**Student Groups Pre-prepared Risk Assessment: Team Sport on Campus**

***e.g. intra-league team sports, or one-off bookings using University facilities***

**Below are examples of control measures which you can use, but as committee members, you have responsibility to assess any additional risks that occur**

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| **Potential Hazard**  *What is the risk? What is posing it? What could happen?* | **People at risk**  *Who could it affect?* | **Potential Severity?**  *High, medium or low?* | **Likelihood?**  *Very likely, quite, slight, low* | **Control Measures**  *What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.* |
| Facility not big enough/too many people want to take part: including risk of collisions with objects or other players | All attendees | High | Low | Request venue that is large enough – based on previous membership/attendance numbers, and allowing for a reasonable degree of growth.  If you haven’t used the venue before, visit the room/pitch to check  If expecting very large numbers of people (such as to an introductory meeting), consider splitting attendees by holding an extra session.  If getting close to breaching capacity limits, stop extra people from coming in – explain that more people attended than expected. If possible, have overspill area in a nearby venue. |
| Lack of appropriate equipment, preventing/impairing activity | All attendees | high | medium | Check that appropriate equipment is available  Have spare equipment available where possible, or know where to source back-up equipment from |
| Not enough people turning up: activity not possible or impaired | All attendees | high | med | Ask for expression of interest before booking |
| People feeling left out | All attendees | Medium | high | Ensure that activities cater for all levels of experience/skill whenever possible – if not possible, provide an alternative. |
| Trips, Slips and Falls due to uneven playing surface – could lead to sprains, cuts, bruises or potentially fractures. | All members | Low | Low | Everyone told to wear suitable shoes and warned about playing surface.  Ensure playing space is as clear and flat as possible. |
| Medical conditions of participants | All attendees | High | Med | All attendees reminded to bring any necessary medication with them and we will have a first aid kit. Contact doctor/A&E if necessary.  Have a first aid kit available and someone first aid trained. Call 999 or go to A&E if there is a head injury or potential break/fracture.  Make sure to report any accidents vis the Students’ Union accident report form. |
| Disagreements between players leading to aggressive behaviour. Lack of cooperation | All attendees | Med | Med | Everyone told that unacceptable behaviour may lead to them being asked to leave early or be referred to the Students’ Union for disciplinary investigation. If necessary, University security or police may be called.  Committee members to monitor behaviour of members of the society whilst on events.  Rules explained beforehand. All games informally refereed – ensure that at least some event leaders or participants have fair degree of related knowledge or experience. Good sporting behaviour will be encouraged. |
| Extreme weather conditions in outside: cold/wet or heat/sun | All attendees | high | medium | Check weather forecasts and cancel/postpone event if needed  Tell participants to bring appropriate clothing, don’t let them play if they’re not suitably equipped.  Provide equipment/appropriate supplies if possible/appropriate (e.g. suncream)  Consider allowing time for breaks to warm up/cool down |
| Use of equipment – electrical shock/injury and/or damage to equipment | All attendees | high | medium | Don’t move cables/wires  Keep liquids away from electrical equipment  If see frayed wires, don’t use equipment and report to relevant staff.  Use sensible manual handling techniques – get assistance if need to move heavy equipment. |

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| **Additional notes:** Consult Student Opportunities staff as relevant with questions. |

*This pre-prepared risk assessment is a version produced 22nd August 2018; last edited August 2018; due for review August 2019 or sooner if required.*