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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | *University of Southampton Gymnastics Club* Generic Risk Assessment | | **Date** | *01/09/2023* |
| **Unit/Faculty/Directorate** | SUSU *AU* | **Assessor** | *Beth Jeffery – President* | |
| **President/Captain Name/2nd Committee Member** | *Tobias King-Cline – Treasurer* | **Signed off (SUSU Staff)** |  | |
| **Club or Team Information** | The University of Southampton Gymnastics Club is for students looking to improve their strength, flexibility, and gymnastic technique. From novice, or a seasoned gymnast, we warmly welcome everybody looking to build and develop new skills. We currently train once a week in an Olympic-standard gymnasium, and will this year be training once a week on campus as well in order to aid the development of strength, flexibility and technique. We compete in both friendly competitions, such as Portsmouth Gymnastics Adult Competition, and more serious competitions, such as Varsity, BUCS and UGC. Our aim is to develop skills and technique to keep increasing our ongoing success in competitions.  We are covered by British Gymnastics insurance in case any injury occurs. We also have qualified coaches who oversee all our training, there to give any help or advice. | | | |

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| ***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** |  |
| **Activity** | | | | | | | | | | |
| Equipment | Faulty equipment could break and fall onto someone, or someone could fall off the apparatus | User and those nearby | 2 | 3 | 6 | Check all Equipment before use and ask a member of staff how to use it and its safety if unsure. | 1 | 3 | 3 |  |
| Collisions | Colliding when practising skills | User and those who may be walking past | 1 | 2 | 2 | Brief participants on safety of self and others | 1 | 2 | 2 | Ensuring adequate space is left between participants when necessary |
| Jewellery or inappropriate clothing (e.g, loose or dangling straps) | Entrapment/ things getting stuck, collisions with objects that could cause cuts or bruises. | User | 2 | 2 | 4 | No jewellery permitted and fitting clothing with no loose parts of straps should be worn  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. |
| Over stretching of muscles | Muscle injury – strains and pulls. | User | 2 | 2 | 4 | Ensure correct and adequate warm-up procedure  Brief participants on safe practice and staying within their skillset ability to avoid overstretching, asking for coach assistance if unsure | 1 | 2 | 2 | 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. |
| 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. | 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. |
| Slips, trips and falls (Onto sprung floor or crash mats) | Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. | User and those nearby | 1 | 3 | 3 | Brief participants on personal safety before beginning  Brief participants to pay attention to where they are walking and put equipment back away after use to protect others | 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. |
| Undertaking activities beyond skill capacity | Personal injury and affects upon others | User and those nearby | 2 | 3 | 6 | Ensure that participants work within/just beyond skillset, asking a coach for assistance when trying something new | 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. |
| Exacerbation of existing medical conditions, e.g. asthma, epilepsy | Severe illness if symptoms of the conditions are triggered/worsen | User | 1 | 4 | 4 | Collect medical history from each participant and ensure they bring any medication they may need normally or in an emergency to every session | 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. |
| COVID Guidelines | All those in attendance must adhere to the latest COVID guidelines as set out by the UK Government as well as the University. | All participants and organisers/staff and spectators | 3 | 2 | 6 | Always adhere to the latest COVID guidance.  Where applicable, ensure areas where people meet is well ventilated i.e. opening windows.  Encourage those with symptoms to test and avoid sessions if positive. | 2 | 2 | 4 | Encourage participants or staff who test positive to inform group leaders so they can pass this information on if applicable. |
| **Meetings & Socials** | | | | | | | | | | |
| Slips, trips and falls | Physical injury | Event organisers and attendees | 2 | 4 | 8 | All boxes and equipment to be stored away from main meeting area, e.g., stored under tables  Any cables to be organised as best as possible  Cable ties/to be used if necessary  Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.  Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.  Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs | 1 | 4 | 4 | Seek medical attention from SUSU Reception/venue staff if in need  Contact facilities team via SUSU reception/venue staff  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) |
| Setting up of Equipment. E.g. Table and chairs | 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) |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 3 | 3 | Committee check on room pre-booking, checks on space, lighting, access, tech available  Ensure space meets needs of members e.g., considering location & accessibility of space  Committee to consult members on needs and make reasonable adjustments where possible | 1 | 3 | 3 | Seek medical attention if problem arises  Liaise with SUSU reception/activities team on available spaces for meetings  Postpone meetings where space cannot be found  Look at remote meeting options for members  Committee WIDE training |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers 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 |
| 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 |
| Socials- 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/Meetings- 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) |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go-  Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | 2 | 10 | 5 | Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed  Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. | 1 | 5 | 5 | All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.  Call emergency services and University Security:  Emergency contact number for Campus Security:   * Tel: +44 (0)23 8059 3311 * (Ext:3311). |
| **Fundraising Events & Cash Handling -** *For own society or Charity* | | | | | | | | | | |
