

Students' Union Sports Club Risk Assessment Form

Risk estimation

Using the form provided to evaluate the main health and safety risks in your sport. Use the guidance and tables below to help you:

Table 1: risk estimation

Likelihood	Severity of impact		
	Slight	Moderate	Extreme
Very unlikely	Very low risk (VL)	Low risk (L)	High risk (H)
Unlikely	Very low risk (VL)	Medium risk (M)	Very high risk (VH)
Likely	Low risk (L)	High risk (H)	Very high risk (VH)
Very likely	Low risk (L)	Very high risk (VH)	Very high risk (VH)

Table 2

Categories for likelihood of harm	Very unlikely (VU)	Unlikely (U)	Likely (L)	Very likely (VL)
Typical occurrence	Less than 1% chance of their working lifetime	Typically experienced once during the working lifetime of an individual being experienced by an individual during	Typically experienced once every five years by an individual	Typically experienced at least once every six months by an individual
	A few people exposed to the risk occasionally	Some people exposed to the risk occasionally or A few people exposed some of the time	Many people exposed to the risk some of the time or Some people exposed most of the time	Many people exposed to the risk most of the time

Adapted from: BS 18004:2008

Table 3:

Impact category	Slight (S)	Moderate (M)	Extreme (E)
Harm to health	Nuisance and irritation; temporary ill-health leading to discomfort	Partial hearing lost; dermatitis; asthma; work-related upper limb disorders; ill-health leading to permanent minor disability. Sickness absence	Acute fatal diseases; severe life shortening diseases; permanent substantial disability. Long term sickness. Ill health retirement.
Injury	Superficial injuries, minor cuts and bruises; eye irritation from dust	Lacerations; burns; concussion; serious sprains; minor fractures. Sickness absence.	Fatal injuries; amputations; multiple injuries; major fractures Long term sickness. Ill health retirement.
Other impacts	Warning letters from enforcement bodies or legal action unlikely. Claims unlikely Unlikely to be result in adverse press coverage	Improvement notice Prosecutions for minor offences leading to fines in magistrate's court. Civil claims for minor amounts Local press coverage	Corporate manslaughter or high profile H&S prosecution – Crown court. High fines, imprisonment, High profile civil claim (e.g. stress) or large arising from major incidents. National press coverage



Sport: Men's Football | **Location:** Grass Pitches, Astro Turf – University of Essex | **Reference:** FOM

	Damage minor and causes no significant disruption	Part of building lost or temporary disruption to work	Long term disruption to business. E.g. Whole building lost or activity prevented by damage, contamination or prohibition notice.
	Cost of rectifying low	Significant costs needed to remedy	Major cost impact to remedy
	Little or no impact on staff morale	Some impact on staff morale. Increased dissatisfaction, reduced cooperation and productivity	Major impact on staff morale. Widespread discontent. Poor industrial relations. Tribunals and disputes. Failure to recruit and retain key staff.
	RAE score unaffected	RAE score threatened	Impact on RAE score

Activity	Hazard	Hazardous event and expected consequence	People affected		Existing controls	Assessment of risk			Additional Risk Controls	Action Lead	Residual Risk
			Occupation	Number		Likelihood	Severity	Risk Level			
MEN'S FOOTBALL	COVID-19	Before leaving home - Transmission of virus to self and others	Staff, club members, coaches, children, visitors and third parties.	TBC	1. Before leaving from home complete a personal health check. 1.1. Temperature, cough as the main signs. 2. If you feel ill do not proceed to 'training' and report it to your club. 3. Track who you have been in contact with and ensure they are informed if you become ill.	Unlikely (U)	Slight (S)- Extreme (E)	Very low risk (VL) – Very High (VH)	- Pre-session health screen with covid officer to double check symptoms - Sanitiser product to be available for all attendees to use prior to session - University wide testing of all students during first month of University	Committee	Medium (M)
		Washing your hands - Transmission of virus to self and others	All participants	30	1. Regular washing of hands is a great way to stop the spread of germs and virus. 2. Follow Government guidelines where possible use soap and water 3. If no soap and water available, then use an alcohol based hand sanitiser 4. Apply enough to cover both hands 5. Rub all surfaces of both hands until they are dry 6. Ensure hands are washed for a minimum of 20 seconds including palm, hands and fingertips/nails.	Unlikely (U)	Slight (S)- Extreme (E)	Very low risk (VL) – Very High (VH)	- Hand sanitiser to be available prior, during and after sessions	Committee and Coach	Medium (M)
		Changing Rooms/Toilets - Transmission of virus to self and others	All participants	30	1. Should remain locked unless advised from the Government/University. 2. Social distancing must be maintained at all times 2 metre gap between people 3. Players should arrive ready for activity and go home as soon as activity has completed to shower.	Unlikely (U)	Slight (S)- Extreme (E)	Very low risk (VL) – Very High (VH)	- Players advised to wash hands thoroughly before and after visiting toilets. - Players advised to wash kit as soon as possible and avoid cross contamination	Coach / Committee	Medium (M)
		During Activity - Transmission of virus to self and others	All participants	30	1. Coaches /instructors to reiterate social distancing at the start of the session 2. Maintain social distancing	Unlikely (U)	Slight (S)- Extreme (E)	Very low risk (VL) – Very High (VH)	- Players to pre-book on to sessions and arrive at specific	Committee and Coach	Medium (M)

