Risk Assessment Guidance

The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b)  
(taking into account the frequency and duration of exposure) on a scale of 1 to 5,   
then multiply them together to give the rating band:

|  |  |
| --- | --- |
| Hazard Severity (a) | Likelihood of Occurrence (b) |
|
| 1 – Trivial (eg discomfort, slight bruising, self-help recovery) **2 – Minor** (eg small cut, abrasion, basic first aid need)  **3 – Moderate** (eg strain, sprain, incapacitation > 3 days)  **4 – Serious** (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)  **5 – Fatal** (single or multiple) | **1 – Remote** (almost never)  **2 – Unlikely** (occurs rarely)  **3 – Possible** (could occur, but uncommon)  **4 – Likely** (recurrent but not frequent)  **5 – Very likely** (occurs frequently) |

**Trivial**

**Minor**

**Moderate**

**Serious**

**Fatal**

The risk rating (high, medium or low) indicates the level of   
 response required to be taken when designing the action plan.

|  |  |  |
| --- | --- | --- |
| Rating Bands (a x b) | | |
| **LOW RISK**  **(1 – 8)** | **MEDIUM RISK**  **(9 - 12)** | **HIGH RISK**  **(15 - 25)** |
|  |  |  |
| Continue, but review periodically to ensure controls remain effective | Continue, but implement additional reasonably practicable controls where possible and monitor regularly | -STOP THE ACTIVITY-  Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |

**Remote**

**Unlikely**

**Possible**

**Likely**

**Very likely**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| **2** | **4** | **6** | **8** | **10** |
| **3** | **6** | **9** | **12** | **15** |
| **4** | **8** | **12** | **16** | **20** |
| **5** | **10** | **15** | **20** | **25** |

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| --- | --- | --- |
| Risk Assessment Record | | |
| Risk Assessment of:  Rounders Club | Assessor(s):  Lauren Strutt, Germaine Mama | Date:  07/06/2022 |
| Overview of activity / location / equipment / conditions being assessed: | Rounders games | |
| Generic or specific assessment?  Generic risk assessment | Context of assessment: Handover documentation | |

