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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton University Polo Club** | | **Date** | **13/09/24** |
| **Are you a sports club or society?** | ***Sports Club*** | **Assessor** | **Jemimah Berkeley** | |
| **President/Captain Name/2nd Committee Member** | **Joe Hilton (treasurer)** | **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) | <https://hpa-polo.co.uk/> (governing body for polo in the UK)  Weekly lessons take place at Druids Lodge Polo Club. Lesson timings are organised by Druids, and students sign up through our Facebook group. Lessons are approximately an hour. Lessons can involve using a short stick and an arena ball before mounting the ponies to practice the different kinds of shots. Once mounted, the ponies are warmed up through all the paces, walk, trot and canter. What is practiced during the rest of the lesson changes week to week. Practicing different shots at different paces takes place often. Little chukkas often take place at the end of the lessons | | | |

| ***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** | 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. |
| **Fire** | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators | 1 | 5 | 5 | Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.  Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.  Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.  Consider accessibility requirements | 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. |
| **Setting up/moving or chairs/tables/other objects in the area**. | 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) |
| **Overcrowding** | Physical injury | Event organisers and attendees | 1 | 3 | 3 | Do not push/shove  If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.  Book during quieter times when less activities taking place on Redbrick/book all available space  Inform other bookings on the Redbrick/in the area of the event | 1 | 3 | 3 | Seek medical attention if problem arises  With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk)) and liaise with them on need for security teams on the day  Security team may inform police of the event if required (e.g. marches) |
| **Electronics** | Risk of eye strain, injury, electric shock | Committee and attendees | 2 | 4 | 8 | Ensure regular breaks (ideally every 20mins) when using screens  Ensure screen is set up to avoid glare, is at eye height where possible  Ensure no liquids are placed near electrical equipment  Ensure all leads are secured with cable ties/mats etc | 1 | 4 | 4 | Request support and advice from SUSU IT/Tech teams e.g. via activities team  For external venues pre-check equipment and last PAT testing dates  Seek medical attention as required |
| **Accessibility**:  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. |
| **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 intro 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 Issues:**  Pre-existing and process for any that appear during club or society activity | Illness, death | Members, committee | 3 | 5 | 9 | All clubs and societies should have a process for if a medical issue occurs.  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.  If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 593311  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 | 1 | 1 | 1 | In 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. |
| **Activity Considerations** | | | | | | | | | | |
| **Equipment:**  any equipment the sport requires/uses needs to be risk assessed. | Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used? | All participants and bystanders. | 2 | 2 | 4 | Check all equipment prior to use. Is it safe to use? Does it have any sharp edges? Is it damaged in any way?  Check any stands – are they safe? Are they likely to fall? Are they damaged or do they have any sharp edges?  Do those leading the session have the appropriate training to demonstrate and use the equipment correctly?  Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated. | 1 | 1 | 2 | Seek medical attention if problem arises  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. |
| Falling from horse at **high speed** clear of the horse | Significant impact with the ground, may require catching loose pony on foot, stress to player | Person | 4 | 3 | 12 | 4 & 5. Players must wear PA05011 hat. Supervision of experience coach at all times when riding. | 4 | 2 | 8 | 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. Players not entered into match at higher speed when it is beyond their current level. |
| Falling from horse not clear of the horse | Horse may trample player if they fall under horses legs | Person | 2 | 4 | 12 | 4 & 5. Players must wear PA05011 hat. Supervision of experience coach at all times when riding. | 2 | 4 | 8 | Players advised on how to best avoid this situation and properly matched with horse and level of game play. |
| **Playing instructional chukkas** | Impact of sticks and balls with player and horses | Person and horse | 4 | 2 | 8 | 4 & 5. Players must wear PA05011 hat and advised to wear face guard. Supervision of experience coach implementing rules of play. | 4 | 1 | 4 | Ensuring all safety equipment is available to players and the club responsible for ensuring this. |
| Contact with other players while riding:  Impact of horses while riding off | Lower leg stuck between horses, contact with another player | Either player involved in contact | 5 | 2 | 10 | 4 & 5. Players must wear polo boots and knee pads at all times. Adequate coaching to explain the proper rules of play. | 5 | 1 | 5 | Ensuring adequate coaching so that the rules of play are understood by players. |
| **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 (nothing in pockets) and appropriate footwear. Is specific safety equipment required i.e., helmet, pads, gum shield etc? | 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 | 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. |
| Not complying with necessary rules such as crossing the line of play, i.e collisions when playing. | Horses can fall over on top of player | Player and horse | 1 | 5 | 5 | 4 & 5. Players must wear appropriate safety equipment. Adequate coaching to explain the proper rules of play and umpiring that implements the rules at a low level before play reach dangerous speeds. | 1 | 5 | 5 | Ensuring adequate coaching so that the rules of play are understood by players. Ensuring players without the necessary experience are not entered into a high level of play. |
| Playing stick and ball on ground | * Player is hit by sticks/balls * Equipment is damaged/lost * People nearby may get hit by the balls and injured | Players/Participants | 1 | 3 | 3 | Players to be aware of potential risks and ensure that equipment is used sensibly and appropriately  Ensure that practice takes place with reasonable space and balls are not directed towards people | 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. Practice occurs in groups to encourage sensible play  Beginners are supervised by the Team Captain or other committee member  All kit must be signed out so unsafe use is limited |
