

Risk Assessment - Sports and Society Guidelines

Health & Safety 2019/20

Introduction

- 1.0 Winchester Student Union (the Union) is committed to ensuring the health, safety and welfare of its members, staff, customers, suppliers, visitors and all others who may be affected by its activities.
- 1.1 The Union recognises that good management of health, safety and welfare is essential to the success of the organisation and is a sign of a well-managed organisation.
- 1.2 The Union's Health & Safety Policy details the allocation of health, safety responsibilities.
- 1.3 An 'Assessment of Risk' is a careful examination of what could cause harm. It is a way of establishing whether the precautions in place to avoid harm are sufficient, or whether more should be done.
- 1.4 Risk Assessments are routinely used across the organisation to identify risks and controls in line with the Union's Health and Safety Policy. These cover the day to day operations of the organisation, its programme of events and the activities of Sports and Societies who operate with the support of Winchester Student Union.
- 1.5 This is a legal requirement which is a systematic way of considering potential risks, mitigating actions and particular groups who may be affected.
- 1.6 All activities and operations with the potential to cause harm must undertake a Risk Assessment to identify the potential risks and the controls that are to be used to mitigate those risks.
- 1.7 It is important to remember that all risks cannot be eliminated.
For example, it is unrealistic to assume that having a referee at a football match will ensure no player is injured by a dangerous tackle.
The presence of the referee can only reduce the likelihood of a player being tempted to use a dangerous tackle.

GUIDELINES

2.0 When to do the Risk Assessment

2.1 A risk assessment should be undertaken or reviewed:

- At the beginning of each academic year by each Sport and Society Committee.
- Review after any alterations or amendments to activity have been made.
- Review after any new hazards are identified.
- Review if no longer valid.

3.0 Who completes the Risk Assessment?

3.1 It is the responsibility of Sport & Society Committees, Activity Leaders and Department Managers to ensure that Risk Assessments are completed within their area of responsibility. They must be completed under the guidance of a suitably trained staff member, normally the Department Manager or Coordinator.

4.0 How to complete the Risk Assessment

4.1 General points to consider

- Use the Student Union Risk Assessment Form.
- Don't try and complete the form on your own. Consult with other people who are involved in the activity to identify hazards, people who might be harmed and actions that you already do or could take to reduce the likelihood or outcome of the risk occurring.
- Ensure your Risk Assessment is realistic. The important thing to remember is that this is a tool to identify risk and actions you can reasonably be expected to take.
- Use any evidence such as previous assessments or incident report forms to identify risks and actions.
- If you have any problems with the completion of the Risk Assessment, you should ask the Sports Coordinator or the VP, Activities.
- Make sure everyone responsible for ensuring actions are taking place understands their responsibility and confirms when they have completed their actions.

4.2 Identify the hazards

- A **Hazard** is anything that can cause harm (i.e. slippery floors, electricity, equipment not secured correctly etc.)
- Ask other members / participants for their input.
- Historic accident or incident report forms may also help.

4.3 Identify who may be at risk

- The **Risk** is the chance, great or small, that someone will be harmed by the hazard.
- Think about who might be harmed by the hazard, including members of the public, visitors, participants.
- There is no need to list individuals by name - just think about groups who may be affected.

4.4 Identify what actions you will undertake to control risks identified – these are called 'Control Measures' on the form;

- **Control Measures** can include training, having qualified instructors / personnel on hand, using protective equipment, removing hazards such as boxes etc.
- Even after precautions have been taken usually some risks remain; you should consider each hazard, and how to reduce the risk to a minimum.
- Are existing precautions adequate or should more be done?
- Have you done all the things required by law to prevent risks? (Consult the HSE website: www.hse.gov.uk or ask your manager or an appropriate Union staff member if you are unsure).
- You need to assess whether you can get rid of the hazard altogether, or if not, can the risks be controlled so that harm is unlikely?
- Have you considered all possible options for reducing risks?
- Has everybody at risk been provided with sufficient information, instruction or training?
- Seek confirmation from those people who need to be aware of the Risk Assessment to confirm that they have read and understood it. Ideally this should be in writing and include the date.

