

Risk Assessment

<p>Risk Assessment for the activity of</p>	<p>OASIS (Organisation of Asian Societies in Southampton) Sports Day An unpaid event in collaboration with Filipino Society, Association of British and Chinese University Students, Nepalese Society, Singapore Society Southampton, Thai Society, Vietnamese Society and Indonesian Society of the University of Southampton Expected attendees: 100 ppl Fixture arrangement: divide 8 teams into groups and play 16 minutes games so each team gets an even amount of playing time; teams are arranged randomly prior to the event with Microsoft Excel</p> <p>Venue located in: Wide Lane Sports Ground, Wide Lane, Eastleigh, SO50 5PE</p> <p>Date and time: 26th April 2025, 12-4pm</p> <p>Activities include:</p> <ul style="list-style-type: none"> Football 		<p>Date</p>	<p>16/04/25</p>
<p>Unit/Faculty/Directorate</p>	<p>OASIS</p>	<p>Assessor</p>	<p><i>Captain Duy Pham</i></p>	

President/Captain Name/2nd Committee Member	<i>President Freira Law</i>	Signed off	
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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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)	
			Likelihood	Impact	Score		Likelihood	Impact	Score		
Activity											
Equipment	Cut/abrasion/bruising from sharp edges. Is the equipment safe to be used?	All participants and bystanders.	2	2	4	Check all equipment prior to use for damage or any sharp edges. All equipment to be placed and stored away from the court/pitch. Those leading the session to remain vigilant to ensure participants are using the equipment as demonstrated.	1	1	2	Seek medical attention if problem arises Wide Lane Staff are first aid trained and they will be present throughout our booking. Wide Lane staff can be found in the reception and can be contacted by phoning duty mobile number. The duty mobile number is 07884236191. This can be phoned to speak to Wide Lane staff. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.	
Being hit by a ball	Concussion if hit on the head. Otherwise, potential bruising.	All participants and organisers/staff and spectators	2	4	8	A spotter to be present for activities that involve kicking and throwing out of a line of sight.	1	4	4	If the person who has been hit by the ball is showing signs of concussion or is confused, 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.
Setting up the equipment – Goals & Nets	Various forms of injuries up to and including possible sprains and breakages	All participants and organisers/staff.	2	3	6	Large or heavy equipment to be carried by 2 people. Any equipment not in use that is not fixed should be removed from the activity area.	1	2	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.
Jewellery and other objects in pockets	Entrapment/ things getting stuck, collisions with others that could cause cuts or bruises.	All participants and organisers/staff.	2	2	4	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.
Participant’s over-exerting themselves	Muscle injury – strains and pulls.	All participants and organisers/staff	3	3	9	Those leading the session should ensure a proper and thorough warm up is carried out prior to the session that focuses on the areas that are likely to be used the most i.e., arms.	2	3	6	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.

Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>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.</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p>
Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces (see below).	All participants and organisers/staff and spectators	2	3	6	<p>Check ground conditions for holes, lumps, and other obstacles.</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the event by organisers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p>	1	3	3	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p>

Participant Attire	Injury can occur if people are not wearing attire appropriate to the sport or activity.	All participants and organisers/staff and spectators	2	3	6	Ensure all participants are wearing suitable clothing (nothing in pockets) and appropriate footwear.	1	3	3	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p>
Weather	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 above)	All participants and organisers/staff and spectators	3	3	9	<p>Ensure regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle.</p> <p>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.</p>	1	3	3	<p>If anyone is affected by the heat or cold, seek immediate medical attention.</p> <p>If severe, call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p>
Ground surfaces	Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips trips and falls (see section above)	All participants and organisers/staff and spectators	2	3	6	<p>Check areas for hazards prior to session starting.</p> <p>Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear.</p>	1	3	3	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p>

										Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.
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										
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	1	4	4	Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff

					<p>Any cables to be organised as best as possible</p> <p>Cable ties/to be used if necessary</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</p>				<p>Contact emergency services if needed</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p>	
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	<p>Make stall operators aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables. Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p>	1	3	3	<p>Seek assistance if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU Reception if in need</p> <p>Contact emergency services if needed</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty</p>

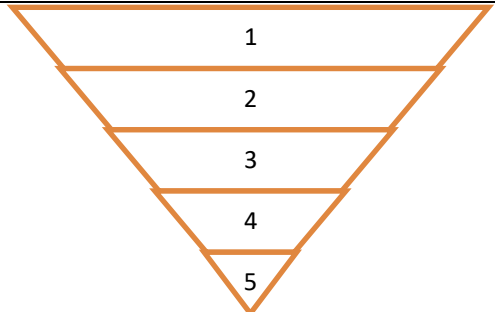
						<p>Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</p>				manager/health and safety officer have been informed.
Inadequate meeting space- overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<p>Committee check on room pre-booking, checks on space, lighting, access, tech available</p> <p>Ensure space meets needs of members e.g., considering location & accessibility of space</p> <p>Committee to consult members on needs and make reasonable adjustments where possible</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>Postpone meetings where space cannot be found</p> <p>Committee WIDE training</p>
Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<p>Ensure regular breaks (ideally every 20mins) when using screens</p> <p>Ensure screen is set up to avoid glare, is at eye height where possible</p> <p>Ensure no liquids are placed near electrical equipment</p>	1	4	4	<p>Request support and advice from IT/Tech teams e.g., via activities team</p> <p>For external venues pre-check equipment and last PAT testing dates</p> <p>Seek medical attention as required</p>

						Ensure all leads are secured with cable ties/mats etc				
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 <u>only if</u> 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.
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.	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

	waste cardboard/boxes.									
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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	Organisers to ensure they have shared and read Expect respect policy with members	Organisers	25/04/2025		
2	All major incidents will be logged with SUSU (Southampton University Student Union) the next day.	Organisers	26/04/2025		
3	Weather check prior to event start	Organisers	25/04/2025		
4	Booking first aid provision	Duy Pham	25/04/2025		
5	Responsible for Setting up equipment	OASIS Organisers	26/04/2025		
6	Leading sessions to supervise use of equipment	OASIS Organisers	26/04/2025		
Responsible manager’s signature: Duy Pham				Responsible manager’s signature:	
Print name: DUY PHAM			Date:16/04/2025	Print name:	Date:

Assessment Guidance

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

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.

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.

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