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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | *Sub-Aqua (Scuba Diving)* Generic Risk Assessment | | **Date** | **27/09/2024** |
| **Are you a sports club or society?** | **Sport Club** | **Assessor** | *Yuvan Hirani* | |
| **President/Captain Name/2nd Committee Member** | **Nina Brankin** | **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) | All diving activities carried out by the club follow BSAC safe diving recommendations which can be found here: https://www.bsac.com/safety/bsacs-safe-diving-guide/ This document is produced by a highly qualified and experienced team from BSAC (the National Governing Body for Scuba Diving and Snorkelling in the UK). As such it shall be considered the minimum benchmark for all diving practices. | | | |

| ***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** | | | | | | | | | | |
| Diving | | | | | | | | | | |
| Ear damage | from pressure changes whilst diving | All divers | 2 | 2 | 4 | Trainees are taught ‘ear clearing’. Divers are reminded to descent slowly and abort the dive if necessary. Divers are advised not to dive if they have a cold or other condition which may increase this risk. | 1 | 1 | 1 | If diver complains of ear pain or difficulty clearing ears, the dive manager is to have a discussion and confirm their fitness to dive before continuing diving. If ear pain is too great while diving a dive will be abandoned. |
| Mask squeeze | Pain Around/in eyes and noses | All Divers | 2 | 2 | 4 | Only masks with eyes and nose in same airspace to be used. Trainees taught to equalise masks. | 1 | 1 | 1 | Monitor divers post dive for signs of mask squeeze (lines around face, bloodshot eyes). |
| Running out of gas on a dive | Not being able to breath underwater while diving. | All Divers | 2 | 3 | 5 | Divers are equipped with a regulator with a pressure gauge. Divers are taught how to deal with an out-of-gas situation in their training. Divers are reminded to leave 1/3 of the cylinder’s supply as a reserve. Divers are also in pairs or groups and will monitor each other’s gas and share air from one cylinder while ascending in an emergency. Newly qualified divers are paired with an experienced diver or instructor. | 1 | 1 | 1 | On dives over 35m, divers should carry redundant gas if possible. This will ensure self-sufficiency and reduce the risk. No diving must be conducted over 40m without a redundant gas supply. |
| Separation from buddy | Lost from dive buddy potential leading to panic | All divers | 2 | 3 | 6 | A buddy separation exercise is taught in diver training and All divers are reminded of the procedure in the dive brief. Divers to remain close throughout the dive and newly qualified or inexperienced divers are paired with experienced members or an instructor. | 1 | 3 | 3 | strobes / torches / buddy lines can be carried to allow divers to see each other better. If the visibility is too, poor the dive should be aborted. |
| Decompression illness (DCI) | The bends | All divers | 2 | 3 | 6 | Divers to have a computer or a depth gauge and timer so that they can monitor their ascent rate. All dives to be planned with BSAC 88 tables or a dive computer. Other programs may be used at the Diving Officer’s discretion. Decompression dives require suitable qualifications and a full plan that the Dive Manager should see. No decompression dives require safety stops of 3mins@6m minimum. All divers have been trained to understand the causes of DCI and how to mitigate them. Novice divers will be diving with an experienced diver or instructor to ensure that they dive within their acceptable limits. Oxygen administration equipment and qualified administrators will be on site for all diving activities. | 1 | 2 | 2 | All divers abide by BSAC Safe Diving to mitigate risks as far as is reasonably practical. A suitably qualified Dive Manager (appointing by the Diving Officer) will always be on site to deal with any issues that arise. Any missed stops or unplanned decompression MUST be reported to the Dive Manager. |
| Equipment malfunction | Potential consequences for equipment malfunctions can include being unable to breathe if regulator makes or being unable to control buoyancy if there is a malfunction with either the dry suits or BCD of the diver | All divers | 1 | 3 | 3 | Equipment is serviced in accordance with manufacturer guidelines and any divers using their own equipment are advised to also have their equipment serviced regularly. Equipment rinsed and cleaned after every dive to help prevent saltwater damage or corrosion. Divers to dive with a regulator that has an octopus (secondary mouthpiece) to use or provide to a buddy in case of failure of the primary second stage. Divers dive in buddy pairs who can help in equipment failure cases. Newly qualified or inexperienced divers will be paired with an experienced diver or instructor. Diving over 40m will require the explicit permission of the Diving Officer and will require divers to carry a redundant gas supply. Any divers using different equipment configurations will be suitably knowledgeable in their ability to deal with equipment malfunctions. | 1 | 3 | 3 | Equipment servicing and maintenance shall be the responsibility of the Equipment Officer who shall ensure it is up to standard or not used. A log will be kept of all equipment. |
