|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Southampton University Triathlon Generic Risk Assessment | | **Date** | 18/10/2024 |
| **Are you a sports club or society?** | Sports Club | **Assessor** | Craig Harvie | |
| **President/Captain Name/2nd Committee Member** | ***Alexander Wilson*** | **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) | Generic risk assessment  Southampton University Triathlon Club (SUTRI) perform many in person training sessions and events this document is meant to cover general risk surrounding regularly occurring training activities and socials this includes swimming, cycling and running. | | | |

| ***PART A*** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| **General Considerations (including group meetings)** | | | | | | | | | | |
| **Slips, trips and falls** | Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces. | All participants and organisers/staff and spectators | 2 | 3 | 6 | Check ground conditions for holes, lumps, and other obstacles. | 1 | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Fire** | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators | 1 | 5 | 5 | Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.  Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.  Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.  Consider accessibility requirements | 1 | 4 | 4 | In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.  Once in a safe position to do so, call the emergency services on 999.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Setting up/moving or chairs/tables/other objects in the area**. | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | Make stall operators aware of the potential risks, follow manual handling guidelines  Ensure that at least 2 people carry tables.  Setting up tables will be done by organisers.  Work in teams when handling other large and bulky items.  Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates  Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable. | 1 | 3 | 3 | Seek assistance if in need of extra help from facilities staff/venue staff if needed  Seek medical attention from SUSU Reception if in need  Contact emergency services if needed  All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Overcrowding** | Physical injury | Event organisers and attendees | 1 | 3 | 3 | Do not push/shove  If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.  Book during quieter times when less activities taking place on Redbrick/book all available space  Inform other bookings on the Redbrick/in the area of the event | 1 | 3 | 3 | Seek medical attention if problem arises  With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk)) and liaise with them on need for security teams on the day  Security team may inform police of the event if required (e.g. marches) |
| **Electronics** | Risk of eye strain, injury, electric shock | Committee and attendees | 2 | 4 | 8 | Ensure regular breaks (ideally every 20mins) when using screens  Ensure screen is set up to avoid glare, is at eye height where possible  Ensure no liquids are placed near electrical equipment  Ensure all leads are secured with cable ties/mats etc | 1 | 4 | 4 | Request support and advice from SUSU IT/Tech teams e.g. via activities team  For external venues pre-check equipment and last PAT testing dates  Seek medical attention as required |
| **Accessibility**:  Entrances and Exits to the chosen area. | Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements.  They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made. | Participants, committee | 1 | 5 | 5 | All areas chosen for activity will have their suitability checked.  If a closed activity for members, members will be consulted to ensure there are no accessibility requirements.  If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible. | 1 | 5 | 5 | In case of an emergency, call the emergency services on 999.  If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Reputational Risk:**  For the club or society, as well as to SUSU and the University | Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students’ Union or Southampton University itself.  This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University’s name intro disrepute. | The club, SUSU or the University’s reputation | 2 | 1 | 2 | Ensuring all parts of this risk assessment are adhered to.  Ensuring that any incidents involving public or others are recorded and addressed.  Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing. | 1 | 1 | 1 |  |
| **Financial Risk:**  For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty. | Club or society activity costing more than planned, weakening their financial position.  Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties. | The club or society  Members subject to lawsuits  SUSU if required to assist. | 1 | 1 | 1 | Clubs and societies required to complete financial forecasting and budget for the year.  All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs.  SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected. | 1 | 1 | 1 |  |
