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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Gophers – Mixed Medics HockeyGeneric Risk Assessment | | **Date** | 13/09/2024 |
| **Are you a sports club or society?** | Yes | **Assessor** | Amrita Arneja | |
| **President/Captain Name/2nd Committee Member** | Olivia Waite | **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) | A general risk assessment for the 24/25 year for events such as hockey training, hockey tournaments, socials, travelling for socials, handling medical emergencies and handling unforeseen circumstances. | | | |

| ***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** |
| Incorrect Participant Attire  Hockey ball or stick related injuries. | Increased risk of physical injury, discomfort, slips, trip hazards and falls  Damage to member’s clothing if inappropriate.  Injury to any part of the body due to hockey stick or hockey ball, including but not limited to cuts, bruises, and broken bones. | Club Members  Club members | **3**  **1** | **2**  **4** | **6**  **4** | Members are informed through social media to bring correct attire as detailed below:   * Appropriate Clothing (i.e., sportswear) * Appropriate footwear (i.e., shoes with grip like trainers or Astroturf specific shoes)   Protective face masks are provided for defensive short corners.  Members’ responsibility to bring the correct equipment.  Any attire at risk of being caught, i.e., jewellery is removed,  Mouth gards and Shin pads to be worn at all times by any individual playing hockey, including full goalkeeper kit for keepers including kickers, leg pads, a box / cup, abdomen, chest, neck and arm protection, gloves, and a helmet. | **2**  **1** | **1**  **3** | **2**  **3** | Spare kit is brought in case members forget to bring correct kit  St Johns ambulance crew to be alerted if there is any injury, and play will be stopped immediately to deal with the situation. |
| Condition of Ground Surfaces | Wet, frozen, hail-covered pitches increase risk of falls, slips and losing grip of hockey sticks.  Damage to physical pitch in case of playing on a frozen pitch | Club Members | **4** | **4** | **16** | Training is always cancelled in case of hail, thunder or a frozen pitch.  Judgement for wet weather is made by 1st Captain.  This is communicated to members through social media.  In case of wet weather, appropriate footwear and clothing is worn | **2** | **2** | **4** | If conditions worsen, cancellation of session can be made at any stage by 1st Captain or by agreement of other committee members depending on who is present |
| Sports Injuries | Physical Injury (e.g. muscular strains, over exertion, twisted ankles) | Club Members | **3** | **4** | **12** | Ensure safety is maintained at training.  Warm-up is always carried out by either 1st or 2nd Captain, including running and stretches.  All belongings will be kept in the dugout to avoid any trips.  Appropriate attire to be worn (see separate section)  Session is cancelled in adverse weather or conditions (see separate section) | **1** | **4** | **4** | Seek medical attention when problems arise.  Many members are first aid trained.  Contact Emergency Services if this is a problem that neither SUSU nor the club can assist with. |
| Safety of Equipment | Physical Injury due to damaged equipment | Club members | **3** | **2** | **6** | All equipment is checked before given out to club members and when given back in at the end of a session.  Any damaged sticks or balls (club-owned) are gotten rid of and replaced if club funding permits.  Any found damage to goals, fences, dug outs (Wide Lane owned) is reported | **1** | **2** | **2** | * New equipment is regularly bought. * New members are taught how to use equipment such as sticks safely.   Seek medical attention when problems arise.  Contact Emergency Services if this is a problem that neither SUSU nor the club can assist with. |
| Obstacles | Physical Injury (e.g., trips and falls) due to sticks, cones, ball bags, jackets, goals and dug outs. | Club Members | **4** | **2** | **8** | All loose items are removed from playing areas before play begins (i.e., in dug outs)  Goals in play are correctly positioned on the line to avoid collisions.  Other Goals are moved off the pitch when not in use | **1** | **2** | **2** | Seek medical attention when problems arise.  Contact Emergency Services if this is a problem that neither SUSU nor the club can assist with. |
| Movement of Equipment | Physical Injury | Club members | **2** | **4** | **8** | Goals must be moved by at least 2 people, who have proper knowledge of how to move the equipment | **1** | **3** | **3** | Seek medical attention when problems arise.  Contact Emergency Services if this is a problem that neither SUSU nor the club can assist with. |
