| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | ***Clay Pigeon Shooting Club*** Generic Risk Assessment | | **Date** | *18/10/24* |
| **Are you a sports club or society?** | *Sports Club* | **Assessor** | **President – Joshua Glynn** | |
| **President/Captain Name/2nd Committee Member** | *George Alcock - Captain* | **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) | The following risk assessment is in regards to the Southampton Clay Pigeon Shooting Club. We are an active shooting club who hold regular shoots once a week with the aim of promoting clay pigeon shooting to all members of the student union at the most affordable price possible. We provide members of the group with opportunities of shooting at beginner, intermediate and experienced levels through practice and instruction, by providing external coaches who are CPSA trained and insured. As a club we provide all safety equipment for members attending shoots, ensuring the safest possible shooting environment, aiming to be inclusive to all. The shooting grounds are all around Hampshire, thus we have drivers amongst our members who are able to transport others to the grounds.  We also hold regular socials as part of our itinerary, providing members the opportunity to socialise and creating a friendly atmosphere amongst the club.  All of the above has been considered and outlined in the risk assessment below. | | | |

| ***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** |
| **General Considerations (including group meetings)** | | | | | | | | | | |
| **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. | All participants and organisers/staff and spectators | 2 | 3 | 6 | Check ground conditions for holes, lumps, and other obstacles. | 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. |
| 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** | **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). |
| 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:   1. Highlight the incident to any community police officers in the area/report to 111 2. Report incident to SUSU duty manager and [complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **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. | Participants, committee | 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.  This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University’s name intro disrepute. | 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 | 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 |  |
| 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 |
| **Medical Issues:**  Pre-existing and process for any that appear during club or society activity | Illness, death | Members, committee | 3 | 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  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 | 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. |
| 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 |
| **Activity Considerations** | | | | | | | | | | |
| Hit by shotgun | Serious injury or fatality | Those nearby | **1** | **5** | **5** | * All members undergo safety training; novices supervised by both qualified coaches and experienced members. | **1** | **4** | **4** | Be aware of surroundings and other shooters. |
| Shotgun breach explosion due to mixing of  cartridge bores | Minor injury; serious injury from shrapnel | Those in immediate vicinity | **1** | **4** | **4** | * Ammunition issued by licensed person prior to shooting; no person to shoot with different calibres guns on the same day. * All members undergo safety training. | **1** | **4** | **4** | * Shooter should check that the barrel is clear before loading. * All members undergo safety training. |
| Hit by falling clay | Minor injury e.g. cuts or bruising | Those nearby and in the vicinity | **3** | **2** | **6** | * Suitable PPE (approved safety glasses, hat, covered footwear) to be worn at all times; all shoots are set up by professional grounds taking into account where the targets fall. | **3** | **1** | **3** | * Be aware of surroundings and other shooters. |
| Hearing damage due to firing of  guns | Hearing damage or loss of hearing in extreme cases | Those nearby | **2** | **4** | **8** | * Suitable PPE (ear protection) worn at all times. | **2** | **3** | **6** | * Rules on ear protection are strictly enforced at all shooting grounds and issued by the club. |
| Bruising to shoulder caused  by gun recoil | Minor bruising | User | **3** | **1** | **3** | * Qualified coaches give instruction on appropriate gun mount, use and ammunition choice. | 3 | **1** | **3** | * Wear reasonably thick clothes; wear shooting vest; appropriate gun mount. |
| Falling whilst carrying gun | Minor injury as a result of the fall and potential collision with gun | User | **3** | **2** | **6** | * No risk of accidental discharge as carried guns are unloaded; all members undergo safety training. | **3** | **1** | **3** | * Guns are unequivocally safe as they are broken when transporting. |
| **Participant Attire:**  Is the clothing they are wearing, including shoes, relevant to the sport or activity | 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. Is specific safety equipment required i.e., helmet, pads, gum shield etc? | 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. |
| **Extreme 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 | Ensure regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle.  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. | 1 | 3 | 3 | If anyone is affected by the heat or cold, seek immediate 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. |
| **Ground Surfaces** | Hard, uneven or slippery surfaces, usually linked to weather, that can cause slips trips and falls (see section 1). | All participants and organisers/staff and spectators | 2 | 3 | 6 | Check areas for hazards prior to session starting.  Ensure participants are wearing suitable clothing (nothing in pockets) and appropriate footwear. | 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. |
| **Qualification of coaches/instructors** | Participants could be hurt or hurt each other if the coach does not possess relevant qualifications to be able to deliver the necessary safety coaching | Players/Participants | 3 | 3 | 9 | SUCPSC will source coaches/instructors that have the relevant qualifications to deliver the necessary training and safety instruction to newcomers of the sport. | 1 | 3 | 3 |  |
