants, Charity | 3 | 4 | 12 | Southampton RAG procedures will be followed: * Charity Event form completed, and RAG approval will be given
* All food hygiene certificates and event risk assessment to be approved by activities team
* Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5)
* Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.
* Collection buckets to remain sealed and to not be left unattended
* Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
* Nominated person will be tasked with storing cash in nominated location when SUSU office not open.
* Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)
 | 2 | 3 | 6 | In the event of theft committee members will: * Highlight the incident to any community police officers in the area/report to 111
* Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Events involving Food | Allergies Food poisoningChoking | All | 3 | 5 | 15 | Individual event risk assessment to be carried out for events involving members making/serving food.Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)Only order/buy food at establishments with appropriate food hygiene ratingFood to only be provided/eaten when other activities are stoppedFollow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products  | 1 | 5 | 5 | SUSU food hygiene level 2 course available for completion- requests made to activities teamCall for first aid/emergency services a required Report incidents via SUSU incident report procedure  |
| **Demonstration/Strike/ Awareness Raising Activity**  |
| Adverse Weather  | InjuryIllnessSlippingBurns  | All who attend | 4 | 3 | 12 | Lead organiser to check the weather are suitable for activities on the day SUSU/UoS Facilities team checks of buildings and spaces prior to the eventWarn those attending to prepare by wearing appropriate clothing and footwear e.g., via social media posts, email invitesIn the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate  | 4 | 1 | 4 | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Overcrowding | Physical injury  | Event organisers and attendees | 1 | 3 | 3 | Do not push/shoveIf 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 arisesWith support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the daySecurity team may inform police of the event if required (e.g. marches) |
| Disturbance to public, students and staff  | Conflict, noise, crowds  | Event organisers and attendees, general public  | 2 | 2 | 4 | Events planned for redbrick avoiding residential areas UoS Security Teams informed of the eventEverybody will be encouraged to stay together as a groupshouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons) | 1 | 2 | 2 | With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.ukInform UoS/SUSU communications team of the event- can brief others via SUSSSED  |
| Counter protest, discrimination against the demonstration/Campaign | Assault, Violence or threatening/ Aggressive Behaviour | Event organisers and attendees  | 2 | 4 | 8 | Event planned for Highfield campus- a route well signposted and known for students Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts Participants made aware they could join and leave the event at any time. Ensure that people are aware that this is an open space for discussion to discourage protest.  | 1 | 4 | 4 | Event organisers to call University Security if necessary.Emergency contact number for Campus Security:* Tel: +44 (0)23 8059 3311
* (Ext: 3311)
* Building 32, University Road Highfield Campus.

Any incidents will be reported via UoS reporting tools Contact emergency services if needed Organisers will, following the event, share relevant information on support/signpost via social media channels etc.  |
| Talks/debates- subjects that could be sensitive or personal to some members  | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed. | Members  | 2 | 3 | 6 | Prior information about event and what to expect given out so participants know what to expect.Members made aware they could leave the event at any time. Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)SUSU reporting tool available | 1 | 3 | 3 | Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletterCommittee Wide Training Seek guidance from activities/SUSU advice centre/UoS enabling team as requiredCommittee WIDE training  |
| **Awareness/Promotional Stand e.g. Bunfight** \*excluding items covered above  |
| Overcrowding at Stall | Reduced space in walkways and entrances.Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Members, visitors  | 2 | 3 | 6 | A maximum of 3 representatives to be at the stall at any one timeRequest that orderly ques are formed Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear Ensure that organisers /volunteers do not block walkways when engaging with attendeesFollow 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 arisesSeek support from facilities staff  |
| Falling Objects e.g. banners  | InjuryBruising Damage to equipment  | Members, visitors  | 2 | 3 | 6 | Tables to be safely secured by staff where possible – ask for support from facilities teamEnsure 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 arisesSeek support from facilities staff  |

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| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
|  |  |  |  |  |  |
| 1 | Completion of SUMMA Showdown risk assessment | Relevant committee members – president to ensure complete. | 22/9/23 | 21/9/23 |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | MMA committee | 22/9/23 | 21/9/23 |  |
| 3 | Ensure first aid kits are properly stocked as per each training venue | MMA committee | 22/9/23 | 21/9/23 |  |
| 4 | Ensure Fight gear is stocked and take inventory (pads, gloves etc) | MMA committee | 22/9/23 | 21/9/23 |  |
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| Responsible manager’s signature: Calvin Feliciano | Responsible manager’s signature: Lewis Patrick |
| Print name: Calvin Feliciano | 17/9/23 | Print name: Lewis Patrick | Date:17/9/23 |

**Assessment Guidance**

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

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

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

Risk process

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

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