| Spectators | Physical Injury | Members of the public / spectors and those in the vicinity | **3** | **3** | **9** | All Spectators must stand behind fence on the side of the pitch.  No spectators are allowed pitch side or behind the goals.  All spectators must be aware of what is happening in the game, i.e., facing the astroturf. | **1** | **2** | **2** | Seek medical attention when problems arise.  Contact Emergency Services if this is a problem that neither SUSU nor the club can assist with. |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Club Members | 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 |
| Socials: Costumes/Fancy Dress | Props/costumes causing injury or offence | Club Members and The General 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 because of alcohol consumption.  Poor judgement, inappropriate behaviour, increased chance of injuries, dehydration. | Club Members and The General Public | **2** | **5** | **10** | * Members are responsible for their individual safety and are expected to act sensibly. * Peer pressure is absolutely forbidden, and whistleblowing policies are in effect through our welfare rep. * Captains briefing for other university club captains to advise of their responsibilities and guidance towards consumption * There will be no ‘initiations’ and drinking games to be discouraged. * For socials at bars/pubs etc bouncers will be present at most venues. * Bar Security staff will be alerted and emergency services called if 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.   Gopher committee to be on site at all tines ensuring there is no excessive alcohol consumption. If there is any evidence, the person and /or university will be asked to leave, as this is a breach of the code of conduct.  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 | Club Members and The General Public | **4** | **3** | **12** | * Members are responsible for their individual safety and are expected to act sensibly. * local venues known to UoS students are 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 into the road. * Anybody in the group who is very drunk or appears unwell and therefore not safe will be escorted home with at least 2 individuals. 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/ Training/ Matches- Medical emergency | Members may sustain injury /become unwell.  pre-existing medical conditions  Sickness  Distress | Club Members and The General Public | **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. | Club Members | **2** | **5** | **10** | * 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. All fire exits will be always kept clear. | **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 robbed.  Loss/misplacement leading to financial loss | Club Members |  |  |  |  |  |  |  |  |
| Handling & Storing Money- Charity fundraiser | Theft  Individuals being robbed.  Loss/misplacement leading to financial loss | Club Members | 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) |
| Adverse Weather | Injury  Illness  Slipping  Burns | Club Members | **4** | **3** | **12** | * Lead organiser to check the weather are suitable for activities on the day. * SUSU/UoS Facilities team checks of buildings and spaces prior to the event * 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 |
| Disturbance to public, students and staff | Conflict, noise, crowds | Club Members and The 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 spaces during quieter times when fewer activities are taking place. | 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 |
| Covid-19  Facility defects, including, Lighting, Fire, Bomb threat fire exit blocked  Wet floors, uneven surfaces, or defects.  Extreme heat, Uneven surfaces or defects | Transmission and Spreading of the Virus  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 | Club Members, General Public, Critically Ill Patients in hospitals (as we are on placement)  Participants involved in the activity, referees, spectators and customers of the facility | 1  2 | 5  3 | 5  6 | If anyone has symptoms of Covid-19 perform a LFT test and stay away from club activities until their symptoms subside.  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. | 1  2 | 5  2 | 5  4 | Seek further advise from SUSU if this becomes an issue.  Be prepared to follow social distancing and self-isolation rules if government guidance changes.  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. |
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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:   * Varsities and Tour * Charity Matches * TITS Event * Social Trips outside of Southampton | Appropriate committee members |  | |  |  | |
| 2 | Any club members who lead training (1st and 2nd Captain, Club President, plus anyone else due to absences) to read and understand risk assessment about adverse weather conditions and ground surfaces | Appropriate committee members |  | |  |  | |
| 3 | Committee to read and share SUSU Expect Respect Policy and relay the information to the club. | All committee members |  | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Amrita Arneja | | | | Date: 13/09/2024 | Print name: Olivia Waite | | Date: 13/09/2024 |

**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** | | | | |

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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 |