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| **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/activity being risk assessed (include venue):** | | | | [\_\_\_\_\_\_] | | | |
| **Name of Sports Club:** | | | | University of Strathclyde [\_\_\_\_\_\_] Club | | | |
| **Authored by:** (this must include at least one person involved in the activity) | | | | [\_\_\_\_\_\_] | | | |
| **Date of completion of risk assessment:** | | | | [\_\_\_\_\_\_] | | | |
| **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This assessment should be reviewed immediately if there is any reason to suppose that the original assessment is no longer valid.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** | **Club Review 2** | **Club Review 3** | | **Club Review 4** | **Club Review 5** | **Club Review 6** |
| **Date completed:** | [\_\_\_\_\_\_] |  |  | |  |  |  |
| **Conducted by:** | [\_\_\_\_\_\_] |  |  | |  |  |  |
| **Position:** | [\_\_\_\_\_\_] |  |  | |  |  |  |

**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. This information is at the end of the document and can be downloaded from the [committee training hub](https://universityofstrathclydesu.learnworlds.com/path-player?courseid=safety&unit=6478724ead3e6e61140dc570Unit) as well. For information about roles and responsibilities relating to Sport Coaches and Club Activity Leaders, please refer to USSU Health & Safety Guidance.

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| **Heading** | **What are the hazards?** | **Hazard Ref.** | **Who might be harmed & how?** | **What are you already doing?**  **(Existing Risk Control Measures**) | **Likelihood** | **Severity** | **Risk rating** | **Acceptable (Y/N)** |
| **Section 1:**  **GENERAL** | 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 | 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 | 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 | 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 | 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 | High | Yes |
| **Section 2:**  **EQUIPMENT SET-UP/DOWN** | Set up of venue (INSERT VENUE(S)): [list activities] | 2.1 | Volunteers – pulled muscles, bruises through manual handling | * Venue 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 venue areas are fit for purpose and safe prior to, and throughout training | Unlikely | Harmful | 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 [club] for appropriate group level * [INSERT VENUE] reputable and fit for purpose (i.e. adequate flooring based on NGB/Competition guidelines). | Unlikely | Harmful | 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 | 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. * 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 | 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 | 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 | Medium | Yes |
| **Sections 3:**  **ACTIVITY SPECIFIC RISKS** | Condition of activity area | 3.1 | All those using and visiting the playing area - could be harmed by defects in court surface, equipment or fencing | * Dynamic risk assessment conducted by [INSERT COMMITTEE MEMBER] | Unlikely | Slightly Harmful | Low | Yes |
| Safeguarding of those using activity area | 3.2 | All those using and visiting the are - failure to identify safeguarding issues could lead to mental or physical harm. | * Welfare officer [INSERT NAME]. * [INSERT MEMBERS WHO HAVE COMPLETED WELFARE TRAINING] | Unlikely | Harmful | Medium | Yes |
| Use of club equipment | 3.3 | All those using and visiting the activity area- muscular and impact injuries. Misuse of equipment. | * Take breaks regularly. * Equipment checks weekly. * Supervision by committee members. * First aid kit on hand. | Unlikely | Harmful | Medium | Yes |
| 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 | High | Yes |
|  | [INSERT CLUB IDEAS] |  |  |  |  |  |  |  |
|  | [INSERT CLUB IDEAS] |  |  |  |  |  |  |  |
|  | [INSERT CLUB IDEAS] |  |  |  |  |  |  |  |
| **Section 4:**  **COACH / INSTRUCTOR LED RISKS** | Inexperience and coaching | 4.1 | All participants – accident or incident from sub-par coaching | * Qualified Coaches (appropriate to sport) 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 * 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 | 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 | Medium | Yes |
| **Section 5:**  **COVID Specific Risks** | **Hygiene and equipment** - Spread of COVID-19 due to users being too close together and touching surfaces | 5.1 | Potential spread of COVID-19 to anyone in close proximity | * Enhanced cleaning procedures will be in place within pavilion/sports centre area with hand sanitisers located throughout. * Personal hand cleaning to be done before, during and after all sessions. * Who is responsible? | Highly Unlikely | Harmful | Medium | Yes |
|  | **How to raise or report concerns -** Participant does not feel safe that activity meets Government or NGB advice | 5.2 | Potential spread of COVID-19 to anyone in close proximity | * Participants who are unsure or feel that the control measures are not adequate, or are not working, should report in the first instance to any member of the club committee. * Committee members who share the same concerns should escalate the matter to the Sports Union. * Should control measures not be adequate or be working, the Sports Union will take action to address the matter and suspend activity if deemed necessary. | Likely | Harmful | High | Yes |
|  | **Operation of activity** (includes external venues) | 5.3 | Potential spread of COVID-19 to anyone in proximity **(please detail max numbers and link to NGB guidance)** | * COVID Development Plans established by SU which outline measures that must be adhered to for the sport to be undertaken safely. * Club to undertake their own system for managing numbers if covid 19 restrictions from NGBs are enforced * Follow NGB guidelines regarding contact/non contact/max numbers | Likely | Harmful | High | Yes |
|  | Travel to and from venue (includes external venues) | 5.4 | All users from exposure to COVID-19 on surfaces and direct exposure to virus from other people, leading to spread | * Users encouraged to avoid public transport to reach venue however if public transport is required, users to wear face masks as per mandatory guidance. Stick to bubbles as much as possible throughout travelling and session time. * Users encouraged to make their own arrangements to attend venue, including car travel, walking or cycling where possible | Highly Unlikely | Harmful | Medium | Yes |
|  | Venue user develops COVID-19 symptoms **-** Direct transmission of COVID-19 virus with other people or contamination of touch contact points from an infected person (includes external venues) | 5.5 | All users and staff from risk of contracting COVID-19 passed on by contaminated person | * User will be requested to leave the premises immediately to ensure social distancing. * Prevent other users from entering the. Wait for the venue to disinfect and clean the area. * Case will be reported to management with the University and Students Union, enacting NHS Test & Protect procedures at a local level. * Decision made by management on further actions, including temporary closure of venue until further notice. | Highly Unlikely | Harmful | Medium | Yes |

