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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Southampton University Dodgeball Club & Roundnet Society 12hr Charity Event** | **Date** | **03.03.2024** |
| **Club or Society** | **SUDBC & SURS** | **Assessor** | ***Daniel Blackledge (Roundnet President)*** |
| **President or Students’ Union staff member** | ***Shayan Hameed (Dodgeball President)*** | **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** |
| Movement around the venue might cause slipping, tripping, obstruction of fire routes | Broken bones, dislocations, friction burns, concussion, bruises.  | Players, spectators. | **3** | **3** | **9** | **First aid facilities on site.****Bags, shoes, drinks and other lost items to be kept off and away from court/s in use, against a wall.****Session leader/s to check for litter etc. before, during and after the session.** | **2** | **2** | **4** |  |
| Insufficient warm up | Muscular/soft tissue damage | Players | **2** | **3** | **6** | **Ensure all players undergo a warm up before they play** | **1** | **3** | **3** |  |
| Slip/trip hazards due to playing surface, especially when playing | Broken bones, dislocations, friction burns, concussion, bruises | Players/Spectators | **3** | **4** | **12** | **First aid facilities on site****Court floors to be inspected for spillages, damages et. by session leader/s prior to session.** | **2** | **3** | **6** | Session leaders to only use masking tape or other approved sports tape to mark out court boundaries. |
| Exacerbation of pre-existing medical conditions e.g. Asthma due to exertion | Risk and consequences vary with condition in question | Players | **3** | **4** | **12** | Session leader/s to invite new and existing participants to declare any such conditions before commencing a session.Session leader/s to be aware of venue H&S/first aid protocol | **2** | **4** | **8** | Any players with medical conditions that could cause serious harm will not be allowed to participate. |
| Ankle injury whilst playing due to incorrect footwear | Soft tissue damage | Players | **2** | **2** | **4** |  |  |  |  |  |
| Aggression between participants | Bruising, scratching, other minor injuries | Players, spectators, supervisors | **1** | **2** | **2** |  |  |  |  |  |
| Collision injury between players | Broken bones, dislocations, friction burns, concussion, bruises | Players | **3** | **3** | **9** | **Games always run by competent persons****Game rules prevent teams from entering each other's half of the court****No spectators to games to be allowed onto, across or behind the courts during play****Session leader/s to be aware of venue H&S/first aid protocol** | **2** | **3** | **6** | Players taught to be more aware of surroundings and where their teammates are. |
| Impact damage from dodgeballs | Bruising, dry burns, possible concussion from head shots.Direct finger impact may lead to dislocations or broken bones | Players, spectators, supervisors | **4** | **4** | **16** | **Players taught how to catch balls safely and appropriately minimise chances of finger-related injuries from inappropriate catch attempts.****Session leader/s to constantly be on the lookout for individuals making inappropriate catches that could potentially result in injury, and advising and coaching said players on how to attempt catches appropriately.****Only balls meeting governing body specifications to be used and must be checked before sessions.** | **2** | **3** | **6** | Players encouraged to avoid point blank full power throws at opponents to reduce the risk of impact injuries.Deliberate headshots forbidden, as per game rules.Always some innate risk due to nature of the sport. |
| Incorrect use of equipment | Bruises, dislocations, dry burns | Players, spectators | **1** | **2** | **2** |  |  |  |  |  |
| Bodily fluid exposure risk/injury aggravation risk | Blood borne virus exposure, injury exacerbation | Casualties, first aiders | **2** | **4** | **8** | **Use on site first aiders and first aid facilities whenever possible.****Only trained and pre-approved first aiders to be permitted to administer first aid in a SUDBC capacity.** | **1** | **4** | **4** |  |
| Fire of other emergency at venue | Burns, lung injuries, other fire related injuries, death | All present | **1** | **5** | **5** | **Escape route/s and door/s to be made clear to any new members by session leader/s at the start of session, and kept clear for the duration of the session.****Session leader/s to be aware of venue fire alarm/emergency protocols.** | **1** | **4** | **4** |  |
| 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** | **5** | **10** | * ensure that members know where the nearest fire exit 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). |
| Physical injury caused by inappropriate clothing | Dry burns, bruises, exhaustion, dehydration | Players | **2** | **2** | **4** |  |  |  |  |  |
| Physical injury caused by jewellery and watches | Cuts, bruises, dislocations, broken bones, torn skin/flesh | Players | **2** | **3** | **6** | **First aid facilities on site.****Session leader/s to make sure players do not wear any jewellery, watches, wristbands, and any other sharp or unnecessary objects. Any individual wearing jewellery will be asked to remove it or be refused permission to play.** | **1** | **3** | **3** |  |
| Injuries due to loss of balance | Soft tissue damage, bruising, dislocations, fractures, head injury | Players | **3** | **3** | **9** | **First aid facilities on site.****Sessions to be run, and any smaller groups supervised, by suitably competent persons. Skill level of drills to be kept appropriate to skill levels of players, as judged b the competent person supervising.** | **2** | **2** | **4** |  |
| Exhaustion | Dehydration, hypoglycaemia, nausea, vomiting, fainting | Players | **2** | **4** | **8** | **First aid facilities on site.****Session leader/s and all other competent persons supervising the session to proactively monitor for signs of exhaustion.****Drinks to be available during session or nearest water availability to be known by session leader/s. Session leader/s to be aware of venue H&S/first aid protocol.** | **1** | **4** | **4** |  |
| Online Meetings - Inappropriate sharing of personal information/contact details | Sharing of personal information verbally, through messaging or through details visible in background of camera. | Members in call | **1** | **3** | **3** |  Committee members to visually scan each screen shot at earliest opportunity to seek to establish any inappropriate / sensitive background etc | **1** | **1** | **1** |  |