| **Legal Compliance:**  Club or society activity going against set law.  This includes breaches of the freedom of speech act | Fines imposed upon the student group as well as SUSU.  Jail sentences.  Reputational risk to the student group, SUSU and the wider University | The club or society, committee and members, SUSU or the Wider University. | 1 | 1 | 1 | All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place.  All who wish to bring in an external speaker must follow due process, [available here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Inviting-External-Speakers.aspx)  This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted. | 1 | 1 | 1 |  |
| **Medical Issues:**  Pre-existing and process for any that appear during club or society activity | Illness, death | Members, committee | 3 | 5 | 9 | All clubs and societies should have a process for if a medical issue occurs.  All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.  If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 593311  Advise participants; to bring their personal medication  Members/Committee to carry out first aid if necessary and only if qualified and confident to do so | 1 | 1 | 1 | In an emergency, contact 999.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Activity Considerations** | | | | | | | | | | |
| **Equipment:**  any equipment the sport requires/uses needs to be risk assessed. | Cut/abrasion/ bruising from sharp edges. Is the equipment safe to be used? | All participants and bystanders. | 2 | 2 | 4 | Check all equipment prior to use. Is it safe to use? Does it have any sharp edges? Is it damaged in any way?  Check any stands – are they safe? Are they likely to fall? Are they damaged or do they have any sharp edges?  Do those leading the session have the appropriate training to demonstrate and use the equipment correctly?  Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated. | 1 | 1 | 2 | Seek medical attention if problem arises  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Moving/setting up equipment:**  Goals, hoops, nets, carrying anything else | Various forms of injuries up to and including possible sprains and breakages | All participants and organisers/staff. | 2 | 3 | 6 | Large or heavy equipment to be carried by 2 people.  Request tools to aid with the moving of heavy objects – SUSU facilities/venue e.g., hand truck, dolly, skates etc.  Any equipment not in use that is not fixed should be removed from the activity area. | 1 | 2 | 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. |
| **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. |
| Group crash i.e. cyclist to cyclist Due to close proximity group cycling. | Potentially lead to whole group falling. Potential broken limbs/traffic injury. Risk of death. | Participants | 1 | 5 | 5 | Compulsory to wear a helmet on club rides and to have lights on bike when dark. Specific cyclist signings used in order to maintain group safety ie. Vocal and visual communications. Group pace divides, to maintain group pace to stop harsh breaking. | 1 | 5 | 5 | Offer of car-park handling sessions in order to learn communication on the bike, plus handling skills. Banning of the use of tri-bars in group rides, alongside tt-bikes. Plugged bar ends are a requirement of every ride. |
| Individual crash | Loss of control by one member in a group cycle. Potential broken limbs/traffic injury. Risk of death. | Participant | 2 | 2 | 4 | Compulsory to wear a helmet on club rides and to have lights on bike when dark. | 2 | 2 | 4 | Offer of car-park handling sessions in order to learn communication on the bike, plus handling skills. Banning of the use of tri-bars in group rides, alongside tt-bikes. Plugged bar ends are a requirement of every ride |
| Traffic induced crash | Potential broken limbs/traffic injury. Risk of death. | Participants | 1 | 5 | 5 | Compulsory to wear a helmet on club rides and to have lights on bike when dark. Specific cyclist signings used in order to maintain group safety ie. Vocal and visual communications | 1 | 5 | 5 | Offer of car-park handling sessions in order to learn communication on the bike, plus handling skills. Banning of the use of tri-bars in group rides, alongside tt-bikes. Plugged bar ends are requirements of every ride. Cycling awareness/road awareness. |
| **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. |
| **Participant Attire:**  Is the clothing they are wearing, including shoes, relevant to the sport or activity | Injury can occur if people are not wearing attire appropriate to the sport or activity. | All participants and organisers/staff and spectators | 2 | 3 | 6 | Ensure all participants are wearing suitable clothing (nothing in pockets) and appropriate footwear. Is specific safety equipment required i.e., helmet, pads, gum shield etc? | 1 | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Extreme Weather** | Heat or sun – risk of sunburn, heat exhaustion and dehydration.  Cold – risk of hypothermia.  Weather directly influences ground surfaces (see below) and the risk of slips, trips and falls (see above) | All participants and organisers/staff and spectators | 3 | 3 | 9 | Ensure regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle.  If it is hot or sunny, ensure participants have taken steps to reduce their chance of harm – i.e., use of sun cream, hats and having available shaded area.  If it is cold, ensure participants have suitable attire to enable them to keep warm. | 1 | 3 | 3 | If anyone is affected by the heat or cold, seek immediate medical attention.  If severe, call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **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. |