| Player wearing incorrect equipment not complying with current HPA regulations, i.e., helmet (PAS015:1998, SNELL E2001) as of 05/01/2023. | * Being unable to play at SUPA Nationals due to expired CE/QC mark.   Damaged helmet could cause injury to player. | Players/Participants | 2 | 3 | 6 | Club to ensure HPA Health and Safety is followed and any club owned helmets which do not follow current HPA guidelines to be removed.  Players to be informed of risks of wearing helmets not complying to HPA helmet regulations. | 2 | 3 | 6 | Players can check to see if their helmets comply with HPA Safety Committee Regulations via following the link to check if their helmet follows current safety standards: <https://hpa-polo.co.uk/download/2023-Helmet-Rules-for-HPA-website-v16.pdf>  Club will annually review equipment CE/QC mark to ensure health and safety is being followed and remove any damaged or unsafe equipment. |
| **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. | 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 |  |
| **Travel:**  Druids Lodge Polo Club | 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 [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Lighting** | 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 | 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.  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. | 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. |
| **Ability of players** | 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. |
| **Southampton Sport Facilities Considerations** | | | | | | | | | | |
| **Facility defects, including, Lighting, Heating, Fire, Bomb Treat (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 / 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 and contact them in advance to inform them of the event  Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 3 | 5 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required 111/999  Committee WIDE training |
| **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) |
| **Travel by car, train, bus, plane when leaving the local area.** | 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 [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **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** | Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self- control | Event organisers, event attendees, | **2** | **5** | **10** | Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event  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.  Participants encouraged to stay with a nominated ‘buddy’ where possible.  The organizers have confirmed the premise is licensed. **Action organizers (b).**   * 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.   **Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/**[**Expect Respect policy**](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **2** | **3** | **6** | 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)  If they need to go to the hospital they will also be accompanied there.  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.  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) |
| **Members getting lost or separated. Members leaving an event/activity alone or without notifying others.** | During the event participants may decide they want to l  eave, or they may get lost on the way | Event organisers, event attendees, | 3 | 3 | 9 | If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.  Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event  Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas. | 2 | 2 | 4 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required |
| **Violent or offensive behaviour** | 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 [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 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.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required |
| **Adverse weather** | 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 |
| **Slips, trips and falls as a result of alcohol** | 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:   * Venue is in good condition with no major trip hazards. * Bar staff monitor the condition of the floors & mop up split drinks. * Security staff & Bar Staff provide first aid cover.   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 [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Allergies - food and drink** | Allergic reactions to food and drink when out | Event organisers, event attendees, | 3 | 5 | 15 | Attendees responsible for own welfare I such instances- follow guidelines of venues.  First aid requested from bar staff as required. | 1 | 5 | 5 | Call Emergency Services/alert bar 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. |  | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. |  | |  |  | |
|  | Ensuring the club provides/gives access to adequate safety equipment: PA05011 Hats, Knee pads | SUPC committee, SUPC Coach/team captain | 12/04/23 | |  | Make sure that anyone who needs any club equipment to remain safe whilst playing has access to it | |
|  | Ensuring all new and current players have an adequate level of coaching for the level of play they partake in | Team Captain | 12/04/23 | |  | Review with Polo coach to make sure everyone playing is safe to play | |
|  | Making people aware of the risk. Additional explanation of very unlikely high risk event and ensuring no unsupervised play is allowed. Ensuring players understand their full health is necessary and have had adequate food and water before playing. Also notify to wear a coat in the rain / bad weather. No playing when it is icy. | SUPC President |  | |  |  | |
|  | Warm ups for horses and players such as “stick and balling” in a walk or trot are always part of the lessons but we will encourage members to do a cool down as well after getting the horses back to the stable. | SUPC President |  | |  |  | |
|  | Ask for pre-existing medical conditions that may impact ability to play including allergies | SUPC President |  | |  |  | |
|  | Nationals- Involves playing and large social event, so need to ensure that all members partaking in these event are aware of all the risks and also have somewhere if they need any help | SUPC President |  | |  |  | |
|  | Drivers are expected to drive safely and be aware of the laws of the road. Team captain has passed mini bus test. | SUPC President |  | |  |  | |
|  | Players expected to sign waiver and follow protocol when dealing with the risks of Covid-19 at the club and all participants follow all of the rules to ensure everyone is safe. | SUPC President |  | |  |  | |
|  | All activity is logged onto susu login portal | SUPC committee |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible committee member signature: A close-up of a signature  Description automatically generated | | | | | Responsible committee member signature: | | |
| Print name: Jemimah Berkeley | | | | Date: 16/09/24 | Print name: Robin Ormerod | | Date: 08/08/21 |

**Assessment Guidance**

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

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

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

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.

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