				<p>at all times during training</p> <p>3. Stagger start times to avoid congestion, adopt a 'get in, train, get out' philosophy</p> <p>4. No High fives, handshakes, spitting or contact</p> <p>5. All players and staff to bring own water bottle and hand towel</p>				<p>time for slot</p> <p>- Players to leave immediately post-session and not gather in groups.</p>			
	COVID 19	Equipment - Transmission of virus to self and others	All participants	30	<p>1. Minimising use of shared equipment where possible</p> <p>2. All players to make sure their kit is clearly marked with name or similar in case it is put down at any stage</p> <p>3. All equipment, balls, sticks, gloves helmets to be sanitised pre practice and after practice</p> <p>4. Avoid picking up equipment such as balls by hand</p> <p>5. No sharing of water bottles</p> <p>6. Club to provide a closed container/disposal area for disposal of used items such as tissues, wet wipes, gloves etc.</p> <p>7. Coaches to use a marked area and instruct from there to ensure social distancing whenever possible.</p>	Unlikely (U)	Slight (S)- Extreme (E)	Very low risk (VL) – Very High (VH)	<p>Shared equipment to be thoroughly sanitised before and after use</p> <p>Individuals to thoroughly sanitise equipment and hands before and after sessions.</p> <p>Covid officer to check that people have their own bottles</p>	Committee and Coach	Medium (M)
		Vests/bibs - could lead to the spreading of germs			<p>1. Groups/teams may be able to be put together according to their items of clothing.</p> <p>2. If bibs/vests are necessary, then a player will be issued with one for the season which they will be responsible for keeping clean and use the same one throughout the session</p>	Very Unlikely (VU)	Extreme (E)	High Risk (H)	<p>- No bibs/vests are used (where possible)</p> <p>- prior to sessions club to communicate colour top scheme for matching players</p>	Committee and Coach	Low Risk (L)
		Demographic/Age - At risk, or those with underlying health	All participants	30	<p>1. Competitors of Essex Blades clubs tend to be young,</p>	Unlikely (U)	Slight (S)- Extreme (E)	Very low risk (VL) – Very High	<p>Members to be asked to consider</p>	Committee and coach	Medium (M)

		conditions from competitors to coaches, support staff and officials are more susceptible to contracting Covid-19					(VH)	whether they are deemed at risk and to decide themselves on whether they should attend		
		Close physical contact - between coach and players e.g. when learning a new skill or discussing tactics. Risk of virus exposure.		<p>physically fit and healthy therefore significantly reducing their risk.</p> <p>2. Those in the at risk bracket as defined by UK Government should not be competing in any activity until cleared by Government rule changes. play/activity</p>	Likely (L)	Extreme (E)	High Risk (H)	<ul style="list-style-type: none"> - Coach/ Instructor to wear a mask or face shield (in close contact) - Players to wear face mask (where practical) - In general masks and other PPE to be utilised to minimise risk of spread where possible - Close contact limited to only where absolute necessary - Groups to be limited in size as per NGB guidelines and facility capacity 	Committee and Coach	Medium Risk (M)
		Unable to contact attendees - if there is an outbreak		<p>1. Sessions to be conducted in accordance with approved NGB guidelines with additional precautions put in place for situations that require close contact.</p> <p>2. 1m+ social distancing where possible. If not possible, conversation to be limited to less than 15 minutes and people to not face each other.</p> <p>3. No huddles</p> <p>4. No physical contact including celebrations</p> <p>5. When arriving to session, players will change boots and place bags and personal water bottles down spaced apart to avoid any unnecessary group formation</p>	Very Unlikely (VU)	Moderate (M)	Low (L)	<ul style="list-style-type: none"> - Specific contact details (i.e. phone numbers) may be taken for trips 	Committee	Very Low (VL)

