

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Controlled Severity	Controlled Likelihood	Controlled Risk Rating	Who is responsible for the control?
<b>Area of Activity : Set-up</b>							
e.g. Portable Electrical Equipment	Electrocution or fire leading to burns or death	Exec and Members	1. Check all leads and casing before use to check for visual damage; do not use if damaged. 2. Ensure all electrical equipment is PAT tested when it is due for renewal	5	1	5 Mod	1. User (members) 2. Health & Safety Officer
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Before using the equipment, each member must visually check it to ensure it is not damaged and that all leads are intact. If it is damaged it will be labelled as such and not used until it is repaired.</li> <li>Every term the Health &amp; Safety Officer will check all portable electrical equipment to ensure it is within its PAT test date. If anything is out of date it will not be used until it has been tested.</li> </ul>						

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Contact with shuttles	Leaving bruises to the body or potential contact with eyes	Exec and members (playing or spectating)	1) There must be trained First Aiders at the sports centre. 2) Exec members must warn members about shuttle movement, so that they are aware of it hitting them.	1	3	3	1. User (members) 2. Health & Safety Officer
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>Exec members to make sure a first aider is present at the Sports Centre</li> <li>Exec members to make users aware of shuttle movement on and off court.</li> <li>To prevent eye injuries from fast-hit shuttles players need to be aware not to turn around if the shuttle has passed them and also to protect their face by either turning away or holding their racket in front of their face if their opponent is killing the shuttle at the net. This will all be explained by the Exec to all new members when they join.</li> </ul>						
Contact with rackets / players	Potential concussion, cuts or bruises to the body.	Exec and members (playing or spectating)	<ol style="list-style-type: none"> <li>First aiders at Sports Centre</li> <li>Players must be aware of calls used on court.</li> <li>The Exec will warn all new players to be aware of other player's movements and will train members on safe movement on court to try and prevent collisions.</li> <li>Inexperienced players paired with experienced players</li> </ol>	3	2	6	1. User (members) 2. Health & Safety Officer
<b>Code of Practice</b>	<ul style="list-style-type: none"> <li>To prevent rackets coming into contact with the body, it is important to educate players on control around the court and also making sure that they know how to communicate with their partners on court.</li> <li>New players should be aware of the appropriate calls and safe team play principles before playing. If you are unsure on any of these areas, speak to an executive at any time.</li> </ul>						
Sprains	Sprains to arms or legs (ankles)	Exec and members	<ol style="list-style-type: none"> <li>First aiders at Sports Centre</li> <li>New members will be told the correct footwear and attire and must wear it.</li> <li>Warmups are run by the exec before each session to avoid injury. Executives should be trained in how to conduct a warmup session properly.</li> </ol>	2	2	4	1. Health & Safety Office 2. Any Executive present at the session

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## Risk Rating Guide

Below is a simple guide to help risk assessors determine the risk rating of each hazard identified.

A Risk Assessment should be 'Suitable and Sufficient'. That is to say:

- ◆ It should identify the risks arising in connection with the activity.
- ◆ The level of detail included should be proportionate to the risk.
- ◆ It must consider all those who might be affected i.e. staff, students, etc.
- ◆ It should be appropriate to the activity and should identify the period of time for which it is to remain valid.

**Risk = Likelihood X Severity**

Likelihood		The Severity		
Very Unlikely	0	No Action	No injury	0
Unlikely	1	First Aider	Bruising, minor cuts, grazes	1
Possible	2	Doctor	Strains, Sprains, concussion	2
Likely	3	A & E 1	Loss of consciousness, blood loss, burns, breaks or injury resulting in Visit to A&E. Other non-permanent chemical effects. Corrosive toxic, flammable substances, mild chemical irritation of eyes or skin. Harmful, irritant substances	3
Very Likely	4	A & E 2	Permanent /partial/total disablement or other reportable injury/disease	4
Certain	5	Death	Single Death or Multiple Death	5

Likelihood	Severity					
	Death	A&E2	A&E1	Nurse Unit	First Aider	No Action
<b>Certain</b>	25	20	15	10	5	0
<b>Very Likely</b>	20	16	12	8	4	0
<b>Likely</b>	15	12	9	6	3	0
<b>Possible</b>	10	8	6	4	2	0
<b>Unlikely</b>	5	4	3	2	1	0
<b>Very Unlikely</b>	0	0	0	0	0	0

Risk Rating	Score	Action
Trivial Risk	0 - 2	No further action required unless incidents occur
Low Risk	3 - 4	No additional controls may be needed overall, but specific hazards may be reduced. Monitoring is required to ensure controls are maintained. Review if an incident occurs or more effective controls become available.
Moderate Risk	5 - 10	Efforts should be made to reduce the risk over a defined period of time.
High Risk	12 - 16	Work should not be started until the risk has been reduced. If work is in progress Urgent action should be taken to reduce or control risks.
Intolerable Risk	20 - 25	The activity should cease until risks have been reduced to an acceptable level.