| Online Meetings - Unintentional transfer of additional information | Files can be transferred | Members in call | **1** | **3** | **3** | Switch off in account settings | **0** | **3** | **0** |  |
| Online Meetings - Security/privacy issues related to use of Zoom software. | Meeting links are public. | Members in call | **2** | **3** | **6** | Avoid publishing on social media or in public forums. | **2** | **2** | **4** |  |
| New players/beginners/novices at session. | Collisions with other players, fall damage, exhaustion, dehydration | Players | **2** | **3** | **6** | **First aid facilities on site.****Sessions and drills will be run at the correct experience level for the players participating.****Session leader/s to ensure there is an acceptable ratio of coaches/experienced players to novices.** | **1** | **3** | **3** |  |
| 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 -Ensure spacing between members to reduce likelihood of spread (if still applicable) | 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  |
| 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 purchasesE.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 poisoningChoking | 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 teamCall for first aid/emergency services a required * Report incidents via SUSU incident report procedure
 |
| Socials- alcohol consumption  | Participants may become at risk as a result of alcohol consumptionMembers 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  | Vehicles 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 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** | **10** | * 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) 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)
 |
| Netting (Getting caught in it or tripping over it) | Broken bones, dislocations, concussion, bruises. | Players | 3 | 3 | 9 | First aid facilities on site.Nets only hooked onto walls so can be detached if necessary | 2 | 2 | 4 |   |
| **TRAINING-** Collision with equipment | Physical Injury | User, those nearby,  | **4** | **3** | **12** | Ensure members are wearing sturdy footwear to reduce likelihood of slips. Ensure games are interrupted when stray balls invade other games’ space.  | **2** | **3** | **6** | * 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- spikeball nets.  | Physical injury to fingers in setting up of nets.  | Members of the society | **2** | **3** | **6** | Ensure all members are trained to safely construct spikeball nets, e.g. make sure hands are not in contact with each plastic joint that could cause injury. Encourage members ask for help if they are not confident in setting up nets safely. Ensure manual handling guidelines are complied.  | **1** | **3** | **3** |  |
| Collision/ Crowding in Confined Spaces (eg. Sports Hall) | * Collision
* Minor injury
 | All who attend | **4** | **3** | **12** | Mark out spaces for games. Most games will involve people looking in all directions, so collision is most likely only when people are concentrating mid-point. This is also only likely on our most popular sessions (ie. Tuesdays). | **2** | **3** | **6** | * 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)If necessary reevaluate how many nets are out at any one time. |
| Overcrowding with people from different clubs | 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  | **3** | **3** | **9** | A maximum of 3 representatives to usher people around and help with people management at any one timeRequest that orderly queues are formed Ensure items are stored under tables and ensure walkways are clear. Ensure that organisers /volunteers do not block walkways when engaging with attendeesFollow instructions by support staff on directions and entry/ exit points Do not move tables if this has been placed deliberately | **2** | **3** | **6** | * Seek medical attention if problem arises
* Seek support from facilities staff
* Alert security for event if necessary.
 |
| Promotional events**-** Falling Objects e.g. banners  | InjuryBruising Damage to equipment  | Members, visitors  | **3** | **3** | **9** | * Tables/banners… to be safely secured by committee members 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
 | **2** | **2** | **4** | * Seek medical attention if problem arises
* Seek support from facilities staff
 |
| Mascot wearing Stag outfit | Physical injury.  | The user | **2** | **4** | **8** | * To have at least 1 escort for the mascot and ideally two.
* Avoid use of stairs and use lift when possible
 | **2** | **2** | **4** | * Seek medical attention if problem arises
* Seek support from facilities staff
 |
| Visitors from other clubs. | Unfamiliar about the rules and the sportUnfamiliar of the venue.  | All who attend  | **3** | **3** | **9** | * Make sure a introduction is given at the start.
* Make sure helpers are around familiar with the sport
 | **2** | **2** | **4** | * Share event plan, introduction of rules and start up guide to sports beforehand.
 |
| Large number of attendees in the hall at one time. | Could exceed limits. | All who attend | **2** | **3** | **5** | * Count people in and out of the event (at least one committee member will be on the door at any one time)
* Different clubs have assigned one hour slots in which to attend
 | **1** | **2** | **3** | * Instruct committee members on a lower, safe number of people in the hall at one time and use the balcony for overspill
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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
* Fundraising events e.g. Bake Sales
* External Speaker Events
 | Relevant committee members – president to ensure complete. | 20/02/2024 | 25/02/2024 |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. | 10/10/2023 | 01/11/2023 | complete |
| 3 | Relevant Training for committee members where applicable | Relevant committee members – president to ensure complete. | 20/02/2024 | 25/02/2024 |  |
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|  |  |  |  |  |  |
| Responsible committee member signature:  *Daniel Blackledge* | Responsible committee member signature: Shayan Hameed |
| Print name: Daniel Blackledge | Date:09/02/2024 | Print name: Shayan Hameed | Date: 09/02/2024 |

**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** |

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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| 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.  |

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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 |