| # | Hazard(s) identified | Persons affected | Existing controls & measures | A | B | A x B | Additional controls required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Facility Bookings | Secretary/ Chair | * Facility Bookings guide followed at all times. * Facility Bookings policy followed at all times. * Members will be informed with on safety guidelines to follow whilst using the STV facilities.   <https://www.thesubath.com/pageassets/resources/sport/Facility-Rules-Regulations-2019-20-Clubs-Groups-and-Organisations.pdf> | 1 | 4 | 4 |  |
| 2 | Cash handling | Treasurer/ Chair | * Students to pay for tickets/products online or in SU finance office * Any cash collected by committee members must be paid in to SU finance on same day as collection. * Ticket/Receipt provided as proof of purchase. * A list with names of all those who have paid (trip list) will be compiled. * No external accounts used. | 3 | 4 | 12 | Treasurer will monitor cash handling regularly |
| 3 | Travel | Members | * Students advised never to travel/walk anywhere alone and to stay in well-lit areas. * Recommend personal attack alarms are purchased from AWARE. * When travelling by coach, car or minivan, seatbelts to be worn at all times. * Driver to take breaks in accordance with regulations or as and when they feel necessary. * Weather reports checked in advance for driving conditions. * Students must not take alcohol onto the coach at any time. | 2 | 2 | 4 |  |
| 4 | Transport  Bookings | Secretary/ chair | * Any bookings made (e.g. coach travel, entry fees etc.) must be approved by the Students Union before the booking is confirmed. | 1 | 4 | 4 |  |
| 5 | Injury to club members on campus (general) | Members | * Reasonable care taken by members at all times. * To ensure a suitable warm up has taken place before play * University guide followed in the event of fire or evacuation. * Security and Sports Office informed of injury and/or unreasonable behaviour. * First aider present throughout games * If injury occurs STV staff are notified- See Below Document regarding First Aid Incidents   [**https://www.thesubath.com/pageassets/resources/sport/First-Aid-Sulis-poster.pdf**](https://www.thesubath.com/pageassets/resources/sport/First-Aid-Sulis-poster.pdf)  [**https://www.thesubath.com/pageassets/resources/sport/First-Aid-STV-poster.pdf**](https://www.thesubath.com/pageassets/resources/sport/First-Aid-STV-poster.pdf) | 3 | 2 | 6 |  |
| 6 | Injury from flying rounders balls | Attendees at sessions, other STV users | * Only those people attending the session should be on the astro during play; play to be paused if it is necessary for others (e.g. STV staff) to enter the playing area * Main direction of hitting will be away from the main entrance to the astro * Pitch to be set up with sufficient distance to hit into, such that the ball is highly unlikely to clear the fence * Batting will only take place if all players on the pitch have sight of the ball; umpire (or bowler when no umpire is present) to check all fielders are ready before each ball is bowled * Spectators to stand a safe distance behind playing area during play * Sessions will only take place if there is sufficient space available for all the above areas of play to be safely set up * Club first aid kit to be kept stocked with ice packs at all sessions in the event that a player or spectator is hit by a rounders ball | 3 | 3 | 9 |  |
| 7 | Slips, trips and falls | Attendees at sessions | * Sessions will be cancelled in the event that wet and/or cold weather makes the astro turf too slippery to play on (STV staff will advise when the pitch is frozen) * Bats must not be left on the floor in the play area. Batters should run with the bat and not drop the bat after hitting * Balls must remain in the bowler’s square when not in play * Playing area must be clear of obstructions (such as jumpers, bags, other sports equipment, etc.) at all times * Appropriate astro turf footwear to be worn by all attendees | 2 | 3 | 6 |  |
| 8 | Injury from rounders bats | Attendees at sessions | * All new players to be shown how to correctly hold a rounders bat before batting * Batters should not drop or throw the bat after hitting * All bats to be kept in the batter waiting area when not in use | 3 | 2 | 6 |  |
| 9 | Injury to club members at external venue (general) | Members | * In the event of emergency, safety instructions given by the venue will be followed at all times. * To ensure a suitable warm up has taken place before play * Reminder to be given on basic safety awareness. * First aider present throughout games | 3 | 2 | 6 |  |
| 10 | Events at outside venues | Members | * See alcohol and allergy policy. * Site safety policy made aware. * Students encouraged to only use respected taxi companies (numbers made available) | 2 | 3 | 6 |  |
| 11 | Intoxicated students | Members | * Emergency number for Security on campus known by all committee members. * Designated committee members to remain sober on club run trips. * Any students too intoxicated to make it safely home from a club run trip, must not be sent home alone but be accompanied home. | 3 | 4 | 12 | All members have the number of the designated sober committee member. Designated sober committee member needs to monitor the situation carefully and intervene when necessary. |
| 12 | Under 18’s (if applicable) | Members | * Committee members have a list of all under 18’s attending. * Committee members to advise students under 18 not to drink. * Under 18’s will not attend overnight trips. * Parental consent forms received for all events and activities. * Clubs usually will not allow under 18’s- take note when selling events to clubs. | 3 | 1 | 3 |  |
| 13 | Bath Socials | Members | * Members will be reminded not to walk along the river edge whilst intoxicated. * Ensure all students are aware of the meeting time and place and how to get there before the social. * It is the responsibility of the members to ensure they know how to get home safely. * Designated committee members will remain sober. | 3 | 3 | 9 | All members have the number of the designated sober committee member. Designated sober committee member needs to monitor the situation carefully and intervene when necessary. |
| 14 | Recreational Sports | Members | * Participants will be reminded that safe and reasonable behaviour is required at all times * To minimise risk of injury appropriate warm up and cool downs will be completed by all those participating. * It is the responsibility of the host venue to ensure adequate first aid and safety provisions have been made. * Participants will be advised to wear appropriate footwear and clothing for the astro pitches. * Participants will not be allowed to participate if appropriate clothing and footwear are not worn.   Appropriate training gear: [https://www.thesubath.com/pageassets/resources/sport/Facility-Rules-Regulations-2019-20-Clubs-Groups-and-Organisations.pdf](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.thesubath.com%2Fpageassets%2Fresources%2Fsport%2FFacility-Rules-Regulations-2019-20-Clubs-Groups-and-Organisations.pdf&data=05%7C01%7Clks36%40bath.ac.uk%7C50414d8b645d44296ef308da492cd866%7C377e3d224ea1422db0ad8fcc89406b9e%7C0%7C0%7C637902754191406501%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=iu2aTTYIqmiyoFUSyG5a%2BpqpkZOZjWpUWdNmgnL7e1s%3D&reserved=0)   * See Section 5 for possible injuries occurring during on campus (astro picth) sessions | 2 | 3 | 6 |  |