| **Tackling (sport appropriate)** | Players can get injured from dangerous tackles – worst case broken legs or other limbs | Players/Participants | 2 | 4 | 8 | Ensure players are wearing relevant safety equipment i.e. shin pads, mouth guards etc. | 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. |
| **Injury from insufficient warmups** | Pulled or strained muscles | Players/Participants | 3 | 3 | 9 | Players/participants told the benefits of an effective warm up and encouraged to complete. Warmups led by an appropriately qualified or experienced individual. Appropriate recovery methods also discussed to ensure muscles are more pliable to warm up. | 1 | 3 | 9 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Qualification of coaches/instructors** | Participants could be hurt or hurt each other if the coach does not possess relevant qualifications to be able to deliver the sport or activity safely. | Players/Participants | 3 | 3 | 9 | Clubs will source coaches/instructors that have the relevant qualifications to deliver their sport to that target audience (for example, football coaches will need a UEFA C/FA level 2 to be able to coach a team). Clubs are to research this and liaise with the students union. | 1 | 3 | 3 |  |
| **Travel:**  Wide Lane, Highfield, Watersports or to away games | Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues. | Members, those driving, members of the public | 4 | 5 | 20 | Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test.  Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded. | 2 | 2 | 4 | Contact emergency services as required 111/999  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Lighting** | Players/Participants unable to see each other, the equipment or obstacles clearly, resulting in a higher risk of injury. | Players/Participants, Coaches/Instructors | 5 | 4 | 20 | Training and matches will only take place where there is sufficient light. Coaches and committee are deemed to be responsible for determining what is a safe light level.  If lights are not working, this will be reported to Southampton Sport and the session stopped. SUSU Sports Coordinators will not schedule training or games in unlit areas past the predicted sunset.  When training takes place in the dark all participants will be told to wear head torches so they are able to see clearly and be seen clearly | 1 | 4 | 4 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Ability of players** | Players could be placed at the wrong level or in the wrong teams, resulting in potential risk of injury to themselves or others. | Players/Participants, Coaches/Instructors | 3 | 5 | 15 | Coaches to decide whether it is safe for a player/participant to be part of that team or training.  Coaches and committee to ensure that their team is playing against other teams of a similar level, training and in a safe environment. | 1 | 5 | 5 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Jubilee Pool Considerations** | | | | | | | | | | |
| **Pool Design:**  -Adequate Lighting  -Reducing background noise  -Length of Pool | Participants unable to see each other and collide.  Lifeguards unable to clearly see all swimmers in the pool.  Background noise could prevent swimmers from hearing instructions | Participants, members of the public  Lifeguards – if required to assist participant | 3 | 3 | 9 | Make sure all lights are on so pool area is well lit.  Report any lightening concerns to Southampton Sport staff.  Ensure any background noise such as radios are turned off or down so that swimmers can hear instructions | 1 | 3 | 3 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.    If severe, call 999 in an emergency.    Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) |
| **Water Quality:**  -Extreme water temperature causing overheating or hypothermia.  -Extreme air temperature causing overheating or hypothermia.  -Low water quality  -Low water quality affecting visibility. | Swimmers can overheat if pool or air temperature too warm, or suffer from hypothermia if too cold.  Sickness resulting from poor water quality  Injuries from participants colliding with each other or pool side if water visibility is poor. | Participants  Members of the public  Lifeguards if required to go in pool for injuries. | 3 | 3 | 9 | Make sure water temperature is within acceptable range between 27- 32. The more intense the set the cooler the pool should ideally be. Pool temp over 30c will mean reducing intensity is appropriate.  Make sure air temp is between 20- 35 degrees Celsius  Make sure centre staff has tested water quality  Make sure water quality allows visibility of the pool bottom at all times  Report any concerns to Southampton Sport staff | 1 | 3 | 3 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.    If severe, call 999 in an emergency.    Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) |
