**University of Strathclyde Sports Union  
Risk Assessment Form**

|  |  |
| --- | --- |
| **Member’s conducting risk assessment** Please read ‘How to Complete a Risk Assessment’ before completion. All risk assessments must be checked and passed by the Sports Union President or appropriately delegated person(s) before the activity/event takes place. | |
| **Event or activity being risk assessed:** |  |
| **Name of Sports Club:** | University of Strathclyde [sport] Club |
| **Authored by:** (this must include at least one person involved in the activity) |  |
| **Date of completion of risk assessment:** | 19th September 2016 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment review history** This assessment should be reviewed immediately if there is any reason to suppose that the original assessment is no longer valid. Otherwise, the assessment should be reviewed annually. The responsible person (i.e. Club President) must ensure that this risk assessment remains valid. | | | | | | |
|  | **Club Review 1** | **USSU Office** | **Club Review 2** | **USSU Office** | **Club Review 3** | **USSU Office** |
| **Due date:** | 19-09-2018 | 19-09-2018 | 19-09-2018 | 19-09-2019 | 23-09-2019 | 19-09-2020 |
| **Conducted by:** |  | Alexander Brock |  | Maddy Watson |  | Eilidh Sneddon |
| **Position:** |  | Strath Union Trustee |  | Strath Union Trustee |  | Strath Union Trustee |

**Risk Assessment**

Please refer to the ‘USSU Risk Assessment Guidance’ document for further information on how to conduct a Risk Assessment, including criteria for determining risk rating and required action. Information relating to the Risk Rating Scale is found towards end of this document.