				2. Members will be able to be contacted via the web app.				to aid contact at short notice. -Information will be stored securely in line with GDPR policy		
		Players unaware of the guidelines - that need to be followed		<p>1. All members to be sent the guidelines via registered email, for playing the sport prior to any training/competitions, an email containing the guidelines will be sent out to members.</p> <p>2. Before taking part in any training they will sign on a separate document, stating that they have understood and will comply.</p> <p>3. Throughout the session players will be reminded of the guidelines if it becomes evident that they're not being adhered to</p>	Unlikely (U)	Moderate (M)	Medium (M)	<p>- Players who ignore or flout the guidelines will be issued a one strike warning policy and then be expelled from the club training.</p> <p>- Persistent breach may lead to permanent exclusion from club activities</p>	Committee and Coach	Low (L)
		Too many players arrive to session (over capacity limits)		<p>1. Sessions will have a set capacity agreed with facility provider</p> <p>2. Attendees will be required to book on to sessions in advance (via a web booking)</p>	Unlikely (U)	Slight (S)	Very Low (VL)	- Session arrival will be managed to ensure social distancing on arrival.	Committee and Coach	Very Low (VL)
		Pressure to return too early for an individual	Players that are not yet comfortable	1. The club will emphasise that there is no pressure for individuals to return too early.	Very Unlikely	Slight	Very Low (VL)	- Clubs encouraged to conduct additional virtual	Committee and Coach	

			ble with returning may feel under pressure to do so, putting themselves at risk		2. Resources will be made available online for activities they can do independently as well as virtual fitness sessions that they can participate in.				social events to keep isolated members engaged		
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MEN'S FOOTBALL	EQUIPMENT	Incorrect use of equipment. Unsafe or improper use of equipment can lead to participant injury.	All participants	30	Coach and/or session lead should monitor usage of equipment during the session. Coach should ensure beginners are aware of the correct techniques to use the equipment, and ask anyone deliberately using it irresponsibly to stop and/or leave the session.	Unlikely (U)	Slight (S)	Very low risk (VL)	First aid provision is available at all on campus training sessions. First aid provision should be identified when at external facilities before activity begins.	Committee	Very low risk (VL)
		Faulty or damaged equipment. Damaged equipment may cause minor injuries.	All participants	30	Damaged equipment should not be used and should be appropriately discarded. Club committee to ensure equipment is stored away from playing area during training and matches to prevent damage. Visual checks of equipment should take place before each session, and during again if required.	Unlikely (U)	Slight (S)	Very low risk (VL)	Club committee to keep up to date equipment inventory and order replacement equipment as required to prevent use of damaged equipment.	Committee	Very low risk (VL)
		Football goals and nets. Incorrect set-up/down or damaged goals/nets may cause an injury.	All participants	30	Only trained staff should set up/down the goals and nets. Participants should stop play immediately if a fault is identified with the equipment.	Unlikely (U)	Moderate (M)	Medium (M)	Players must try to avoid collisions with the goals	Coach / Committee	Low risk (L)
		Storage of equipment. Equipment should be stored securely to prevent theft, damage and injury (e.g. equipment falling from a height).	All participants	30	Club committee to ensure equipment is stored safely outside of training and matches to prevent theft and damage. Where possible, equipment should be kept in a locked storage container	Unlikely (U)	Slight (S)	Very low risk (VL)	Club committee to keep up to date equipment inventory and order replacement equipment as	Committee	Very low risk (VL)