| **Pool Organisation:**  -Pool can be shared with public. Possibility of non-members entering club lanes by accident.  -Swimmers not following pool and/or lane etiquette.  -Swimmers hitting head if 5m flags not in place or moved to wrong position. | Varying injuries to participants and members of the public.  Race times ruined if participants have to stop.  Head injuries if people collide.  Head injuries if people hit the pool side. | Participants  Members of the public  Lifeguards if required to go in pool for injuries. | 3 | 4 | 12 | Make all swimmers aware of pool/lane etiquette via briefing before event and the information sent in advance.  Make sure 5m flags are in place before doing backstroke and positioned correctly.  Be aware of non-members trying to enter club Session in error – advise accordingly | 1 | 4 | 4 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.    If severe, call 999 in an emergency.    Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) |
| **Human Resources**  -Lifeguard cover not in place.  -Lifeguard cover not within acceptable ratio of 1 : 25 | Drowning, even death to swimmers who get into trouble.  Multiple incidents happening simultaneously, inadequate lifeguard cover meaning not all can be helped, causing risk of further harm. | Participants  Untrained club members who try to help those in difficulty | 3 | 5 | 15 | Lifeguard in place before swimmers enter the water.  1 Lifeguard required for every 25 swimmers.  Raise any number concerns with Southampton Sport  Stagger participants entering the water so that ratios are never exceeded. | 1 | 5 | 5 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.    If severe, call 999 in an emergency.    Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) |
| **Participants and Ability:**  -Participants unable to swim 200m unassisted  -Participants unable to comprehend instructions (including language)  -Any physical disabilities or learning disabilities  -Illness, underlying medical conditions or injury to swimmers. | Drowning, injury to participant, injury to others if not able to follow correct instructions | All participants  Lifeguards – if required to assist participant | 3 | 5 | 15 | Lifeguards will be on poolside at all times – arranged with Southampton Sport.  Check level of competence of new swimmers – should be able to complete 200m unassisted front crawl.  Appropriate questions will be asked on registration to gauge if there are any physical or learning disabilities that organisers need to be made aware of, and to check relevant communication skills.  Appropriate questions will be asked on registration to gauge whether there are any underlying medical conditions. | 1 | 5 | 5 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.    If severe, call 999 in an emergency.    Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) |
| **Diving** | Head injuries, broken or injured limbs if entered water in the wrong way. | All participants.  Lifeguards – if required to assist participant | 3 | 4 | 12 | Diving is not allowed at this event.  All participants will be made aware of this and reminded throughout the event. | 1 | 4 | 4 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.    If severe, call 999 in an emergency.    Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) |
| **Pool Side Equipment:**  -Moveable items around the outside the pool causing a hazard.  -Immovable items around the outside of the pool causing a hazard | Participants and members of the public may trip, fall and hurt themselves. Potential they could even trip into the ball. All could cause head injuries, as well as injuries to limbs. | Participants  Members of the public  Lifeguards – if required to assist participant | 2 | 4 | 8 | Point items out to swimmers and coaches during the safety briefing.  Have any unnecessary items removed by centre staff.  Make sure no-one runs on poolside.  Flag any concerns to Southampton Sport staff.  Position a club committee member or coach near immovable items to raise awareness and enforce no running. | 1 | 4 | 4 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.    If severe, call 999 in an emergency.    Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) |
| **Pool Side:**  -Slippery flooring  -Broken pool tiles. | Participants slipping over and causing injury (head or limb injury).  Stubbing toes and causing open wounds on damaged floor tiles. | Participants  Members of the public | 3 | 4 | 12 | Point items out to swimmers and coaches during the safety briefing.  Have any unnecessary items removed by centre staff.  Make sure no-one runs on poolside. | 1 | 4 | 4 | If any injury occurs, seek medical attention. The nearest first aider will be the lifeguard and Jubilee Reception.    If severe, call 999 in an emergency.    Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) |
