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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton University Triathlon Aquathlon** | | **Date** | **16/03/2025** |
| **Unit/Faculty/Directorate** | **SUSU Activities (Sport)** | **Assessor** | **Molly Slade** | |
| **President/Committee Rep** | **Gracie Horton (Fixtures sec)** |  | ***Sean Saunders (Sports Coordinator, SUSU)*** | |
| **Overview of Activity/Event:**  The Southampton University Triathlon Club are planning to run an Aquathlon event  The event will consist of 2 aspects – swimming and running. There is no cycling in this event.  Participants will meet for a briefing beforehand where key information from the Risk Assessment will be provided.  From this briefing, participants will move into the swimming aspect of the event, before finishing with a 5k run. | | | | |

| ***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** |
| Swimming Aspect of Event | | | | | | | | | | |
| **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  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.  - Participants colliding into eachother | 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  We will have access to the whole pool with no non-participants  There will be a limit of 8 participants per lane and they will be briefed on appropriate ways to overtake via briefing | 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.  Ensure weaker swimmers are put in the end lanes nearest the wall | 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. Weaker swimmers should be put in the end lanes nearest the wall  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 pool. 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) |
| Running Aspect of Event | | | | | | | | | | |
| **Transition from Pool to Run** | Collision with members of the public in the Jubilee entrance.  Tripping over participants belongings (trainers, clothes for run, bottles) | Participants  Members of the public | 3 | 2 | 6 | All participants will be told in the briefing that they are to walk until they are safely outside of Jubilee and onto the run route. This will also be including within the information that participants receive in advance of the event.  The entrance will not be accessible for the public to reduce risk of collisions. Signage will be used.  Space in the poolside will be allocated for athletes’ transition items. This will be kept alongside the wall away from the pool (near the exit and external window side) to ensure walkways are clear. | 1 | 2 | 2 | If any injury occurs, seek medical attention. The nearest first aider will be the 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) |
| **Members of the public on the running route**  -There may be members of public walking on campus, as well as families on the common (particularly on sunny days) | Collision with members of the public resulting in injuries ranging from head to limb breakages, cuts and grazes. | Participants  Members of the public  Younger children | 3 | 4 | 12 | Signage will be put up throughout the route to make members of the public aware of the event. Signage will suggest that all runners keep to the left and members of the public to the right on the route (flip side will show opposite to ensure no clashes).  Stewards will be posted throughout the route to engage with members of the public to make all aware.  Runners will be staggered at the start to ensure there are no groups running together. This will make it more like casual runners that you see every day on campus and in the common. | 1 | 4 | 4 | If any injury occurs, seek medical attention. This can be done by finding the nearest steward who will be able to contact the event lead. The nearest official first aider will be the Jubilee Reception (club will also look to put suitably qualified stewards around the route).    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 from the event colliding with each other**  -Particularly prominent if participants run in groups or are overtaking other participants. | Participants tripping over each other or colliding with each other, causing potential head injuries, limb injuries or grazes. | Participants | 2 | 4 | 8 | Runners will be staggered at the start to ensure there are no groups running together. This will make it more like casual runners that you see every day on campus and in the common.  Participants instructed within the briefing and pre-event information that the route is on public footpaths, and that they need to be always aware of the public.  Participants instructed within the briefing and pre-event information to only overtake over participants when it is safe and clear to do so. Members of the public have right of way.  There will be a maximum of 40 participants in the event as advised by university security | 1 | 4 | 4 | If any injury occurs, seek medical attention. This can be done by finding the nearest steward who will be able to contact the event lead. The nearest official first aider will be the Jubilee Reception (club will also look to put suitably qualified stewards around the route).    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 tripping or injuring themselves.**  -This could be tripping over an object, their own feet or even suffering from a muscular injury. | Head injuries, broken limbs, grazes, pulled or strained muscles, rolled ankles. | Participants | 3 | 4 | 12 | Route will be inspected on the morning of the event to ensure there are no unexpected hazards.  Participants will be advised of the route in advance and made aware of any potential problem areas.  Stewards will be posted throughout the route to support participants. Participants instructed to find a steward if they are in difficulty.  Participants will be asked when they register about any medical conditions or existing injuries. Those with existing may be asked to not compete depending on circumstance. | 1 | 4 | 4 | If any injury occurs, seek medical attention. This can be done by finding the nearest steward who will be able to contact the event lead. The nearest official first aider will be the Jubilee Reception (club will also look to put suitably qualified stewards around the route).    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) |
