**RISK ASSESSMENT FORM – Students' Union**

| | | | |
|---|---|---|---|
| **Activity:** (Describe the activity: What is happening) | Land Training sessions carried out on University property. | | |
| **Location(s):** | Sports Hall | | |
| **Who may be exposed:** | All members of the club participating in land training sessions (38 members). | | |
| **Responsible Person:** | York St John University | | |
| **Assessors name:** | Initial assessment carried out by Ceri Williams<br><br>This Risk Assessment has been shared and amended where necessary on consultation with the swimming club committee members.<br>Katrina Stanton, Cadie Chandler, Heather Mottram, Kate Crozier, Ryan Bentley, Lauren Wyke, Erin Hull. | **Committee position:** | Health and Safety |
| **Assessors signature:** | | **Date of assessment** | 11/04/19 |
| **Related Documents:** | • | **Review date:** | |
| | | **Review date:** | |
| | | **Review date:** | |

**Get to Green!** Look at the activity and identify the risks. Then put in place all the things that will make that activity safe. Once you've done that, the risk will be low! You'll **Get to Green!** If there is a control measure that is not done just yet (maybe some training), highlight it in Bold and then put in in the action plan at the end with a target completion date. If your risk assessment is suitable and sufficient, then just review it yearly and fill in the dates. If you need any advice, contact YSJU Health and Safety Adviser.

| Impact/severity | | | | |
|---|---|---|---|---|
| | High | M | M | H |
| | Med | L | M | M |
| | Low | L | L | L |
| | | Low | Med | High |
| | | Likelihood | | |

**Risk Matrix:** The risk matrix to be used is a simple 3x3 with only one red area. This simplistic 'traffic light' approach incorporates the likelihood and severity criteria rated as Low (L), Medium (M) or High (H). Risk assessors need only ask two questions to ensure the risk is graded correctly:

- **What are the chances of this happening? (Likelihood)**
- **And if it did happen, what is the worse that could happen? (Severity)**

Always consider who this may affect (Staff, visitors, general public etc).

A full detail explanation can be found at the end of this risk assessment.

| No. | Hazard | Control measures | Risk Level | Additional control measures required | Risk Level | Date control completed |
|---|---|---|---|---|---|---|
| 01. | **SLIPS TRIPS AND FALLS around the poolside.**<br><br>Injuries could be incurred due to wet surfaces and head tiled floors<br><br>Who is affected: Swimmers / coaches / lifeguards | • Spills will be cleaned up where necessary<br>• Regular checks are undertaken by the facility operator<br>• Pre use check of the area will be undertaken by the swimming club members prior to use<br>• Any concerns will be reported to the facility manager / operator<br>• Training equipment / kit bags will be stored appropriately and in designated receptacles where necessary to reduce the risk of trip / slip hazards. | **Low** | • | | |
| 02. | **SPORTS RELATED INJURIES**<br><br>Muscle Strains /Bruising<br><br>Spinal Injuries<br><br>Who is affected: Swimmers / coach | • In the event of a spinal injury, the person must not be moved<br>• All participants will undergo a warm up program at the start of each training session, and a warm down at the end.<br>• Coaches will monitor dangerous activity and address | **Low** | • Emergency services must be contacted immediately (999), for training taking place at YSJU Sports Hall, security must also be contacted to ensure they are aware and can attend the scene (if required)<br>• Ensure at least one club member / YSJ-Active Staff / Security Staff / External Venue Staff is ready to meet the ambulance / paramedics on their arrival | **Low** | |
| 03. | **MANUAL HANDLING OF EQUIPEMENT**<br><br>Muscoskelektal injuries<br><br>Who is affected: | • Equipment stored correctly by University<br>• Care taken by member when setting out and putting equipment away | **Low** | • | | |

| No. | Hazard | Control measures | Risk Level | Additional control measures required | Risk Level | Date control completed |
|---|---|---|---|---|---|---|
| | Swimmers / coaches | | | | | |
| **04.** | **SWIMMERS BECOMING UNWELL**<br><br>Dehydrated or fatigued<br><br>Muscle Strains / Bruising / Cuts / Bleeding<br><br>**Who is affected:** Swimmers / Coach | • It is the club members responsibility to inform the coach of any medical conditions which may affect their ability to participate.<br>• Any swimmer not feeling fit for training must notify the coach and not participate if they feel unwell.<br>• All club members must bring a plentiful supply of fluids to the training sessions<br>• If a swimmer is feeling fatigued, they must notify the coach immediately and take a rest break.<br>• All club members have a responsibility to themselves, and others in the swimming club to not drink any alcohol before any land training session. | **Low** | • Committee to reinforce the no drinking before training policy to all club members | **Low** | |