| Hypothermia from cold water temperatures | Hypothermia | All divers. | 2 | 2 | 4 | Divers will have suitable thermal protection whilst diving which will include at least a semi-dry suit or a dry suit and hood and gloves when diving in cold water (<10c) SUSAC has suitable thermal protective suits to hire out to diver who do not have their own. First aid kits and qualified administrators will be on site. Divers will be reminded of the need to wear extra thermal protection in particularly cold waters and anybody with unsuitable protection will not be allowed to dive. | 1 | 2 | 2 | First aid kits will be carried on all club trips and qualified first aiders will be present. First aid kits will contain thermal blankets. Warm drinks should be on hand if the air temperature is below 15oc and divers should not dive if they are cold. |
| Nitrogen narcosis | Impaired judgement, disorientation and confusion, overconfidence. | All divers | 2 | 3 | 6 | Divers are reminded in the brief before a deep dive about narcosis and divers will be in pairs or small groups so that people can look out for signs of narcosis in their buddy and recommend a change in depth. Progressive build-up of depth experience for trainees. Progressive work-up dives for all divers who are going beyond their recent diving experience. Experience gained in company of instructor / diver of greater experience at that depth. Clear dive plans as necessary with Diving Officer / Dive Manager. | 1 | 2 | 2 | Where qualified, divers should consider using a less narcotic gas mix for dives over 35m. Under no circumstances will any diver dive >50m on air. |
| Entanglement in nets/lines etc | Movement impaired and unable to ascent | All diver | 2 | 3 | 6 | All divers carry appropriate cutting implement, such as filament line cutter, wire snips, diving knife, etc. For unqualified divers it shall be the Dive Leader or instructor’s duty to carry such implements. Dive Leaders and the Dive manager shall make divers aware of any known hazards prior to the dive and monitor the surface to ensure that no activity such as fishing happens in the same area the divers are in. | 1 | 1 | 1 | Divers shall be reminded of the necessity of carrying such equipment and recommended to buy their own. A selection of knives or cutters shall be available to borrow from the equipment store. Where possible, each BCD / Wing owned by SUSAC should be fitted with a cutting device. |
| Illness from breathing contaminated air | Respiratory issues, eye and throat irritation, headaches and dizziness | All divers | 1 | 1 | 3 | The National Oceanography Centre compressor is regularly serviced and tested for air purity as required by law. When using the compressor, the air inlet will be kept away from poor air sources and the filter replaced after a set number of hours as required. Only members who are trained to use the compressor will be allowed to fill club cylinders and any members that are newly qualified in use of the compressor will be supervised. If the club cylinders are being filled elsewhere, they will be sent to reputable sources that supply gas that meets the requirements of BS EN12021:2014. During the pre-dive equipment check every diver and their buddy will check the air taste and smell as well as their other equipment to check the air quality. If diving on enriched air only qualified divers will be allowed to retrieve a nitrox-filled cylinder from a reputable source and will personally analyse the air and adjust their dive plan accordingly. | 1 | 3 | 3 | SUSAC has an oxygen analyser that is available for suitably qualified members to use to analyse nitrox gas mixes. |
| Drowning | Inhaling water | All divers | 1 | 3 | 3 | Buddy pairs are able to provide gas redundancy in the event of running out of air or equipment failure. Divers are trained and run through drills to safely ascend with their buddy to the surface with an alternative air source | 1 | 3 | 3 | Divers are to be careful near the edge of water. Regulators should always remain in mouths when in water, particularly if climbing a ladder or on a lift. |
