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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton University Windsurfing Club (SUWC)**  **National windsurfing wave event**  **Date taking place: 2nd and 3rd Dec 2023**  **Approximate number of participants: 30**  **Location: Avon beach, near to Avon Run Road Car Park, Christchurch, BH23 4AN** | | **Date of RA** | **10/11/23** |
| **Unit/Faculty/Directorate** | **Southampton University Students Union (AU)** | **Assessor** | **Thomas Knight** | |
| **Event information** | The event is a student windsurfing event run by the SUWC, in collaboration with the Student Windsurfing Association (SWA). The event will be running amateur windsurfing competition for students belonging to university windsurfing clubs in the UK. There will be approximately 30 people in attendance. This event is for advanced windsurfers only, who will be using Avon beach for rigging windsurf sails, and launching onto the water. The SWA and SUWC will provide appropriate safety cover, and first aid provisions for all participants. The nature  of the event will involve a limited number of participants on the water at one time. Other  participants may choose to watch the on water activities from the beach. There will be a social trip to a venue on each night (Friday and Saturday). | | | |
| **President**  **Vice President** | **Thomas Knight**  **Finley Atherton** | **Signed off** |  | |

| ***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** |
| **Hard or sharp objects on beach** | Cuts and bruises | Participant | 3 | 3 | 9 | When assigning the sailing area, participants are made aware of the rocks, as well as the possibility of broken glass and hazardous object.  Participants are told at the briefing and in the briefing documents that boots are required for windsurfing. Individual clubs make sure their members have boots. The sign on/sign off team will not allow participants to go onto the water without boots. Shoes must also be worn on land. | 2 | 2 | 4 |  |
| **Collisions / Conflict with surrounding objects or people** | Bruises and concussions | Participant, members of the public | 2 | 3 | 6 | All participants will follow the international regulations for prevention of collisions at sea. Boards will not be sailed in close proximity to each other, and a spotter ashore will alert lifeguards of any incidents. | 1 | 2 | 2 |  |
| **Impact from sports equipment** | Bruises and concussions | Participant | 2 | 3 | 6 | SUWC explain that the equipment used is relatively heavy and therefore people should aim to keep hold of the mast or boom when sailing/standing still or protect their head with their arms in order to reduce possible injuries. For foils, a helmet has to be worn at all times | 1 | 2 | 2 |  |
| **Collision with sea defences / groyne when launching** | Bruises, concussions, broken bones | Participant | 2 | 4 | 8 | The sailing area given in the morning briefing will take into account the wind direction and consideration will be taken when launching to stay away from the groyne and any other sea defences. | 2 | 2 | 4 |  |
| **Shore dump / large waves** | Bruises, concussions | Participant | 2 | 3 | 6 | Care to be taken when launching, and only participants who are experienced at dealing with shore dump will be allowed out when shore dump is large. | 2 | 2 | 4 |  |
| **Poorly maintained / assembled equipment** | Cuts, bruises, drowing | Participant | 2 | 5 | 10 | SUWC regularly checks our equipment and makes sure that someone experienced supervises kit assembly. SUWC will check all kit before going afloat, with a visual inspection. SUWC has an up-to-date list of kit and its condition. | 1 | 2 | 2 |  |
| **Getting swept away from equipment or people** | Hypothermia, drowning | Participant | 2 | 5 | 10 | All participants out on the water or on the pontoon must wear a buoyancy aid or harness. Sign on/sign off staff will not allow participants on the water without a buoyancy aid or harness. Sign on/sign off staff keep a list of names, kit descriptions and university club for participants on the water at all times. All on water participants will be accounted for.  A clear brief will be given to all participants on the morning of both days; this will detail prevailing conditions, and clear sailing area for all windsurfers to stay inside. Any windsurfers outside that sailing area will be asked to go back to the sailing area or come off the water.  A qualified beach lifeguard will be in attendance at all times on the beach, and able to bring people in difficulty ashore, and will be keeping watch of activity on the water at all times. | 2 | 2 | 4 |  |
