


QMSU Risk Assessment

Date of Event:	Student Group:	Assessed By:	Managers Signature:	Risk Matrix – High – Medium – Low (Risk)						
September 2021 - August 2022	Community Foundation Leaders	Ashley Marshalleck		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
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.			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

<u>Describe the hazard</u>	<u>Who might be harmed and how?</u>	<u>Existing control measures</u>	<u>Risk Rating Likeliness x Severity = RR</u>			<u>Additional control measures</u>	<u>Revised rating Likeliness x Severity = RR</u>		
			L	S	RR		L	S	RR
Contracting or spreading coronavirus by not social distancing	<ul style="list-style-type: none"> Leaders Participants External staff members Family members 	<ul style="list-style-type: none"> U18 activities not subject to gathering limits but compliant with NGB guidance Identify sports/projects/facilities where under normal circumstances, leaders and participants would not be able to maintain social distancing. Adhere to NGB guidance for specific sports. Meetings, inductions and training sessions delivered virtually where possible. Session capacities set, monitored, and reviewed. 	3	5	15	<ul style="list-style-type: none"> Communicate changes in induction and training processes. Allow the use of face coverings by leaders at their sessions and encourage if using public transport. 	1	5	5
Contracting or spreading coronavirus in high traffic areas such as corridors, toilets, changing rooms and other communal areas	<ul style="list-style-type: none"> Leaders Participants External staff members Family members 	<ul style="list-style-type: none"> Identify areas of high traffic. Identify areas where surfaces and equipment are frequently touched. Avoid session delivery in areas with restricted ventilation. 	2	5	10	<ul style="list-style-type: none"> Session capacities set, monitored and reviewed. Encourage frequent washing of hands and use of hand sanitiser. 	1	5	5
Contracting or spreading coronavirus through leaders travelling to/from sessions	<ul style="list-style-type: none"> Leaders Participants External staff members Family members 	<ul style="list-style-type: none"> Identify the leaders who travel to/from sessions together and their mode of transport. Limit the number of leaders in attendance at each session. 	2	5	10	<ul style="list-style-type: none"> Advise leaders to walk or cycle to/from sessions where possible. Encourage the use of face masks if using public transport. 	1	5	5

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Contracting or spreading coronavirus through contact with surfaces and/or equipment	<ul style="list-style-type: none"> Leaders Participants External staff members Family members 	<ul style="list-style-type: none"> Identify the surfaces that are frequently touched. Identify equipment that is frequently shared. Adhere to NGB advice on equipment usage within specific sports. Provide cleaning supplies to frequently clean equipment during sessions as well as before and after it is used. Encourage session delivery to take place outside where possible. 	3	5	15	<ul style="list-style-type: none"> Provide guidance to leaders on who needs to clean what equipment as well as how and when to clean it. Replenish cleaning supplies. Replace equipment where possible. 	1	5	5
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<ul style="list-style-type: none"> Leaders Participants External staff members Family members 	<ul style="list-style-type: none"> Raise awareness of the possibility of being affected and tell leaders what to do to raise concerns or who to go to so they can talk things through. 	2	5	10	<ul style="list-style-type: none"> Share information and advice with leaders about mental health and wellbeing. Assess the need for a platform to serve as a forum/community for leaders. 	1	5	5
Contracting or spreading coronavirus due to poor ventilation in a facility	<ul style="list-style-type: none"> Leaders Participants External staff members Family members 	<ul style="list-style-type: none"> No sessions should be taking place in a room unless the ventilation has been assessed and signed-off. Windows and doors (non-fire doors) should be kept open where possible. 	2	5	10	<ul style="list-style-type: none"> Advise student groups to deliver sessions outside where possible. 	1	5	5
Contracting or spreading coronavirus by vulnerable people deemed a higher risk	<ul style="list-style-type: none"> Leaders Participants External staff members Family members 	<ul style="list-style-type: none"> Identify leaders and participant groups that may fall into the category of higher risk of contracting coronavirus. 	2	5	10	<ul style="list-style-type: none"> Provide leaders with information of the participant groups that are deemed a higher risk. 	1	5	5
Leader delivering in unfamiliar premises – unaware of fire evacuation procedures	<ul style="list-style-type: none"> Leaders Participants 	<ul style="list-style-type: none"> Induction delivered by leaders at start of first session, including covering fire evacuation, emergency procedures, points of contact. 	2	5	10	<ul style="list-style-type: none"> Participant register collected and checked during an evacuation. 	1	5	5
Participant struck by sports equipment/balls	<ul style="list-style-type: none"> Leaders Participants 	<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. 	3	2	6	<ul style="list-style-type: none"> Repeated incorrect use of equipment by participants will result in the withdrawal of equipment. 	2	2	4
Sporting injuries – e.g. strains and sprains	<ul style="list-style-type: none"> Leaders Participants 	<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. 	3	3	9	<ul style="list-style-type: none"> Rules are in place to ensure the safety of participants. 	2	3	6

All completed forms must be signed off by the Sport Workforce Development Assistant Manager or another member of QMSU Sport & Fitness staff.

No activity should take place without an authorised form.

Continues Below ↓

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			L	S	RR		L	S	RR
Slips/trips on slippery surfaces or from equipment	<ul style="list-style-type: none"> Leaders Participants 	<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. 	3	2	6	<ul style="list-style-type: none"> Use of signage as a warning of potential hazards. Rules are in place to ensure the safety of participants. 	2	2	4
Working with children and young people – risk of missing child/abduction	<ul style="list-style-type: none"> Participants 	<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. 	2	5	10	<ul style="list-style-type: none"> Participants can only be collected by parents/carers unless authorised by parents/carers. Participants can only leave by themselves if authorised by parents/carers. 	1	5	5
Electrical and building related hazards	<ul style="list-style-type: none"> Leaders Participants 	<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. 	2	5	10	<ul style="list-style-type: none"> Rules are in place to ensure the safety of participants. 	1	5	5
On-going medical conditions, medication, allergies	<ul style="list-style-type: none"> Leaders Participants 	<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. 	2	5	10	<ul style="list-style-type: none"> 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. 	1	5	5