| **Travel:**  Wide Lane, Highfield, Watersports or to away games | Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues. | Members, those driving, members of the public | 4 | 5 | 20 | Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test.  Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded. | 2 | 2 | 4 | 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) |
| **Southampton Sport Facilities Considerations** | | | | | | | | | | |
| **Facility defects, including, Lighting, Heating, Fire, Bomb Threat (unidentified package), fire exit blocked**  **Uneven surfaces or defects** | Causing Slip, trip or Falls.  Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment.  Person or persons falling over or into objects and/or each other, due to fire exit blocked | Participants involved in the activity, referees, spectators and customers of the facility | 2 | 3 | 6 | Everyone to ensure they do visual checks of the facility / pitch/ court before the session starts and report anything to the Southampton Sport Staff.  If playing surface is deemed unsafe then the session is not to go ahead.  If the area can be sectioned off then play can continue avoiding this area, this will be determined by the club.  *Excessive Heat*  Ensure participants take on enough water in extreme heat. Report heat to Southampton Sport Staff.  *Fire exit blocked*  Everyone to ensure they do not put anything in front of fire exits.  Everyone to ensure they remove anything put in front of fire exits.  Clear walkways are maintained in all areas accessing the fire exits. | 2 | 2 | 4 | QR codes to report any defects to the Southampton Sport Staff.  Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system. |
| **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 |
| **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 |
| **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) |
| **Travel by car, train, bus, plane when leaving the local area.** | Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues. | Members, those driving, members of the public | 4 | 3 | 12 | Club committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibus test.  Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded. | 2 | 2 | 4 | 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) |
| **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) |
| **Spiked Drinks/Alcohol Poisoning** | Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self- control | Event organisers, event attendees, | **2** | **5** | **10** | Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event  Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff.  Participants encouraged to stay with a nominated ‘buddy’ where possible.  The organizers have confirmed the premise is licensed. **Action organizers (b).**   * 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. Action licensee.   **Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/**[**Expect Respect policy**](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **2** | **3** | **6** | Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options)  If they need to go to the hospital they will also be accompanied there.  Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing.  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) |
| **Members getting lost or separated. Members leaving an event/activity alone or without notifying others.** | During the event participants may decide they want to l  eave, or they may get lost on the way | Event organisers, event attendees, | 3 | 3 | 9 | If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.  Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event  Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas. | 2 | 2 | 4 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required |
| **Violent or offensive behaviour** | Participants may become violent or offensive due to the consumption of too much alcohol.  Members of the public may act violently towards participants. | Event organisers, event attendees, | 2 | 5 | 10 | Bouncers will be present at most venues.  Bar Security staff will need to be alerted and emergency services called as required.  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 | If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required |
| **Adverse weather** | Injury, Illness, Slipping, Burns | Event organisers, event attendees, | 4 | 3 | 12 | Lead organiser to check the weather are suitable for activities on the day  Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites  In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate | 4 | 1 | 4 | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| **Slips, trips and falls as a result of alcohol** | Consumption of too much alcohol may result in participants falling and subsequently injuring themselves. | Event organisers, event attendees, | 3 | 2 | 6 | Committee to check that chosen venues meet the following requirements:   * Venue is in good condition with no major trip hazards. * Bar staff monitor the condition of the floors & mop up split drinks. * Security staff & Bar Staff provide first aid cover.   DJ’s or bands equipment placed so as not to form a trip hazard. Power supply leads taped down. | 3 | 1 | 3 | If necessary, emergency services will be called  Request first aid at venue  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Allergies - food and drink** | Allergic reactions to food and drink when out | Event organisers, event attendees, | 3 | 5 | 15 | Attendees responsible for own welfare I such instances- follow guidelines of venues.  First aid requested from bar staff as required. | 1 | 5 | 5 | Call Emergency Services/alert bar staff |

| ***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 | Inexperienced and new members to be given a safety talk by the committee before using a shotgun before every training and match day | Inexperienced member and committee member |  | |  |  | |
| 2 | Inexperienced and new members to always be accompanied by an experienced member on the shooting ground | Inexperienced member and experienced member |  | |  |  | |
| 3 | Engage with shooting ground emergency services contacts | All members |  | |  |  | |
| 4 | Ensure driving members have full UK driving licence. | Members driving |  | |  |  | |
| 5 | All members watch essential safety videos from the clubs Facebook page. | All members |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: Joshua Glynn | | | | Date:20/10/24 | Print name: George Alcock | | Date: 21/10/24 |

**Assessment Guidance**

| 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 |

| **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** | | | | |

| 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 |