| **Striking / trapping by submerged obstacles** | Drowning | Participant | 2 | 5 | 10 | Participants will be briefed on distress signals for attracting the attention of the lifeguard, and the beach and water will be checked for obstructions before competitors go afloat. | 1 | 2 | 2 |  |
| **Low water temperature** | Hypothermia, drowning | Participant | 3 | 4 | 12 | All participants are provided with a wetsuit to keep them warm when out on the water. SUWC will also prevent attendees from accessing the water without wearing an appropriate wetsuit (4mm minimum). We will also have qualified first aiders in place encase of hypothermia. In the event of hypothermia, the participant will be taken ashore immediately and placed in the care of a 1st aider and slowly warmed up through methods taught by the RYA, i.e., covering the participant with blankets and waterproof covers (including head) | 2 | 2 | 4 |  |
| **Slips / trips on steep banks or uneven surfaces** | Cuts and bruises | Participant | 3 | 3 | 9 | Every participant on the water is informed of the rocks along the shore, as well as the slippery surfaces. All sailing will be clear of this area and all participants will be briefed on this in the morning briefings. | 2 | 2 | 4 |  |
| **Lack of information, training or instruction** | Drowning | Participant | 2 | 5 | 10 | Only windsurfers who are suitably experienced and comfortable windsurfing in the prevailing conditions will be allowed out by the sign on/sign off staff. | 1 | 2 | 2 |  |
| **Poor activity planning or preparation** | Injuries | Participant | 2 | 4 | 8 | SUWC has put a full plan is place for the weekend with timetables and contact information for all committee members and welfare officers in case any participants have any difficulties or any queries. All SUWC members and participants will be fully briefed about all the details and timetable of events over the weekend with contact information of the committee in case of problems that they may experience. | 1 | 1 | 1 |  |
| **Ignorance of rules and / or procedures** | Injuries, bruises | Participant | 3 | 3 | 9 | SUWC make sure that all participants are taught the rules of sailing. If any participant is thought to be ignoring the rules/participating in an unsafe way, they will be asked to leave the water or the event as a whole. | 1 | 3 | 3 |  |
| **Unsafe behaviour / attitude / horseplay** | Bruises, cuts, head injuries | Participant | 3 | 4 | 12 | If one of these is to happen, SUWC will warn the involved parties and if they do not change their ways they will not be participating in the club’s activities. This will be included in the briefing. | 2 | 2 | 4 |  |
| **Medical conditions of participants** | Death, injuries, drowning | Participant | 2 | 5 | 10 | All participants are required to fill out a medical form, which records a disclosure of all medical conditions that may affect them whilst attending the event, and staff have training and medical kit. SUWC will have several first aiders present to deliver emergency aid if required. | 1 | 3 | 3 |  |
| **Lack of cooperation within group** | Injuries, drowning | Participant | 2 | 4 | 8 | If any participant is thought to be lacking in cooperation, SUWC will give them a warning. If their behaviour does not change, we will then ask them to remove themselves from the session | 2 | 1 | 2 |  |
| **Insect/animal/plant stings and bites** | Low risk in the UK in December | Participant | 1 | 5 | 5 | SUWC have fully RYA qualified first aiders in the club and the centre has a full first aid kit and qualified first aiders. Wearing a wetsuit provides protection to most of your body. There is a first aid kit located on the beach. | 1 | 1 | 1 |  |
| Transport to and from activity | Severe injury or death | Participant | 1 | 5 | 5 | Drivers will have to conform to UK H&S and highway code. | 1 | 2 | 2 |  |
| Equipment with moving parts | Bruises | Participant | 2 | 2 | 4 | Participants are told never to let go of the boom, this way they can easily avoid getting trapped by the sail. | 1 | 2 | 2 |  |
| Heavy equipment | Bruises, cuts | Participant | 3 | 2 | 6 | Heavy boards carried by two people. Participants are shown the correct technique for lifting. Additional members available to help with carrying equipment. | 1 | 2 | 2 |  |
| Inadequate personal protective equipment | Drowning, hypothermia | Participant | 3 | 5 | 15 | SUWC don’t let participants go out without suitable wetsuit boots, wetsuit and personal flotation device. | 1 | 3 | 3 |  |
