


QMSU Risk – Action Plan

Date of Event:	Student Group:	Assessed By:	Managers Signature:	Risk Matrix – High – Medium – Low (Risk)						
September 2023 - August 2024	N/A	Cameron Bowman		Severity x Likelihood = Risk Rating	Likelihood					
					Certain (5)	Very Likely (4)	Likely (3)	May happen (2)	Unlikely (1)	
Name of Event:	Type & Location of Event:	Description of Event:		Severity	Death (5)	25	20	15	10	5
					Major Injury (4)	20	16	12	8	4
					Over 7-day Injury (3)	15	12	9	6	3
					Minor Injury – Treatment off site (2)	10	8	6	4	2
					Minor Injury – First aid on site (1)	5	4	3	2	1
QMSU Community Foundation	Coaching, officiating, and mentoring (Sport). Various locations.	Student leaders facilitating sport in the local community of Tower Hamlets as coaches, officials and mentors in schools, clubs, community centres and parks.								

<u>Describe the hazard</u>	<u>Risk Rating</u>	<u>Action Needed</u>	<u>Priority</u>	<u>Responsibility for Action</u>	<u>Date</u>	
	RR				Target	Actual
Leader delivering in unfamiliar premises – unaware of fire evacuation procedures	5	<ul style="list-style-type: none"> Induction delivered by leaders at start of first session, including covering fire evacuation, emergency procedures, points of contact. Participant register collected and checked during an evacuation. 	High	Partner Organisation Student Leaders	09/20	10/20
Participant struck by sports equipment/balls	4	<ul style="list-style-type: none"> Safety talk with participants prior to sessions highlighting safe use of equipment. Monitoring use and stopping/adapting activities if required. Minimum one staff member first aid trained in addition to building first aiders. Repeated incorrect use of equipment by participants will result in the withdrawal of equipment. 	Medium	Community Foundation Coordinator Partner Organisation Student Leaders	09/20	10/20
Sporting injuries – e.g. strains and sprains	6	<ul style="list-style-type: none"> Conduct activity specific warm-up at beginning of session. Activities to be tailored to age, ability and fitness constraints of participant. Minimum one staff member first aid trained in addition to building first aiders. Rules are in place to ensure the safety of participants. 	High	Partner Organisation Student Leaders	09/20	10/20
Slips/trips on slippery surfaces or from equipment	4	<ul style="list-style-type: none"> Check area for spills and clear up. Inform participants of no-go areas. Remove trip hazards where possible/ensure that they are not within the playing area. Minimum one staff member first aid trained in addition to building first aiders. Use of signage as a warning of potential hazards. Rules are in place to ensure the safety of participants. 	Medium	Partner Organisation Student Leaders	09/20	10/20

All completed forms must be signed off by the Community Foundation Coordinator or another member of the QMSU Sport & Fitness Team.

Continues Below ↓

No activity should take place without an authorised form.

QMSU Risk – Action Plan

<u>Describe the hazard</u>	<u>Risk Rating</u>	<u>Action Needed</u>	<u>Priority</u>	<u>Responsibility for Action</u>	<u>Date</u>	
	RR				Target	Actual
Working with children and young people – risk of missing child/abduction	5	<ul style="list-style-type: none"> • Close supervision by holiday staff. • All staff to be DBS checked. • Registration periods at start and end of sessions. • Regular head counts and checks of young people on sessions. • Monitoring of exit routes, close open doors where possible. • Participants can only be collected by parents/carers unless authorised by parents/carers. • Participants can only leave by themselves if authorised by parents/carers. 	High	Community Foundation Coordinator Partner Organisation Student Leaders	09/20	10/20
Electrical and building related hazards	5	<ul style="list-style-type: none"> • Buildings regularly maintained and issues dealt with by on-site maintenance. • Any issues with electrical products and buildings to be highlighted to building management and area to be avoided if any concerns. • Rules are in place to ensure the safety of participants. 	Medium	Partner Organisation Student Leaders	09/20	10/20
On-going medical conditions, medication, allergies	5	<ul style="list-style-type: none"> • Medical conditions to be highlighted on registration forms and advised to all staff. • Severe conditions to be judged on case by case basis as to whether camps are appropriate. • First Aid trained staff available to treat any emergencies. • Ensure that any required medication has been taken/is available for child to self-administer. • Ensure that there is a space away from the main session delivery where suffering participants can take a break and get fresh air if necessary. 	Medium	Partner Organisation Student Leaders	09/20	10/20

All completed forms must be signed off by the Community Foundation Coordinator or another member of the QMSU Sport & Fitness Team.

No activity should take place without an authorised form.

Continues Below ↓