| Handling & Storing Money- Own Society fundraising | Theft  Individuals being mugged/robbed  Loss/ misplacement leading to financial loss | Members, Participants | 3 | 4 | 12 | Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open.  Money to be kept in lockable box  Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)  Where possible offer option to pre-buy tickets to avoid cash purchases  E.g., use of SUSU box office, hire/loan of contactless payment machines  Money to not be left unattended  Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. | 2 | 3 | 6 | In the event of theft committee members will:   * Highlight the incident to any community police officers in the area/report to 111 * Report incident to SUSU duty manager and [c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Handling & Storing Money- Charity fundraiser | Theft  Individuals being mugged/robbed  Loss/ misplacement leading to financial loss | Members, Participants, Charity | 3 | 4 | 12 | Southampton RAG procedures will be followed:   * Charity Event form completed, and RAG approval will be given * All food hygiene certificates and event risk assessment to be approved by activities team * Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5) * Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity. * Collection buckets to remain sealed and to not be left unattended * Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. * Nominated person will be tasked with storing cash in nominated location when SUSU office not open. * Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) | 2 | 3 | 6 | In the event of theft committee members will:   * Highlight the incident to any community police officers in the area/report to 111 * Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Events involving Food | Allergies  Food poisoning  Choking | All | 3 | 5 | 15 | Individual event risk assessment to be carried out for events involving members making/serving food.  Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)  Only order/buy food at establishments with appropriate food hygiene rating  Food to only be provided/eaten when other activities are stopped  Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products | 1 | 5 | 5 | SUSU food hygiene level 2 course available for completion- requests made to activities team  Call for first aid/emergency services a required  Report incidents via SUSU incident report procedure |
| **Demonstration/Strike/ Awareness Raising Activity** | | | | | | | | | | |
| 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) |
| Disturbance to public, students and staff | Conflict, noise, crowds | Event organisers and attendees, general public | 2 | 2 | 4 | Events planned for redbrick avoiding residential areas  UoS Security Teams informed of the event  Everybody will be encouraged to stay together as a group  shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas  If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons) | 1 | 2 | 2 | With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk)  Inform UoS/SUSU communications team of the event- can brief others via SUSSSED |
| Counter protest, discrimination against the demonstration/Campaign | Assault, Violence or threatening/ Aggressive Behaviour | Event organisers and attendees | 2 | 4 | 8 | Event planned for Highfield campus- a route well signposted and known for students  Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues  Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts  Participants made aware they could join and leave the event at any time.  Ensure that people are aware that this is an open space for discussion to discourage protest. | 1 | 4 | 4 | Event organisers to call University Security if necessary.  Emergency contact number for Campus Security:   * Tel: +44 (0)23 8059 3311 * (Ext: 3311) * Building 32, University Road Highfield Campus.   Any incidents will be reported via UoS reporting tools  Contact emergency services if needed  Organisers will, following the event, share relevant information on support/signpost via social media channels etc. |
| Talks/debates  - subjects that could be sensitive or personal to some members | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed. | Members | 2 | 3 | 6 | Prior information about event and what to expect given out so participants know what to expect.  Members made aware they could leave the event at any time.  Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)  SUSU reporting tool available | 1 | 3 | 3 | Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter  Committee Wide Training  Seek guidance from activities/SUSU advice centre/UoS enabling team as required  Committee WIDE training |
| **Awareness/Promotional Stand e.g. Bunfight**  \*excluding items covered above | | | | | | | | | | |
| Overcrowding at Stall | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Members, visitors | 2 | 3 | 6 | A maximum of 3 representatives to be at the stall at any one time  Request that orderly ques are formed  Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear  Ensure that organisers /volunteers do not block walkways when engaging with attendees  Follow instructions given by support staff/staff on directions and entry and exit points  Do not move tables if this has been placed for you by staff. | 1 | 3 | 3 | Seek medical attention if problem arises  Seek support from facilities staff |
| Falling Objects e.g. banners | Injury  Bruising  Damage to equipment | Members, visitors | 2 | 3 | 6 | Tables to be safely secured by staff where possible – ask for support from facilities team  Ensure banner is secured and on a flat surface  Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders | 1 | 2 | 2 | Seek medical attention if problem arises  Seek support from facilities staff |

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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** | |
| 1 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:   * Trips and Tours * Competitions | Relevant committee members – president to ensure complete. | 20/02/23 | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 20/02/23 | |  |  | |
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| Responsible manager’s signature: Karley Moreton – President | | | | | Responsible manager’s signature: *Ethan Betty – President* | | |
| Print name: *Karley Moreton* | | | | Date:10/01/23 | Print name: *Ethan Betty* | | Date:10/01/23 |

**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 |