**Risk Rating Chart**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Severity Risk** | | |
| **LIKELIHOOD / HARM** | Slightly Harmful | Harmful | Extremely Harmful |
| Highly Unlikely | LOW | LOW | MEDIUM |
| Unlikely | LOW | MEDIUM | HIGH |
| Likely | MEDIUM | HIGH | VERY HIGH |

**Risk Assessment Guidance**

**What is a Hazard?**

A hazardis anything with the potential to cause harm or ill health to people, or damage to property

**Who might be harmed and how?**

For each hazard identified, decide which individuals or groups of people might be harmed, in what numbers and the type of injury or ill-health that might occur.

**What are you already doing?**

List systems and procedures that are currently in operation to reduce the hazard

|  |  |
| --- | --- |
| **Likelihood** | |
| The likelihood of harm arising from a particular hazard is determined using the following criteria: | |
| **Very Unlikely** | May occur only in exceptional circumstances. |
| **Unlikely** | May occur given an unlikely sequence of events and/or multiple failures. |
| **Likely** | Easily foreseeable under normal circumstances. |
| **Severity** | |
| The severity of harm arising from a particular hazard is determined using the following criteria: | |
| **Slightly Harmful** | Minor injuries requiring first aid e.g. cuts and bruises. No lasting effects. |
| **Harmful** | Up to 3 days absence, flesh wound, bruising etc. |
| **Extremely Harmful** | Requires over 3 days off work or a hospital visit. Reportable to HSE. Single or multiple fatality, long term disability, loss of limb. |