| **Emergency Evacuation –** due to fire or other hazard | Participants, stewards, spectators and club members could get trapped in the building and harmed or lost when trying to leave.  All could be subject to tripping and harm. | All inside the Jubilee | 1 | 5 | 5 | All to be briefed on the Jubilee Pool emergency procedures prior to the event starting.  Emergency exits to be highlighted and the need to remain calm and walk towards the nearest fire exit at the sound of the alarm reminded.  Jubilee staff on site at all times to lead and assist with fire and evacuation procedures. | 1 | 5 | 5 | Press the nearest fire alarm in case of emergency.  Notify Jubilee staff if you notice anything strange or unusual or smell any burning.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy, available [here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Reporting-Procedures-(incidents-and-concerns).aspx) |
| **Watersports Clubs Considerations** | | | | | | | | | | |
| Sea or River Conditions -  Are they safe? Tide at correct levels? Surf okay? Who makes the decision?  Condition of boat, canoe, etc. | Drowning | Participants | 2 | 5 | 10 | Events/training held in sea or rivers will be subject to the weather if the water is seen as too dangerous before or at all throughout the session the event/training must be cancelled.  e.g. water is too choppy there are any riptides or water has high bacteria level. | 1 | 5 | 5 | A SUTRI member to have a phone on them at all times when training in open water in order to call the coast guard if anything goes severely wrong  When conducting open water sea swimming all members should be wearing a bright bouy to increase buoyancy and make them more visible this should be checked by the leader of the session |
| Ability of members | Drowning | Participants | 2 | 5 | 10 | Before practising open water swimming members should have gone to multiple lifeguarded and coached pool sessions first and to be seen to have an appropriate ability before attempting to swim in open water | 1 | 5 | 5 |  |
| Qualification of coaches | Unqualified swim coaches could lead people being incompetent or over exserting themselves in the pool | Participants | 1 | 3 | 3 | All swim coaches should have BTF coaching qualification or equivalent and check this | 1 | 1 | 1 |  |
| **Southampton Sport Facilities Considerations** | | | | | | | | | | |
| Facility defects, including, Lighting, Heating, Fire, Bomb Treat (unidentified package), fire exit blocked  Wet floors, uneven surfaces or defects. Extreme heat, fire exits blocked  Uneven surfaces or defects | Causing Slip, trip or Falls.  Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment.  Person or persons falling over or into objects and/or each other, due to fire exit blocked | Participants involved in the activity, referees, spectators and customers of the facility | **2** | **3** | **6** | Everyone to ensure they do visual checks of the facility / pitch/ court before the session starts and report anything to the Southampton Sport Staff.  If playing surface is deemed unsafe then the session is not to go ahead.  If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club.  ***Excessive Heat***  Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff.  ***Fire exit blocked***  Everyone to ensure they do not put anything in front of fire exits.  Everyone to ensure they remove anything put in front of fire exits.  Clear walkways are maintained in all areas accessing the fire exits. | **2** | **2** | **4** | QR codes to report any defects to the Southampton Sport Staff.  Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system. |
| Equipment provided by Southampton Sport failure | Minor bruising, sprain, fracture, dislocation, concussion, | Participants in the activity, referees, spectators | **2** | **3** | **6** | Everyone to report equipment failure to the Southampton Sport Staff.  If equipment is unsafe, take it out of action. | **2** | **2** | **4** | QR code to report any equipment failure to the Southampton Sport Staff.  Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system. |
| Violent or aggressive behaviour or actions towards staff or other customers | Inflicting physical injury, vandalising property, financial loss or reputation | Staff, customers, members | **3** | **3** | **9** | Abiding by facility rules, everyone should treat people with respect.  In serious circumstances seek assistance. | **2** | **2** | **4** | Make Southampton Sport Staff aware, call security.  Injuries to be reported to the Southampton Sport Staff ad via the SUSU reporting system.  Contact Report and Support [Report + Support - University of Southampton](https://reportandsupport.southampton.ac.uk/) |
| **Socials** | | | | | | | | | | |
| Costumes/Fancy Dress | Props/costumes causing injury or offence | Participants  Members of the public | 2 | 2 | 4 | Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.  Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.  Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 2 | 2 | SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed  Committee WIDE training |
| Alcohol consumption | Participants may become at risk as a result of alcohol consumption  Members of the public may act violently towards participants. | Event organisers, event attendees, | 2 | 5 | 10 | Members are responsible for their individual safety though and are expected to act sensibly  Initiation behaviour not to be tolerated and drinking games to be discouraged  For socials at bars/pubs etc bouncers will be present at most venues.  Bar Security staff will need to be alerted and emergency services called as required.  Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess  Committee to select ‘student friendly’ bars/clubs 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 |
