| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | Southampton University Trampoline ClubGeneric Risk Assessment | | **Date** | *02/09/2024* |
| **Are you a sports club or society?** | University of Southampton Trampoline Club | **Assessor** | Daniel Cotta- SUTC Captain | |
| **President/Captain Name/2nd Committee Member** | Millie Goodwin- SUTC President | **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) | We are assessing the risk of Southampton University trampoline club to both its members and other sports facility users during our regular training sessions for both trampoline and strength and conditioning sessions. The number of people at a regular trampoline training session can vary from 10 to around 40 people, with up to 80 at our selected taster sessions. The number of people at a regular strength and conditioning session can vary between 5 to 20 people. This risk assessment will cover all the possible events that may occur and pose risk.  The training sessions occur weekly during term time on the following days & times; Tuesday 18:00-19:45, Friday 17:00-19:00 and Saturday 16:00-18:00 in the Jubilee Sports Hall. The Strength and conditioning sessions occur weekly during term time on Wednesdays 14:00-15:00 and Sundays 14:00-15:00 in Jubilee Sports centre in Studio 3.  The risk assessment will cover both conditioning and trampoline training sessions including setting up and putting away the trampolines, warming up, cooling down, and training on the trampolines. Furthermore, it will cover events outside normal training, such as competing at other universities, socials, and travel to and from these events. | | | |

| ***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** | | | | | | | | | | |
| Setting up and putting away the trampolines. | Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used?  Moving and extending trampolines, mats, and end decks.  Body parts could be trapped in the equipment causing bruising or broken bones | All participants and bystanders. | 2 | 4 | 8 | Check all equipment prior to use. Is it safe to use? Does it have any sharp edges? Is it damaged in any way? Are springs the correct way up (hook face down)  Check trampolines before moving – are they safe? Are they likely to fall? Are they damaged or do they have any sharp edges?  Coaches and committee to remain vigilant to ensure participants are using the equipment as demonstrated.  Shoes are always worn while setting up the trampolines to reduce risk of injury to feet. A competent member is always on hand at each trampoline to ensure that the equipment is set up correctly and safely. During this process less confident members are taught how to set up correctly to ensure that the process is always done safely. In this context, a person is deemed competent by the committee after a health and safety officer has overseen that the person knows how to safely deal with the trampolines.  If there is an issue at any point with the trampolines it will be reported to a member of committee who will access the trampoline and if deemed dangerous will be put to the side until an external repair company can come to fix it. | 1 | 4 | 4 | Via considering the control measures and making sure those are adhered to, the assessor should be able to reduce the likelihood and impact of anyone getting injured by the equipment.  Seek medical attention if problem arises  Is there a qualified first aider in attendance at the session? Do session organisers know the location of a first aid kit/ who the nearest first aider is?  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. |
| General use of Trampolines. | Soft tissue injury e.g sprains, strains, bruising. Potential broken bones. The nature of the sport means there is an inherent risk to participants' wellbeing. | Physical injury could occur to the participant if a move is performed incorrectly or a pre-existing injury could be agitated. Physical injury could also occur to those spotting the gymnast if the gymnast falls onto the spotter. | 2 | 4 | 8 | Either a Level 2+ coach or 2 persons deemed competent by the club’s health and safety officers must be present at every session along with 2 committee members to ensure the safety of participants on the trampolines.  Participants should only undertake moves that the coach running the session is happy (and qualified) to oversee.  All participants are reminded that if they do moves deemed harder than this then they will be performing these at their own risk and the club will not take any responsibility for the outcome of such moves.  There must be a minimum of two spotters on each exposed side of the trampoline while a participant is bouncing to step in if the participant is in trouble and help to either slow their fall or push them back onto the bed. All members are instructed how to spot when they join the club by a competent person | 1 | 4 | 4 | Any persons falling from a trampoline onto a hard surface, uncomfortable position or to an outstretched limb should seek medical attention.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Use of overhead Rig, | Breakage of the rig.  Incorrect landings from participants getting caught in ropes.  Rope burn, bruises and abrasions. | Participant in the rig harness, coach using the rig. | 3 | 3 | 9 | Only qualified coaches may use the rig (coaches that have obtained their level 2 qualification or higher)  The harness should be checked by the coach before use and ensure the participant is properly secured.  The rig should only be used when absolutely necessary for skill development. | 2 | 3 | 6 | The rig should be serviced every 3 years and only used when deemed safe and appropriate to do so.  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. |