| Immersion Pulmonary Oedema (IPO) | **increased hydrostatic pressure, which immediately causes redistribution of blood from the periphery to the chest. The increased central blood volume increases cardiac filling pressures and stroke volume and reduces total lung capacity.** | All diver | 1 | 3 | 3 | Divers with high blood pressure should seek specialist advice from a Medical referee. Hydration - divers should NOT drink excessive fluids prior to a dive. Extreme levels of exercise can contribute to IPO even in very fit individuals and so where possible minimise the need to perform extreme exercise pre-dive. Divers should consider the use of breathing gasses other than air when diving over 40m. Dives over 50m on air are prohibited. | 1 | 3 | 3 | dive Managers should be trained to recognise IPO, including causation, prevention and first aid. The Diving Officer should ensure this is done, and IPO is now taught in the BSAC syllabus. Dive Managers should be directed to this guidance and a copy should be kept in the first aid kit. |
| Heart attack | **Cardiac arrest** | All Divers | 1 | 3 | 3 | All divers required to annually self-certify their fitness to dive. The Dive Manager will ensure an AED is taken on every trip or present at the site. | 2 | 1 | 2 | Recommend that any divers over the age of 50 regularly get check-ups. Provide AED training to members and understand they know where the AED is on site. |
| Reduced underwater visibility | **Losing diver buddy** | All divers | 2 | 3 | 6 | Divers to be counted in and out of the water. Divers should carry torches in poor conditions. | 2 | 1 | 2 | Abandon dive if visibility too bad. |
| Injury from marine life | **Bites and stings** | All divers | 1 | 3 | 3 | Divers reminded not to touch or harass marine life. Divers should wear gloves where possible. | 1 | 3 | 3 | first aid kit on site and local hospitals identified prior to trip |
| Being hit by surface traffic | **Being hit by boat leading to injury.** | All divers | 1 | 3 | 3 | Divers should use SMB’s in high traffic areas. | 1 | 3 | 3 | Avoid diving in high traffic areas if possible. Never surface without a (D)SMB where boat traffic is present |
| Lack of control of students | **Accidents caused by unqualified poses such as rapid ascents or being separated from the group** | Students | 2 | 3 | 6 | All instructors to maintain full attention on students. No other activities (i.e. photography) should be engaged in. | 1 | 3 | 3 | Monitor to make sure instructors do not have other equipment on them that is for activities not suitable to diving with students. |
| Getting lost underwater (navigation) | **Separation from diving buddy** | All divers | 1 | 3 | 3 | Lead divers should carry suitable navigation aids including compasses where appropriate. Divers should recognise how to follow bearings and orientate themselves underwater. | 1 | 3 | 3 | Dive Manager to confirm plan and any underwater navigation pre-dive. |
| Manual handling | Musculo Skeletal injury from lifting heavy equipment | All divers | 2 | 2 | 4 | Divers taught to lay down cylinders to prevent any damage or injury caused from falling. Also taught how to handle heavy weight belts and other equipment whilst assembling, disassembling or moving scuba units. First aid kits and trained administrators are always on site. | 2 | 2 | 4 | make sure people are aware of correct manual handling procedures including lifting with a straight back and bent knees. Park vehicles as close to water as safe. Remind divers to help lift heavy equipment in pairs. |
| Manual handling | Musculo Skeletal injury from lifting heavy equipment | All divers | 2 | 2 | 4 | Divers taught to lay down cylinders to prevent any damage or injury caused from falling. Also taught how to handle heavy weight belts and other equipment whilst assembling, disassembling or moving scuba units. First aid kits and trained administrators are always on site. | 1 | 2 | 2 | make sure people are aware of correct manual handling procedures including lifting with a straight back and bent knees. Park vehicles as close to water as safe. Remind divers to help lift heavy equipment in pairs. |
| Water entry/ exit | Slips, trips and falls | All divers | 2 | 2 | 4 | Divers are briefed of entry and exits before each dive and made aware of slippery surfaces, rough terrain etc. and advised to take care, move slowly and use any handrails provided for entries and/or exits that are more likely to cause a fall. First aid kits and qualified first aiders will be on site for every dive. | 2 | 2 | 4 | Monitor changing conditions as entry and exits may change with tides and their suitability with weather conditions. Remind divers not to walk in fins. |