| 15 | Equipment | Members | * All electrical equipment will be PAT tested by a qualified person within the SU. * All equipment will be added to the SU asset register * If necessary, those using equipment will be supervised and/ or trained on use by an appropriate person. * Rounders equipment to be inspected regularly (bats, balls, bases and cones). Equipment found to be damaged must not be used and should be disposed of at the earliest opportunity. * The equipment officer will be responsible for setup, inspection and maintenance of the equipment. At sessions where the equipment officer is not available, a nominated committee member will assume responsibility. * The equipment will be set up in a way allowing a clear path for batters to run without risk of colliding with fielders | 2 | 3 | 6 |  |
| 16 | Food and Drink   * Allergies * Preparation and Storage * Storage * Safety | Members | Allergies   * A list of ingredients will be requested/made available. * Personal responsibility of students to check ingredients list and inform committee of any known allergies. * First Aider present on trips if necessary   Preparation   * Ensure that food is safely prepared in a clean kitchen using clean equipment * Ensure that due care is taken when using knives * All involved in food preparation to have read the information sheet pertaining to safe food handling * Hair tied back to avoid contamination * Hands washed before and after handling food * Ensure that the person handling the food is not responsible for handling money * All to wash hands before serving food * Hair to be tied back * Ensure that all equipment used is cleaned thoroughly before and after use * Ensure raw and cooked for are kept separate. * Food will be cooked in accordance to the recipe or cooking instructions.   Storage   * Food will be stored in accordance to the manufactures guidelines. * Once cooked food will be stored in the fridge or freezer   Safety   * Care taken around hot equipment * Oven gloves will available to move hot saucepans etc * Avoid having more people than necessary around hot equipment * Remove unnecessary clutter for preparation area. | 2 | 3 | 6 |  |
| 17 | Use of Facilities | Members, other STV users | * Watch the necessary videos regarding STV use * Abide by the social distancing rules throughout the sessions – see equipment section for information on safe equipment set up * Wear correct kit and footwear for that Facility (in this case, the astro pitches)   <https://www.teambath.com/about/reopening/> | 4 | 3 | 12 |  |
| 18 | Administration of First Aid (STV) | Committee members, attendees at in-person sessions | * For any non-life threating first aid incidents whereby the casualty can administer their own first aid they should do so under the first aiders supervision, guidance and provision of first aid resources such as an anti-septic wipe/ bandage. * If self- administration of first aid is not possible or appropriate, the first aider should where possible treat the casualty whilst adhering to social distancing guidance. * As per regular first aid procedures, gloves must be worn. Additional PPE must be worn as per RLSS guidance if self-administration or socially distanced treatment is not possible. * If CPR becomes necessary this should be done following Resus Council guidance on administration of CPR (chest compressions only).   [**https://www.thesubath.com/pageassets/resources/sport/First-Aid-Sulis-poster.pdf**](https://www.thesubath.com/pageassets/resources/sport/First-Aid-Sulis-poster.pdf)  [**https://www.thesubath.com/pageassets/resources/sport/First-Aid-STV-poster.pdf**](https://www.thesubath.com/pageassets/resources/sport/First-Aid-STV-poster.pdf) | 4 | 3 | 12 | * 2 grab bags of PPE for first aiders will be located in the Shift Managers Office * First Aid to be administered in the first aid room or in the nearest most convenient area appropriate. * The area used to administer first aid (ideally the first aid room) should be cleaned after use. * If a defibrillator was used this should be sanitised after use.   All PPE should be disposed of appropriately afterwards. |
| 19 | Dehydration / Exhaustion / Weather | Committee members, attendees at in-person sessions | * Insist on water being brought to sessions by all players. Act on the advice of coaches and officials if the player is unfit to continue. * Apply appropriate protection in the form of sun cream if outside. | 3 | 2 | 6 |  |
| 20 | People participating who are not medically fit | Committee members | * Ensure participants are eligible to participate – age, ability etc relevant to the session * Ensure participants are medically fir to participate, enquire in sensitive and confidential | 3 | 2 | 6 |  |
| 21 | Cuts and bruises | Committee members, attendees / players | * All cuts are to be treated by First Aiders using disposable gloves. Cuts which are severe need to be reported to the Emergency Services via the facility team which will provide first aid.   [**https://www.thesubath.com/pageassets/resources/sport/First-Aid-Sulis-poster.pdf**](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.thesubath.com%2Fpageassets%2Fresources%2Fsport%2FFirst-Aid-Sulis-poster.pdf&data=05%7C01%7Clks36%40bath.ac.uk%7C50414d8b645d44296ef308da492cd866%7C377e3d224ea1422db0ad8fcc89406b9e%7C0%7C0%7C637902754191406501%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=FXKT6rGgJeSVSwaWbMpzoZziy%2BlJYVfScI%2BEx%2B%2FI82M%3D&reserved=0)  [**https://www.thesubath.com/pageassets/resources/sport/First-Aid-STV-poster.pdf**](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.thesubath.com%2Fpageassets%2Fresources%2Fsport%2FFirst-Aid-STV-poster.pdf&data=05%7C01%7Clks36%40bath.ac.uk%7C50414d8b645d44296ef308da492cd866%7C377e3d224ea1422db0ad8fcc89406b9e%7C0%7C0%7C637902754191406501%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=psBDwhHsuwtDvUhjExT13bUev1CFx7kO7xwiuLHAAek%3D&reserved=0) | 3 | 2 | 6 |  |
| 22 | Fire evacuation procedures | Everyone present | * Fire evacuation procedures in place on site, participants to follow the instruction of facility staff members. | 2 | 1 | 2 |  |
| 23 | Spectators encroaching onto the  field of play and collision with  officials and players. | Players and referee | * All those asked to respect the game and ensure they are a safe distance away from the side-line. If a situation occurs contact the facility staff (01225 384418 / 01225 386339) requesting the University security staff to remove the offending spectators. | 2 | 2 | 4 |  |
|  | Assessor signature:  L Strutt  G Mama | | Print name:  Lauren Strutt  Germaine Mama | Review date: 07/06/2022 | | | |

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| Risk Assessment Action Plan | | | | | | | |
| Action Plan in respect of: | | | | | | Prepared by: | |
| Ref  no. | Action to be taken, incl. Cost | | By whom | Target date | Review date | Outcome at review date | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | Date: | | | Print name: | | Date |