| **Over-exertion or exhaustion. Strenuous exercise and the effect on the body** | Muscle injury – strains and pulls. | All participants and organisers/staff | 3 | 3 | 9 | Those leading the session should ensure a proper and thorough warm up is carried out prior to the session that focuses on the areas that are likely to be used the most i.e., arms. | 2 | 3 | 6 | If any injury occurs, seek medical attention.  If severe, call 999 in an emergency (although unlikely for muscular)  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Be hit by an object (basketball, volleyball)** | Concussion if hit on the head. Otherwise, potential bruising. | All participants and organisers/staff and spectators as well as members of other societies in the hall | 2 | 4 | 8 | Ensure participants are not playing with balls they may have and must remain in their bag or untouched  Ensure the divider curtain is drawn ensuring that any stray balls from another club does not come into the trampoline space | 1 | 4 | 4 | If the person who has been hit by a hard object and showing signs of concussion or is confused, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Removal of Jewellery, plus any other objects in pockets etc** | Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises. | All participants and organisers/staff. | 2 | 2 | 4 | Participants asked to remove jewellery and objects from pockets prior to joining in.  Those leading the session must ensure this has been done. | 1 | 2 | 2 | If any injury occurs, seek medical attention.    If severe, call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Participant Attire | Injury can occur if people are not wearing attire appropriate to the sport or activity.  Jewellery could become trapped in the trampoline bed when jumping or in equipment when setting up and putting down. | All participants and organisers/staff and spectators | 2 | 3 | 6 | Ensure all participants are wearing suitable clothing. This included removal of jewellery, ensuring loose and baggy clothing is not worn, clothing with zips and buttons should not be worn. Socks or trampoline shoes should be worn on the trampoline.  <https://www.british-gymnastics.org/about-us-documents/7980-h-s-guidance-safe-coaching/file> (section 1.8, 1.9) | 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. |
| Members who jump very high. | Participants jumping off the end of the trampoline past the end deck, landing on hard floors. Broken bones, concussions possible.  Low areas of ceiling (i.e., lowered basketball hoops) | The participant, spotter, and any other member in the vicinity | **2** | **4** | **8** | Placing a crash mat at the end of the end deck to cushion the fall if someone were to clear the end deck.  Members should ensure basketball hoops in JSH are fully retracted into the ceiling before setting up the trampolines. | **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. |
| Learning new moves/Skill development | Injury to the participant when learning new moves. i.e., broken bones, dislocations, cuts and abrasions and *very rarely fatality or permanent disability*. | Participants, coaches and spotters. | **2** | **5** | **10** | The competent coach will be overseeing the progression of the new moves, instructing the participants how to complete suitable preparations and correct technique for a new move.  Wherever possible, the competent coach will take the participant through the move with hand support and/or shadowing so they are ready to step in if something goes wrong.  Mats will always be pushed in to assist the participant when they land the new move to kill the bounce and provide a safer landing.  Members should **not** attempt new skills without the supervision of a coach. | **1** | **5** | **5** | Seek medical attention from SUSU Reception/venue staff if in need  Contact facilities team via SUSU reception/venue staff  Contact emergency services if needed.  Serious injuries in the presence of a BG qualified coach should be reported to British Gymnastics by the appropriate coach.  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 |
| Getting on and off the trampolines | Injury arising from persons getting on and off the trampolines. i.e., bruises, cuts and abrasions. Broken bones from falls from height. | Members, spotters and coaches. | **2** | **4** | **8** | All members are taught the safest way to get on and off the trampoline by a competent person. If a person still struggles to get on the trampoline, then use of the chain as a step is advisable. Failing that, the use of a step can aid the participant to safely get on the trampoline as long as the step is removed before the participant starts bouncing.  Before a participant gets off the trampoline, they must completely stop their bounce so there is no more vertical movement of themselves or the bed. They must then walk to the edge of the bed before sitting down and sliding off. All participants are informed of this procedure before using the trampolines. The use of soft floor mats around the edges of the trampolines reduces the impact of the floor also | **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. |