| Water entry/ exit | Falling | All divers | 2 | 2 | 4 | Divers must maintain three points of contact on ladders and dive lifts. Regulators to be kept in mouths. | 1 | 2 | 3 | Divers must keep clear of ladders and boats while other divers are climbing them in case a diver climbing a ladder or boat falls on them. |
| Travel | Road accident on travel to/from dive sites | SUSAC members and the general public / other road users | 1 | 3 | 3 | Only people with a valid driving license and insurance are allowed to drive members to dive sites. Cars must be taxed, insured and have a valid MOT. Nobody may tow the boat without a suitable licence and without the explicit permission of the Boat Officer. | 1 | 3 | 3 | The Dive Manger will make sure that everyone who is a driver complies with the aforementioned before being designated as a driver. |
| Power boats | | | | | | | | | | |
| Driving the boat or being in it | Falling out the boat | All aboard boat | 2 | 3 | 6 | When on water all persons should wear a flotation device. This will stop them from sinking and give time for someone to come over and rescue them. Divers may wear drysuits but anyone not in a drysuit must wear a lifejacket. Only qualified persons may be on water without supervision. | 1 | 2 | 4 | Minimum 150n self-inflating lifejackets to be used. Passengers are reminded to hold on to the boat. Cox must audibly confirm the boat will start to move and go fast before applying power. Killcord must be worn by cox. |
| Moving the boat | Musculoskeletal injuries from moving heavy boats or trailer | All members | 2 | 3 | 6 | Tractors or suitable vehicles should be used to move the boats. Jockey wheels on trailers should be utilised to help with moving trailers. | 2 | 2 | 4 | minimum two people to move empty trailer. Minimum four people to move trailer with boat. |
| Being on the boat | Hypothermia or hyperthermia from weather exposure | All aboard boat | 2 | 3 | 6 | All members on the boat should wear adequate thermal protection. Non divers should bring a dry bag with extra clothing | 1 | 2 | 3 | 2l per person fresh water on the boat, hot drinks and food. Thermal blankets and thermal protective aids must be carried on the boat. |
| Driving the boat | Primary engine failure | All aboard boat | 2 | 3 | 6 | Boats maintained to manufacturers standard and logs kept. Any boat not in working condition is marked, recorded and the keys removed. Paddles are kept on the boat and a sea-tools kit with spanners, sockets, spark plugs and starter rope. 2 VHF radios are kept onboard. | 2 | 1 | 3 | Fit a spare outboard where possible. Perform regular VHF function tests. |
| Being in the water | Being hit by the boat or propeller | All divers | 2 | 3 | 6 | Cox must wear a killcord and test it works. Man-overboard recovery is taught. Cox will ensure that the boat is in neutral whenever near divers and approaches are made at minimum revs into the wind / current | 1 | 3 | 3 | Cox’s should be assessed at the ability to pick up divers before doing it solo. Limbs must not be placed in the water when the boat is in motion. |
| Re fuelling the boat | Fuel spillage, fire and explosion | All members | 1 | 3 | 3 | Funnels to be used to refuel the boats, spillages to be cleaned up. No smoking or lose electrical cables. Ensure electrical systems are switched off when filling. | 1 | 3 | 3 | Only those over 16 may refuel a boat. |
| Using the boat | Contact with grease, oil and other contaminants | All members | 3 | 1 | 3 | Grease and oils are essential to the running of the boat. Those handling them should wear gloves and wash hands immediately. | 3 | 1 | 3 | Pouring oils should only be done while stationary and in calm seas. |
| Using the boat | Cuts | All members | 2 | 2 | 4 | Sharp edges on the boat should be limited wherever possible. They should be covered and identifiable. | 2 | 2 | 4 | Cut hazards exist with shot lines and anchors. This cannot be avoided. Gloves should be worn where possible. |
| Moving around the boat | Bodily injuries from trip slips and falls on the boat | All members | 2 | 2 | 4 | Avoid trip hazards on the floor of the boat. Ensure the boat is properly moored before entering or exiting. | 2 | 2 | 4 | Fit a non-slip surface to the boat floor. Ensure there are appropriate points to hold on to the boat. Help others enter boat by offering a hand. |
| Pontoon use | Falling off the pontoon | All members | 2 | 3 | 6 | Take care and wear appropriate footwear. Only use safe and sturdy pontoons. Must wear lifejacket or zipped up drysuit on pontoons. | 1 | 3 | 3 | Remind those present of the hazards. Identify life rings nearby. |
| Coming alongside another boat | Hitting other boats (collision) | All members / public | 1 | 3 | 3 | Come alongside slowly. Drivers must hold the minimum qualification of BSAC boat handling / RYA powerboat level 2 will have therefore received training. |  |  |  |  |