5.0 Risk Rating

- 5.1 Risk rating is the combined impact of the 'worst outcome' of the hazard multiplied by the 'likelihood' that hazard will occur. The result of this equation determines whether the risk is Very Low, Low, Moderate, High or Critical.
- 5.2 The final risk rating of any activity is determined by how the control measures undertaken reduce either the 'worst outcome' or 'likelihood'. For example;
- JUMPING might have a 'worst outcome' of **2** (A first aid injury) and 'likelihood' of **3** (likely) which gives a risk rating before 'control measures' of '**6**' (2x3) or 'Moderate'.
 - After the control measure of, *'Every participant is taught the proper technique of how to jump – soft mats will also be used'*, we might assume that either the 'worst outcome' or 'likelihood' may have reduced. In this case we will note that the 'likelihood' has reduced to 2 (unlikely).
 - Applying the process above with the new ratings we get a risk rating with controls score of 4 (2x2) or 'Low'.
 - No activity should be allowed to occur if, after suitable control measures, the risk rating remains 'critical' (10+)

6.0 Review and Revise

- 5.1 Changes over time, new equipment or work practices, new locations, may result in new hazards that will need to be assessed.
- 5.2 Don't just leave the form in a drawer! Periodically use it to check everything you identified as an action is happening and review the Assessment every time an incident occurs to ensure you have considered everything you possibly could have done.
- 5.3 Sport and Society Committees must review their risk assessments at least annually at the beginning of the academic year as part of the induction for new Committees.

TO REITERATE:

All sports teams and societies will have a completed risk assessment from the previous year however this must be altered and adjusted by the new committee members before the start of the academic year.

Risk assessments are necessary because they are part of the health and safety management plan and allow your sport/society to run.

It identifies the risks associated with your sport/society and allows those risks to be minimised with precautions.

It also informs those who aren't as aware of the risks in your sport/society as you are.

In the risk assessment it will state:

- Possible Hazard
- Persons at Risk
- Risk Outcome/Likelihood/Severity
- Control Measures
- Risk likelihood with measures in place

Guidelines:

1. Make a list of ALL club activities
2. Identify hazards and risk severity of each activity
3. Decide precautions that should be taken
4. Record any findings/experiences and adjust risk assessment accordingly.
5. Review Risk Assessments each semester.

On the next few pages, there are extensive lists of possible hazards that you may want to include in your risk assessment however this is not exhaustive. You will most likely think of something for your sport or society that is a hazard but not on the list – DO include this! Please also see the example attached of a completed risk assessment.

HAZARDS - General	RELEVANCE
Emergency exits, procedures and routes	Sports/Socs
Fire risk	Sports/Socs
Manual handling	Sports/Socs
Insufficient or unsuitable space	Sports/Socs
Unsafe behaviour	Sports/Socs
Personal injury	Sports/Socs
Slips, trips & falls	Sports/Socs
Travel via car	Sports/Socs
Travel via bus	Sports/Socs
Equipment Use (Specify)	Sports/Socs

HAZARDS – Societies	RELEVANCE
Routine Movements (Specify)	Sports/Socs Specific
Staging	Soc Specific
Lighting	Socs
Jumping (Specify)	Sports/Socs
Dancing (Specify)	Sports/Socs
Allergic Reactions	Soc Specific
Food Poisoning	Soc Specific
Objects in space	Socs
Falling off equipment/people	Soc Specific
Footwear issues	Soc Specific
Injuries during rehearsals/practice	Socs

HAZARDS – Sport	RELEVANCE
Uneven playing surface	Sport/Socs
Playing surface issues	Sport/Socs
Objects on pitch/court	Sport/Socs
Collisions with objects/people	Sport/Socs
Physical exhaustion	Sport/Socs
Injury to spectators	Sport/Socs
Poor safety awareness	Sport/Socs
Ignorance of rules/procedures	Sport/Socs
Impact from sports equipment	Sports
Falling from equipment	Sport Specific
Poor weather conditions	Outdoor sports
Kit issues	Protective gear e.g. American Football, Boxing, Volleyball, Polo
Jumps (specify)	Sport Specific
Stunts (specify)	Sport Specific
Goal scoring	Sport Specific
Goal keeping	Sport Specific
Kicking	Sport Specific
Hitting	Sport Specific
Catching	Sport Specific
Dribbling	Sport Specific
Tackling	Sport Specific
Line – Outs	Sport Specific
Scrummage	Sport Specific
Short corners	Sport Specific
Penalties	Sport Specific
Drowning	Sport Specific
Cramp	Sports

Running	Sports
Footwear issues	Sports
Anti-social behaviour	Sports/Socs
Injuries during training	Sports/Socs
Umpires/Ref injuries	Sports
Head Injuries	Sports

If you have any questions or issues with completing your risk assessment please see the Sports Coordinator or VP Activities at the SU offices. These MUST be done before any training, meetings or matches occur. Please ensure that they are as detailed as possible.