| Lifeguarding overwhelmed by too many people on the water at once | Ineffective safety cover, leading to death by drowning. | Participant | 2 | 2 | 4 | SUWC have people assigned to safety throughout the weekend which covers all aspects of safety – not just on the water. We have a sign on/sign off team which will only allow a certain amount of people on the water at one time, depending on conditions. Bournemouth Christchurch Poole council (BCP) will be notified of our use of the beach, and attendees are told to stay clear of other people that are not part of the event. Indications will be installed. | 1 | 2 | 2 |  |
| Road crossing | Severe injuries or bruising | Participant | 2 | 4 | 8 | Participants are aware of the danger when crossing the road next to the beach and car park. Participants are briefed that they must take caution when carrying kit across or in proximity to the road. | 1 | 3 | 3 |  |
| **Exposure to the sun**  **Dehydration** | Unlikely in the UK in December | Participant | 1 | 1 | 1 | Ask all to wear sun cream and keep well hydrated. | 1 | 1 | 1 |  |
| **Infection** | Fever, illness, stomach troubles | Participant | 2 | 5 | 10 | In common with all open water, there is a small risk of infection. Open wounds should be protected by a waterproof covering. Showers and washing facilities are available at the host house. Sewage in the surroundings of Southampton will have to be monitored. Organisers will have the final say whether it is recommended to enter the water or not. | 2 | 2 | 4 |  |
| **Inebriation (by alcohol or other substances)** | Bruises, harm to others | Participant | 1 | 4 | 4 | Any participant found to be inebriated by the effects of alcohol will be asked to not go on the water. Any participants found to be inebriated by the effects of alcohol and out on the water will be taken ashore immediately. Any participants found to be taking any illegal substances will be asked to remove themselves from the site immediately and their behaviour reported to the SWA. SUWC will have a sign on/sign off team to make sure all participants wanting to be allowed onto the water are not under the influences of alcohol or any other substance | 1 | 2 | 2 |  |
| **Slips, trips, and falls** | Injury that could require medical attention | Participant | 2 | 2 | 4 | Venue is in good condition with no major trip hazards. Bar staff monitor the condition of the floors & mop up spilt drinks. Security staff & Bar Staff provide first aid cover. | 1 | 1 | 1 |  |
| **Unacceptable behaviour e.g. violence, racism, lack of social distancing, lack of adhering to rules** | Damaging the reputation of SUSU, Southampton Windsurf Society, Student Windsurf Association, Southampton University and other UK universities. | Participant | 2 | 2 | 4 | The event is run by members of Southampton University Windsurf Club’s committee with help from the Student Windsurf Association. Students attending the event have read and accepted either SUSU’s Expect Respect policy or the Student Windsurf Association’s terms and conditions. Participants are reminded to be respectful to one another, and that SUSU and the Student Windsurf Association believe everyone should be able to enjoy their time at university and all the experiences that go along with that. SUSU and SWA has a zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct, and any victimisation through any activity. | 1 | 3 | 3 | Students will be reminded of SUSU’s guidelines or the SWA’s terms and conditions if they are not followed. If this persists, they will be sent home/ back to their host house. If necessary they will be reported to SUSU or the SWA. If an incident arises the sober reps will introduce some form of conflict resolution with the help of the venue. |
| **Medical Conditions** | Risk to health | Participant | 1 | 4 | 4 | Serious medical conditions will be made aware before the event begins to the person's host, and Southampton University Windsurf Club’s committee if necessary. Otherwise it is the person's responsibility to have friends around them that are aware of the condition and know how to act in certain situations. | 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** | |
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| Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: THOMAS KNIGHT | | | Date:10/11/23 | Print name: FINLEY ATHERTON | | Date:10/11/23 |

**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 |