| Towing other boats | Capsizing another boat, snapping a tow line | All members | 1 | 3 | 6 | Cox should be experienced in towing another boat or under instruction before commencing a tow. Strong line fixed low at two points of the transom. |  |  |  |  |
| Driving the boat | Running out of fuel | All members | 1 | 3 | 3 | At least one container (20l) of fuel to be carried in reserve. All trips are planned for fuel use. |  |  |  |  |
| Driving the boat | Hitting the gearcase causing engine immobilisation | All members | 2 | 3 | 6 | Cox should monitor depth gauge / fish finder continuously as well as chart. Passage planning to be performed. | 1 | 3 | 3 | Raise outboard in shallow water. |
| Driving the boat | Capsizing the boat | All members | 1 | 3 | 3 | Cox must take care in bad weather. If forecast winds over force 4, the boat should not be launched | 1 | 3 | 3 | The cox should maintain a VHF radio about their person. |
| Lowering an anchor | Rope burn | All members | 2 | 1 | 2 | Rope should be payed out hand over hand not run freely. | 2 | 1 | 1 | Wear gloves when lowering anchors |
| Being on the boat | Dehydration | All members | 2 | 2 | 4 | Spare water is carried on the boat. Minimum 1l per person. | 2 | 2 | 4 | Members to bring their own water bottles. Dive Manager / Cox to remind. |
| Being on the boat | Getting lost at sea | All members | 1 | 3 | 3 | Flares (checked in date) are carried as is an air horn. VHF radios provide backup. Compasses are kept on board. | 1 | 3 | 3 | Carry charts or redundant chartplotters. Consider chartplotter with battery backup. |
| Being on the boat | Fire / flood | All members | 1 | 3 | 3 | Fire extinguishers and hand balers are kept on the boat. | 1 | 3 | 3 | Teach cox’s how to extinguish an engine fire. Check fire extinguishers in service. |
| Using an air compressor to fill tyres and tubes | Compressed air injuries | All members | 2 | 1 | 2 | Airlines only to be used by competent and confident people. Airlines should not inflict injuries on the user. |  |  |  |  |
| Driving the boat | Not having a spare killcord | All members | 1 | 3 | 3 | A spare killcord will always be kept on board the boat so the engine can be restarted in a cox man-overboard scenario. | 1 | 3 | 3 | The boat must not be used if there is no spare killcord. Passengers on boat should know where it is. |
| Driving the boat | Driving the boat | All members | 1 | 3 | 3 | The boat should never be beached if at all possible, but if so the skipper should be competent and confident in their ability to do so. Passengers should be advised to hold on and get as low as possible. The boat must be inspected afterwards. |  |  |  |  |
| Being on the boat | Collision with a large vessel | All members | 1 | 3 | 3 | The boat is fitted with a radar reflector complaint to SOLAS V and 2x VHF radios for communication. | 1 | 3 | 3 | Fit active radar reflectors and AIS where possible. |
| Driving the boat | Unqualified use | All members | 1 | 3 | 3 | No persons that do not meet the minimum qualifications may drive the boats under any circumstances except in a complete emergency situation where a qualified individual is unable to drive the boat and the boat must be driven to avoid grave and imminent danger to a vessel or person. | 1 | 3 | 3 | The boat may be driven by an unqualified individual if under the direct instruction of a qualified boat handling instructor (or equivalent or greater) and with the permission of the Boat Officer and Cox. |
| Driving the boat | Collision with ropes and lines | All members | 2 | 1 | 2 | Extreme care to be taken when lines are in the water. If prop touches lines, switch off and raise before inspection. |  |  |  |  |
| Diving | Getting lost at sea | All divers | 1 | 3 | 3 | Cox should be competent and confident in using the VHF to summon help. They should mark the last known position and establish a search pattern. Compasses and stopwatches are kept on board. | 1 | 3 | 3 | Where possible, coxes should hold a valid VHF DSC certificate. |
| **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** | |
|  | RA to be review by dive manger/leader | Diver officer | 27/09/2024 | 27/09/2024 |  | |
|  | Social part of RA to be review by committee | Social sec and welfare officer | 27/09/2024 | 27/09/2024 |  | |
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| Responsible committee member signature: | | | | Responsible committee member signature: | | |
| Print name: Yuvan Hirani | | | Date:27/09/2024 | Print name: Nina Brankin | | Date 27/09/2024 |

**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** | | | | |

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