For information roles and responsibilities relating to Sport Coaches and Club Activity Leaders, please refer to USSU Health & Safety Guidance.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Heading** | **What are the hazards** | **Hazard Ref No.**    **Ref No.** | **Who might be harmed & how?** | **What are you already doing?**  **(Existing Risk Control Measures**) | **Likelihood** | **Severity** | **Risk Rating** | **Risk (L, M, H, VH)** | **Acceptable (Y/N)** |
| **HOUSEKEEPING** | Movement of participants and spectators | 1.1 | All participants – slip or trip | * Practice and competition area separate from spectators * Separate practice area for warm-ups * Club Activity Leaders and volunteers to direct participants and spectators from action areas * Club Activity Leaders and volunteers ensure that fire exits, access and egress points remain clear * Lockers available for bags and clothing to be stored away from activity area | Unlikely | Slightly Harmful | Tolerable Risk | Low | Yes |
| Food and drink | 1.2 | All participants – sickness, slip or trip, burns | * Hot food and drink not allowed within activity areas * All participants bring own food and drink * Club Activity Leaders and volunteers stationed in activity areas to monitor possible spillages | Highly Unlikely | Highly Unlikely | Trivial Risk | Low | Yes |
| Jewellery | 1.3 | All participants – cuts or injuries | * Activity Leaders to explain all jewellery required to be removed prior to entry into activity areas * Use of jewellery is against training and competition rules * Club Activity Leaders to reinforce at rules prior to each practice | Highly Unlikely | Harmful | Tolerable Risk | Medium | Yes |
| Aerosols | 1.4 | All participants – damage to venue, health of students (e.g. asthma attacks, damage to eyes) | * Spraying of aerosols not permitted in activity areas or event spaces * Club Activity Leaders to reinforce at rules prior to each practice | Unlikely | Harmful | Moderate Risk | Medium | Yes |
| Medical Emergency | 1.5 | All participants – any emergency arising from activity specific risks | * All participants asked to declare medical conditions to Club Committee when joining club. * Committee provided with USSU Emergency Procedures, including contact numbers in case of accident or incident * Club committee provided accident report forms and emergency procedure guidelines detailing what to in event of a serious accident or incident * In case of an incident where an ambulance is called, at least one member of the Cheer club committee must be available to meet paramedics | Unlikely | Extremely Harmful | Substantial Risk | High | Yes |
| **EQUIPMENT SET-UP/DOWN** | Set up of venue (Strathclyde Sport): [list activities] | 2.1 | Volunteers – pulled muscles, bruises through manual handling | * Strathclyde Sport fit-for-purpose and reputable venue and activity areas built by University of Strathclyde. * Experienced and competent Club Activity Leaders to set-up activity areas * Club Activity Leaders to inspect Strathclyde Sport activity areas are fit for purpose and safe prior to, and throughout training | Unlikely | Harmful | Tolerable Risk | Medium | Yes |
| Booking and set-up of external venue | 2.2 | Volunteers – pulled muscles, bruises through manual handling | * External venue sourced by competent Committee person(s) to accommodate [activity] for appropriate group level * [venue] reputable and fit for purpose (i.e. adequate flooring based on NGB/Competition guidelines) to perform Stunt activity. | Unlikely | Harmful | Tolerable Risk | Medium | Yes |
| Storage of equipment | 2.3 | All participants and volunteers – slips or trips, head knocks through unsafe storage | * Equipment safely stored away by Facility Staff in allocated storage space, away from activity areas * Mats, if used for safety purposes, should be correctly rolled and all equipment should be stored in allocated space * Storage space not entered by participants if deemed unsafe by Club Activity Leaders | Unlikely | Harmful | Moderate Risk | Medium | Yes |
| Set up and de-rig of equipment | 2.4 | All participants and volunteers – pulled muscles, bruises through manual handling | * Set up and de-rig of equipment undertaken by trained Facility Staff from external venue [name]. * Regular safety checks to be undertaken by trained Facility Staff prior to group activity * Club Activity Leaders to inspect equipment is safe prior to, and throughout training; mats pushed back to prevent seepage | Unlikely | Harmful | Moderate Risk | Medium | Yes |
| PA system | 2.6 | All participants – bruises, mild concussion, hearing damage from slip or trip on wires or music volume | * Wires taped down and to side where possible in all areas * Music volume controlled and kept at sociable level | Highly Unlikely | Harmful | Tolerable Risk | Medium | Yes |
| Equipment maintenance | 2.7 | All participants – any injury associated with activity specific risks | * Equipment will be checked at the start and end of every session * Any problems will be noted and reported to Facility staff; if serious the equipment will be fixed, discarded or replaced * Faulty equipment will be reported by Club Activity Leaders to facility management | Unlikely | Harmful | Moderate Risk | Medium | Yes |
| **ACTIVITY SPECIFIC RISKS** | [INSERT] |  |  |  |  |  |  |  |  |
| [INSERT] |  |  |  |  |  |  |  |  |
| [INSERT] |  |  |  |  |  |  |  |  |
| Performance – All forms | 3.4 | All participants – bruises, mild concussion from slip or trip hazard | * Club Activity Leaders to supervise all training or performances are safe and delivered to an appropriate level of the group participants * Club Activity Leaders to sense check instructions with group participants and ensures no participant takes part if unsuitable for performance * First Aiders from club in attendance at all training and competitions | Likely | Harmful | Substantial Risk | High | Yes |
| **COACH / INSTRUCTOR LED RISKS** | Inexperience and coaching | 4.1 | All participants – accident or incident from sub-par coaching | * Qualified Coaches (appropriate to sport of Cheer) and/or competent Club Activity Leaders in place for each session; cancellation of training otherwise * All coaches to have adequate coaching qualifications or significant experience in line with NGB recommendations [INSERT SPORT COACHING LEVELS] * Coaches/Club Activity Leaders to differentiate session planning for ability levels of group and individual participants * Club Activity Leaders will suspend any student who does not follow correct procedures or who is behaving in a manner that puts others at risk | Likely | Harmful | Substantial Risk | High | Yes |
| First Aid Safety | 4.2 | All participants – unable to identify First Aid in a timely manner | * Club Activity Leader will outline the injuries that are common in the sport and why those injuries occur * All First Aiders within club made aware of Club Activity Leaders and participants prior to activity taking place | Highly Unlikely | Harmful | Tolerable Risk | Medium | Yes |

**Risk Rating Chart**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **LOW** | **MEDIUM** | **HIGH** |
| **LIKELIHOOD / HARM** | Slightly Harmful (SH) | Harmful (H) | Extremely Harmful (EH) |
| Highly Unlikely (H UNL) | TRIVIAL RISK (TR) | TOLERABLE RISK (T) | MODERATE RISK (M) |
| Unlikely (UNL) | TOLERABLE RISK (T) | MODERATE RISK (M) | SUBSTANTIAL RISK (S) |
| Likely (L) | MODERATE RISK (M) | SUBSTANTIAL RISK (S) | INTOLERABLE RISK (IN) |