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| **Risk Rating** | |
| Having estimated the likelihood and severity of a hazard, decide on further action, as illustrated by the table below: | |
| **Low (L)** | No further action but ensure risk control measures remain effective. |
| **Medium (M)** | Plan to improve risk control measures at time of next review, or sooner. |
| **High (H)** | Improve risk control measures, within a specified timescale. |
| **Very high (VH)** | Stop work activity immediately and make improvements to risk controls. |

**Examples of Hazards**

|  |  |  |  |
| --- | --- | --- | --- |
| INDOOR HAZARDS | |  | HAZARDS ON HILLS AND MOUNTAINS |
| Inappropriate lighting | |  | Slips & trips on grass, mud, rock |
| Temperature | |  | River crossings |
| Insufficient or unsuitable space | |  | Remote locations |
| Untidiness – causing trip / fire hazard | |  | Difficult communication – weather / distance |
| Stairs – dark / steep / no handrail | |  | Falling debris |
| Lack of fire escapes / extinguishers / procedures | |  | Extra work imposed by terrain type / angle |
| Slip / trip / fall hazards | |  | Lack of shelter |
| Inadequate ventilation | |  | Separation of group members |
| Inhalation of dust | |  | Getting lost |
| Poor surfaces for activities – slips / trips / impact | |  | Falls from height |
| Electrical hazards | |  | Extremes of weather |
|  | | | |
| SPORTING ACTIVITY HAZARDS | |  | PEOPLE & ORGANISATIONAL HAZARDS |
| Uneven playing surface | |  | Lack of information, training or instruction |
| Playing surface too hard or soft | |  | Poor activity planning or preparation |
| Hard or sharp objects on pitch | |  | Poor activity delivery or organisation |
| Sliding on Astroturf or tarmac | |  | Ignorance of rules and / or procedures |
| Collisions / Conflict with surrounding objects or people | |  | Unsafe behaviour or attitude |
| Impact from sports equipment | |  | Lack of appropriate first aid equipment and experience |
| Contact sport injury | |  | Medical conditions of participants |
| Personal injury – fracture / sprains / cuts | |  | Poor safety control from group leaders |
|  | |  | Poor safety awareness from participants |
| HAZARDS ON COASTS & COASTAL WATERS | |  | Lack of cooperation within group |
| Falls from cliffs, piers, sea walls | |  | Differing skill levels within group |
| Struck by falling objects from cliff | |  | Low level of physical fitness / strength |
| Slips & falls on slopes / loose surfaces | |  | Aggression between participants |
| Quick sand & mud | |  | Aggression from crowd / public |
| Access problems due to steep angle of beach slope | |  | Under 18’s |
| Collisions between water users | |  | Contact between participants increasing risk |
| Swept away by wave surges | |  | USE BY UNTRAINED ERSONS NAUGHTY |
| Being washed against rocks / piers | |  | EQUIPMENT AND OTHER HAZARDS |
| Low water temperatures | |  | Inadequate environment for equipment operation |
| Communication problems from waves / swell / distance | |  | Transport to and from your activity |
| Struck by objects in water | |  | Food poisoning |
| Stranded by tides | |  | Hazardous substances |
| Swept away by currents | |  | Equipment with moving / hot parts |
| Rip tides | |  | Heavy equipment |
| Longshore drift | |  | Electrical hazards from equipment |
| Conflicts between beach users | |  | Noise from equipment |
| **22.22** | UNTRAINED PERSONS NAUGHTY |  | Risk of trapping body / clothing in equipment |
| HAZARDS ON STILL / MOVING WATER | |  |  |
| Getting swept away from equipment or people | |  |  |
| Collision with rocks in and to sides of rivers | |  |  |
| Striking / trapping by submerged obstacles | |  |
| Being dragged down by undertow | |  |
| Restricted or impossible access to / from water | |  |
| Access problems – rescue / getting kit into water | |  |
| Falls from drops in level at weirs / waterfalls | |  |
| Getting out of depth | |  |
| Low water temperature | |  |
| Separation from other people | |  |
| Slips / trips on steep banks or uneven surfaces | |  |
| Difficult communications | |  |
| Remote locations | |  |