| **The running route**  **-**Obstacles on the route presenting possible issues to the participants | Participants could trip over obstacles such as broken pavements, roots etc.  Participants could be hit by falling branches.  Participants could be hit by cars on crossings.  All above could result in head injuries, limb breakages, grazes or pulled or strained muscles, rolled ankles. | Participants | 1 | 4 | 4 | Route has been planned due to the width of its paths and their condition.  Route will be inspected on the day of the event to ensure there are no unexpected obstacles. This could include broken pavements, roots sticking up, branches hanging down. Should issues be found, a decision will need to be made on the route. This could be changing to ensure it is safer, or having a steward positioned near the hazard to make participants aware.  There is one crossing on the running route, and participants will be instructed to abide by the crossing signals at all times. | 1 | 4 | 4 | If any injury occurs, seek medical attention. This can be done by finding the nearest steward who will be able to contact the event lead. The nearest official first aider will be the Jubilee Reception (club will also look to put suitably qualified stewards around the route).    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) |
| **Strenuous Exercise and the effect on the body** | Participants could suffer from heat exhaustion or dehydration, or there maybe other effects linked to previous medical conditions | Participants | 2 | 3 | 6 | Water stations will be provided for the athletes.  Stewards positioned around the route to assist participants.  Previous medical conditions are to be listed in the sign-up form as mentioned previously | 1 | 3 | 6 | If any incident occurs, seek medical attention. This can be done by finding the nearest steward who will be able to contact the event lead. The nearest official first aider will be the Jubilee Reception (club will also look to put suitably qualified stewards around the route).    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) |
| **Stewards**  Could be isolated on the route.  Extreme weather conditions. | Stewards could be isolated on route in terms on if they have to assist a participant with an injury. Potential safeguarding concerns here.  Stewards could suffer from hypothermia if extreme cold weather conditions.  Stewards could suffer from dehydration, over heating or sun burn if extreme hot weather conditions. | Stewards | 1 | 4 | 4 | Stewards will all be in contact with the event lead as well as each other via mobile phones. Stewards informed to reach out if there are any issues. All stewards to be allocated a set area to be so that they can be easily found.  Stewards all will be asked to bring waterproof coats and warm clothes in case of poor weather. They will also be instructed to bring a hat, water bottles (filled) and sun cream in case of hot weather. | 1 | 4 | 4 | If any injury occurs, seek medical attention. This can be down by finding the nearest steward who will be able to contact the event lead. The nearest official first aider will be the Jubilee Reception (club will also look to put suitably qualified stewards around the route). Event lead will flag concerns if they cannot reach a steward and will send the next positioned steward to check on them.    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) |
| **Weather Conditions**  Including wet and cold or dry and hot conditions | 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 below) | 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 the running route section above) | 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. |
| **Map of the Running Route** | | | | | | | | | | |
| Other Risk Assessment Considerations | | | | | | | | | | |
| **Reputational Risk:**  -To SUTRI (Triathlon Club)  -To SUSU  -To the University | Incidents during the event could pose a reputational risk to the club, Southampton University Students’ Union or Southampton University itself. | The club, SUSU or the University’s reputation | 2 | 1 | 2 | Ensuring all parts of this risk assessment are adhered to.  Ensuring that the risk of collisions or incidents with the public are kept to an absolute minimum via engaging with the participants in the pre-event briefing. Making all aware of the risks and the control measures in place, such as staggered starts, keeping left and stewards on the route. | 1 | 1 | 1 |  |
| **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.  Ensure the briefing/registration room is large enough for the number of attendees  Spread out registration desks and form orderly queues  Limit participants to 40 | 1 | 2 | 2 | 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 informed |
| **Financial Risk:**  To the club | The event costing money to put on, weakening their financial position.  Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties. | The club.  Members subject to lawsuits | 1 | 1 | 1 | Participants in the event are being charged to enter.  All participants are required to have British Triathlon Insurance before they are able to take part. This will be checked by the club prior to the day. | 1 | 1 | 1 |  |

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| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
|  | Stewards to be briefed prior to the event on their responsibilities and the running route | Event organisers | 1 week prior to event | |  |  | |
|  | Stewards to be added to group chat and all key contacts shared with them | Event Organisers | 1 week prior to event | |  |  | |
|  | Route to be inspected for issues | Event Organisers | 1 week prior to event, and day before event | |  |  | |
|  | Jubilee booked and assessed to ensure it meets requirements of this RA | Event Organisers | Booking to be made as soon as sign off received from Security. Venue checked 1 week prior to event, and on day of event. | |  |  | |
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| Responsible committee member signature: G.Horton | | | | | Responsible committee member signature: N.Miller | | |
| Print name: Gracie Horton | | | | Date: 02/09/2024 | Print name: Natalie Miller | | Date: 02/09/2024 |

**Assessment Guidance**

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

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

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

Risk process

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

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