| Beginners on the Trampolines | Injury arising from persons on the trampolines. i.e., bruises, cuts and abrasions. Broken bones from falls from height. | Members, spotters and coaches. | **2** | **4** | **8** | In addition to the control measures specified under the “General Use of the Trampolines” beginners start out on the beginner beds with proper instruction on how to jump, how to stop and how to crash safely.  Low bouncing to start off is also enforced by the most competent coach present. | **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 heat exhaustion and dehydration due to the Sports hall heating up.    Cold – risk of hypothermia.  Weather directly influences ground surfaces leading into the Sports hall (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., drinking water regularly, hats and having a fan in the hall if possible  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. |
| **Ground Surfaces** | Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips trips and falls (see section 1). | All participants and organisers/staff and spectators | 2 | 3 | 6 | Check areas for hazards prior to session starting.  Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear. | 1 | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Injury from insufficient warmups and/or cooldowns** | 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 | **2** | **2** | **4** | Participants must wear shoes or be barefoot while running around to give better grip on the sports hall floor. Participants must be mindful of other people around them and are instructed to make sure they have enough space to warm up in safety. Warmups and cool downs should take place a safe distance away from the equipment to ensure that accidents do not occur and also be run by a qualified coach or committee member | **1** | **2** | **2** | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Qualification of coaches** | Participants could be hurt or hurt each other if the coach does not possess relevant qualifications to be able to deliver the sport or activity safely. | Participants | 3 | 3 | 9 | Clubs will source coaches that have the relevant qualifications to deliver their sport to that target audience | 1 | 3 | 3 |  |
| **Travel:**  To Jubilee sports centre or to other universities for competitions | 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 manner, 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** | Participants unable to see each other, the equipment or obstacles clearly, resulting in a higher risk of injury. | Participants and Coaches | 5 | 4 | 20 | Training will only take place when the lights in Jubilee sports hall are working.  If lights are not working, this will be reported to Southampton Sport and the session stopped. | 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. | Participants and Coaches | 3 | 5 | 15 | Coaches and participant to decide together if it is safe for the participant to compete at the desired level  Coaches and committee to ensure that their members and those they compete against are in the correct categories for their skill level at competitions | 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**  **Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked** | Causing Slip, trip or Falls.  Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment.  Person or persons falling over or into objects and/or each other, due to fire exit blocked | Participants involved in the activity, spectators, staff 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 the training surface is deemed unsafe then the session is not to go ahead.  If the area can be sectioned off then training 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 |
| Attending regular Southern Universities Trampoline League competitions  Attending competition socials outside of Southampton  [Southern Universities Trampoline League (sutleague.co.uk)](https://sutleague.co.uk/) | Injuries to members away from Southampton. | Members. | 2 | 2 | 4 | Members may sustain injuries (minor bruises to broken bones) when competing or spotting.  SUTL competitions have first aid staff and often paramedics present to respond to injuries.  Members are entered in competition based on their level and are not completing any new skills.  Competition socials often include consumption of alcohol. Injuries are possible under the influence.  Members are encouraged to be aware of alcohol intake (if any)  Committee is responsible for ensuring members are accounted for at designated venues and accommodation. | 1 | 2 | 2 | Make sure all participants are performing under the signed authority of a qualified coach.  Seek medical assistance from competition medical support (present paramedics or EMTs).  Contact further emergency services where required.  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) |
| **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)  Social secretaries remain sober at any drinking events to stay alert and monitor peoples wellbeing. | 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 In such instances- follow guidelines of venues.  First aid requested from bar staff as required. | 1 | 5 | 5 | Call Emergency Services/alert bar staff |

| ***PART B – Action Plan*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Assessment Action Plan** | | | | | | | |
| **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 (ISTO) * Fundraising events e.g. Bake Sales * SUTL Southampton Event (April 2025) | Relevant committee members – president to ensure complete. | When required by event. | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 28/09/24 | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: Millie Goodwin | | |
| Print name: DANIEL COTTA | | | | Date 02/09/2024 | Print name: MILLIE GOODWIN | | Date 12/09/2024 |

**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. |



| 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 |