| Socials-Travel | Vehicle’s collision -causing serious injury | Event organisers, event attendees, Members of the public | 4 | 3 | 12 | Members are responsible for their individual safety though and are expected to act sensibly  Local venues known to University of Southampton (UoS) students chosen  Event organisers will be available to direct people between venues.  Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.  Avoid large groups of people totally blocking the pavement or spilling in to the road.  Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).  Be considerate of other pedestrians & road users, keep disturbance & noise down. | 2 | 2 | 4 | Where possible venues chosen for socials will be local/known to members and within a short distance from each other.  Contact emergency services as required 111/999  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials – 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.  People Getting Lost make sure that each member travelling is aware of the start and end location as well as the rest of the route | Members, those driving, members of the public | 4 | 5 | 20 | Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test.  Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded. | 2 | 2 | 4 | Contact emergency services as required 111/999  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials - Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | 3 | 5 | 15 | Advise participants; to bring their personal medication  Members/Committee to carry out first aid if necessary and only if qualified and confident to do so  Contact emergency services as required 111/999  Contact SUSU Reception/Venue staff for first aid support | 2 | 5 | 15 | Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Spiked Drinks/Alcohol Poisoning | Members unwell, left unconscious and could be taken advantage of, distress | Members | 3 | 5 | 15 | Report to staff at current venue  Call emergency services and 111/999  Member NOT to be left alone  In less extreme circumstances where ambulance is not called arrange suitable transport to get member to a safe location such as using the safety bus | 3 | 5 | 15 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) to report to SUSU  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. |
| Members getting lost or separated. Members leaving an event/activity alone or without notifying others | Lost, distress, member left vulnerable | Members | 3 | 4 | 12 | Check current venue  Attempt to Contact missing person/people  If in venue notify current staff  Perform regular headcounts | 2 | 3 | 6 |  |
| Violent or offensive behaviour | Inflicting physical injury, vandalising property, financial loss or reputation | Members, Venue Staff, public | **3** | **3** | **9** | Abiding by Venue rules, everyone should treat people with respect.  In serious circumstances seek assistance. | 3 | 3 | 9 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) to report to SUSU  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. |
| Adverse weather | Heat or sun – risk of sunburn, heat exhaustion and dehydration.  Cold – risk of hypothermia.  Weather directly influences ground surfaces (see below) and the risk of slips, trips and falls (see above)  Wind – risk of objects falling/blown into members | All participants | 3 | 3 | 9 | Ensure regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle.  If it is hot or sunny, ensure participants have taken steps to reduce their chance of harm – i.e., use of sun cream, hats and having available shaded area.  If it is cold, ensure participants have suitable attire to enable them to keep warm.  If there is excessive weather such as a storm cancel the event | 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. |
| Slips, trips and falls as a result of alcohol | Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc | All participants | 2 | 3 | 6 | Walk in groups so if someone slips, trips or falls they get seen straight away.  If any members or committee have been medically trained they can provide medical support  If | 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. |
| Allergies - food and drink | Members have serious allergic reaction | Members |  |  |  | Make sure relevant committee members are aware allergies and if personal medication is need make sure the members bring it |  |  |  | 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. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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:   1. Trips and Tours 2. Fundraising events e.g. Bake Sales 3. External Speaker Events | Relevant committee members – president to ensure complete | 2 weeks prior | 18/10/25 |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete |  | 18/10/25 |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
| Responsible committee member signature: *C Harvie* | | | | Responsible committee member signature: *A Wilson* | | |
| Print name: Craig Harvie | | | Date:18/10/2024 | Print name: Alexander Wilson | | Date18/10/24 |

**Assessment Guidance**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |