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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Southampton vixens cheerleading society  Generic Risk Assessment  Hotpod yoga session | | **Date** | 05/11/2024 |
| **Are you a sports club or society?** | Cheerleading society | **Assessor** | Poppy Spurle  Welfare secretary | |
| **President/Captain Name/2nd Committee Member** | Jenna Moffit  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) | As a society, we aim to host several events that our members can attend external to training. Hotpod yoga are offering an hour session for up to 24 of us to join in with. I thought this would be a fun activity to organise for our members. I will create tickets through SUSU and promote them on our societies Instagram. The external teacher is responsible for the running the session at their studio. | | | |

| ***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** |
| **Yoga class** | | | | | | | | | | |
| **Physical Exertion/injury in class** | Injuries such as pulling a muscle and bruising | All those in the class | **3** | **3** | **9** | Encourage all to warm up prior to stretching  Ensure there is access to a first aid kit and ice packs in case of injury  Ensure everyone knows that they don’t have to complete moves they are not comfortable and confident doing | **1** | **2** | **2** | Ask the students at the start of class if they have had any recent injuries so the teacher can accommodate for these.  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. |
| **Falling while participating in activity** | Injuries and bruising | All those in the class | **2** | **2** | **4** | When learning new moves make sure the students are fully comfortable and confident in what they are doing  Offer support to those who require it | **2** | **2** | **4** | If an individual is at risk of falling due to slippery footwear, it could be suggested to remove socks and have bare feet in the hotpod.  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. |
| **Exhaustion** | People may become dehydrated in the hotpod  The heat may cause fainting  Could lead to an increased likelihood of injury | All those in the class | **3** | **1** | **3** | Enusre everyone brings water in with them  Ensure no one feels obligated to over-exert themselves  Make everyone aware they can leave the hotpod at any time  Ensure that everyone has drunk water beforehand and throughout the session | **2** | **1** | **2** | If a student appears exhausted, be proactive in advising them to sit out and eliminate risk of further exhaustion.  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. |
| **Setting up of class equipment** | Cause strain, injury, bruising or grazing | The external teacher | **1** | **3** | **3** | The hotpod is already set up by the external teacher. | **1** | **2** | **2** | Ensure equipment is set up prior to letting students into the session. |
| **Footwear** | Injury, bruising, damage | Those wearing socks | **2** | **2** | **4** | Suggest going bare foot for the session rather than wearing socks | **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. |
| **Security of Personal Belongings** | Belongings being damaged or stolen | All those in the class | **2** | **3** | **6** | Remind everyone to only bring essential items  Remind them to take care of their belongings and that they are responsible for them | **1** | **3** | **3** | Report any incidents to SUSU. |
| **General Considerations (including group meetings)**  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. | | | | | | | | | | |
| **Fire** | Smoke inhalation, burns and more severe  Risk of extreme harm | All participants and the external teacher | **1** | **5** | **5** | The external teacher and committee members 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. |
| **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 | Those in the session | **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 | 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** | The cost of the tickets are based on a price discussed prior for the session with the external teacher.  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 | All those in the class | **2** | **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 | **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. |

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| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
| A | Ensure everyone has water to take into the session |  |  | |  |  | |
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| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name:  Poppy Spurle | | | | Date:  12/11/24 | Print name:  Jenna Moffitt | | Date:  12/11/24 |

**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 |