|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Tour (holiday)** | | **Date** | **27/08/2020** |
| **Club or Society** | **Southampton University Swimming Club** | **Assessor** | **Ryan Lamprell** | |
| **President or Students’ Union staff member** | ***President*** | **Signed off** |  | |

**COVID-19 Notice**

**This risk assessment must be read in conjunction with the club or society’s COVID-19 Risk Assessment on their SUSU page. Should any information in this risk assessment conflict with the measures listed in the COVID risk assessment, then the COVID risk assessment takes precedence over this document.**

| ***PART A*** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed** | **Inherent** | | | **Control measures** | **Residual** | | | **Further controls** |
| **Likelihood** | **Impact** | **Score** | **Likelihood** | **Impact** | **Score** |
| Drug Influence | Lack of awareness of their actions and surroundings, leading to injury. | Swim team members, staff | 2 | 4 | 8 | **The club has a zero tolerance of substance use. Any persons suspected of using substances will immediately removed from their position in the club whereby the procedure documented in the club's constitution will be followed** | 1 | 1 | 1 | Where someone has been suspected of being influenced by drugs, intentionally or unknowingly, 999 or 111 will be called for medical advice. |
| Adverse weather conditions | Heat stroke, hypothermia, shock | Swim team members | 1 | 3 | 3 | **Ensure all swimmers take suitable clothing to training sessions and take extra precautions in extreme weather conditions.** | 1 | 2 | 2 |  |
| Slips, trips, and falls | Bruising, laceration, fracture of any body part. Potential head injury. | Swim team members. | 3 | 3 | 9 | **Ensure swimmers are sensible and aware of their surroundings.** | 1 | 3 | 3 |  |
| Unknown surroundings | Disorientation and vulnerability to criminal activities | Swim team members | 3 | 3 | 9 | **Ensure all members stay together (minimum of a pair) and meet at set times when changing location** | 1 | 3 | 3 | A full list of members is kept with contact and medical information. |
| Alcohol consumption | Intoxication, loss of judgement and awareness. Injury to themselves and others.  In extreme cases alcohol poisoning. | Swim team members | 3 | 2 | 6 | **Ensure all swimmers are aware of their actions and level of intoxication. Look out for each other and inappropriate behaviour will not be tolerated.** | 1 | 2 | 2 | A responsible person will always be contactable and be capable of calling the emergency services if required. |
| Dehydration | Fainting and in extreme circumstances loss of consciousness | Swim team members | 3 | 2 | 6 | **Ensure all members have access to water at venues.** | 1 | 2 | 2 |  |
| Broken glass/ sharp object | Laceration of any body part | Swim team members | 3 | 2 | 6 | **Ensure any broken glass is cleared up immediately with appropriate precautions. Use of plastic cups where possible.** | 1 | 2 | 2 |  |
| Drink Spiking | Lack of awareness of actions, inability to control movements, potential unconsciousness and in extreme circumstances death. Impact on mental health/ wellbeing, potentially leading to anxiety and/or depression. | Swim team members | 2 | 4 | 8 | **Ensure all swimmers keep their drink with them and if possible, keep drink in a bottle. Any suspicious activity is to be reported immediately. Where immediate first aid is required an ambulance is called on 999 (or emergency number for the country)** | 1 | 4 | 4 |  |
| Cancellation of any part of holiday package | Stranded in location of ‘Tour’, no hotel accommodation, no way of getting to airport/hotel. | Swim team members | 1 | 4 | 4 | **All members are required to obtain their own travel insurance and any cancellations are delt with by the Tour Secretary.** | 1 | 2 | 2 |  |
| Being ‘mugged’ and/or assaulted | Loss of possessions, decrease in mental health/ wellbeing potentially leading to anxiety and/or depression, physical injuries e.g. bruising, laceration, in extreme circumstances loss of consciousness and death. | Swim team members | 2 | 5 | 10 | **Any incidents are immediately reported, and the police called on 999 (or emergency number for the country). Where immediate first aid is required an ambulance is called on 999 (or emergency number for the country). All members are told to stay together in groups, and no one is to be left alone. All non-necessary valuables are advised not taken out.** | 1 | 4 | 4 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***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** |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Responsible committee member signature: | | Responsible committee member signature: | |
| Print name: RYAN LAMPRELL | Date: 27/08/2020 | Print name: EVIE GARNER | Date: 27/08/2020 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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 |