## RISK ASSESSMENT ACTION PLAN

This action plan identifies the control measures to be implemented in order to reduce identified risks to the lowest acceptable risk level.
**Note: immediate action must be taken to address any identified net red risk**
Other categories of net risk (amber and green) should be completed within the agreed time period (from the report date) specified providing it is reasonably practicable.

| Hazard | Further actions / Control measures (as identified from the risk assessment) | Responsible Person/s | Target Completion Date |
|---|---|---|---|
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**RISK ASSESSMENT FORM – Students' Union**

| | | | |
|---|---|---|---|
| **Activity:** (Describe the activity: What is happening) | Swimming Training at alternate venues | | |
| **Location(s):** | St Peters Pool and Yearsley Pool | | |
| **Who may be exposed:** | All members of the club participating in swimming (38 members) | | |
| **Responsible Person:** | Health and Safety- Ceri Williams<br>Also:<br>The qualified lifeguard assigned to each session (Please see previous emails. A copy of each lifeguard certificate has been sent to the SU) | | |
| **Assessors name:** | Initial assessment carried out by Ceri Williams<br><br>This Risk Assessment has been shared and amended where necessary on consultation with the swimming club committee members<br>Katrina Stanton, Cadie Chandler, Heather Mottram, Kate Crozier, Ryan Bentley, Lauren Wyke, Erin Hull. | **Committee position:** | Health and Safety |
| **Assessors signature:** | | **Date of assessment** | 11/04/19 |
| **Related Documents:** | • | **Review date:** | |
| | | **Review date:** | |
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| Impact/severity | | | | |
|---|---|---|---|---|
| | High | M | M | H |
| | Med | L | M | M |
| | Low | L | L | L |
| | | Low | Med | High |
| | | Likelihood | | |

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- **And if it did happen, what is the worse that could happen? (Severity)**

Always consider who this may affect (Staff, visitors, general public etc).

A full detail explanation can be found at the end of this risk assessment.

## CRITERIA FOR LIKELIHOOD AND IMPACT/SEVERITY

### Likelihood

To determine "likelihood" you should consider previous accidents, frequency of the activity and the knowledge and experience of people involved.

| Description | Example Detail |
|---|---|
| **High** | **Extremely likely** e.g. previous incidents recorded in the past month or if hazard is likely to occur imminently or in a very short term. (Hazard exists permanently, a hazardous event occurs daily or throughout the day). |
| **Medium** | **Most Likely** e.g. previous incidents recorded in the past 6 months or if hazard is likely to occur in time. (Hazard occurs intermittently, or hazardous event occurs occasionally throughout week/month) |
| **Low** | **Likely** e.g. previous incidents recorded in the past year or if hazard may occur in time. (Hazard exists very infrequently, or hazardous event occurs monthly or less frequently.) |

### Impact / Severity

To establish the severity of the "impact" you need to consider how seriously someone could be injured by the hazard. You should also consider damage to property and equipment, disruption to service and compliance with legislation.

| Description | Example Detail |
|---|---|
| **High** | **Extremely harmful** e.g. Death, life threatening illness/injury, amputations, major fractures, multiple injuries, long term incapacity, long term staff sickness, serious service failure impacting on vulnerable groups, major fire. |
| **Medium** | **Harmful** e.g. 3-day injuries, hospital admission, work related upper limb disorder, dermatitis, burns, lacerations, concussion, property damage, service failure impacts on property or non-vulnerable groups. |
| **Low** | **Could be harmful** e.g. superficial injuries, minor cuts and bruises, temporary irritation, less than 3-day staff absence. |

| Net Risk | Action and Timescale |
|---|---|
| **Low** | No further preventive action is necessary, but consideration should be given to solutions or improvements that impose no additional cost burden. Monitoring is required to ensure controls/precautions remain effective and review annually or sooner if there are changes. |
| **Medium** | Action should be taken within 6 months to reduce the risk as low as is reasonably practicable. A consideration of costs versus effectiveness should be considered. Where an amber risk is associated with a harmful impact/severity further risk assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. |
| **High** | Action must be taken immediately/as soon as possible. Work should stop or not commence until adequate control measures have been implemented. While the control measures should be cost-effective, there may legally be an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then work must remain prohibited. |