					within a locked room. All club committee and club coach should have access to this equipment storage room.				required to prevent use of damaged equipment.		
PARTICIPANTS	Playing rules and processes. Accidents and injuries may occur if playing rules are not adhered too.	All participants	30	National Governing Body (e.g. British Swimming) rules of the sport should be followed at all times.	Very unlikely (VU)	Slight (S)	Very low risk (VL)	Individuals not following the NGB rules should be reported to the club committee, coach and/or staff.	Committee	Very low risk (VL)	
	Muscle or contact injuries. Injury to individuals participating may occur, including sprains, muscle tears and fractures.	All participants	30	A thorough warm-up should take place before all training, matches or competitions. Players are welcome to wear additional protective equipment, e.g. elbow pads. Blood injuries should be cleaned from playing surfaces with a disposable anti-bacterial wipe immediately.	Unlikely (U)	Moderate (M)	Medium (M)	First aid provision is available at all home matches and training sessions. First aid provision at external facilities should be identified before the activity begins.	Coach / Captain / Session lead	Low (L) / Medium (M)	
	Player conduct and behaviour. Irresponsible or aggressive behaviour can increase the risk of accidents and injuries during activity.	All participants	30	All participants are subject to the club code of conduct. Should the coach, committee or those leading the activity notice irresponsible or aggressive behaviour they will be required to speak to the individual(s) involved to address the behaviour. Participants can be asked to leave the session if required. Supervising staff on site will be available should the situation escalate further.	Very unlikely (VU)	Moderate (M)	Low risk (L)	All members of the club are also subject to the Essex Blades Code of Conduct and will face further disciplinary action as required.	Committee and coach	Low risk (L)	
	Medical Conditions. Pre-existing medical conditions may be complicated by participation in physical activity.	All participants	30	Participants should make the session leaders aware of any pre-existing medical conditions that could be made worse by exercising. Participants should be allowed to stop physical activity at any point, temporarily to rest or take	Very Unlikely (VU)	Moderate (M) / Extreme (E)	Medium (M) / High Risk (H)	First aid support should be available from the facility provider. Session leaders should ensure they are aware of how to access first aid	Coach / Committee / Session Lead	Medium Risk (M)	

				medication, as well as permanently if required.				support before the sessions begin. Club welfare officers, captains and coaches should be aware of emergency medical procedures.			
		Collision between participants. Accidents and injuries can occur via collisions during physical activity. Most collisions will be very minor.	All participants	30	Bags and unused equipment should be stored away from the participating areas and any walkways. Any clothing or equipment (e.g. towel or spare balls) removed during activity should also be kept away from the playing area.	Unlikely (U)	Moderate (M)	Medium (M)	Spectators and those not actively participating should not wait in the playing area.	Staff / Committee	Low (L) / Medium (M)
		Players under the influence of drugs/alcohol. Accidents and injuries may occur if individuals are under the influence of drugs/alcohol.	All participants	30	Alcohol and drug use is prohibited during training, matches and competition. Any individuals using drugs or alcohol whilst participating in club activity will be asked to leave immediately and will be subject to disciplinary action by the club.	Very unlikely (VU)	Moderate (M)	Low risk (L)	All members of the club are also subject to the Essex Blades Code of Conduct and will face further disciplinary action as required.	Committee and coach	Low risk (L)
		Incorrect clothing. Participants wearing the incorrect kit increases the risk of accidents and injuries.	All participants	30	Participants are required to wear appropriate sports kit to allow full range of movement during activity. Use of protective clothing (e.g. joint supports) is welcomed. Jewellery should be removed or taped up before activity.	Unlikely (U)	Slight (S)	Very low risk (VL)	Club committee and coaches to inform participants wearing incorrect clothing they are required to change. Changing rooms provided on site at the training and match venue.	Committee	Very low risk (VL)
		Medical cover at training, matches and competitions. Accidents and injuries may occur during	All participants	30	Matches should be played following the league and national governing body rules. Competition organisers will be responsible for	Unlikely (U)	Moderate (M)	Medium Risk (M)	When playing away from the University of Essex or at an unfamiliar	Captain / Team Leader / Committee	Medium Risk (M)

		participation in sporting activity.			providing first aid cover. Matches, training and competitions at the University of Essex will have first aid cover from staff and/or St Johns Ambulance. Student clubs allocated money in their club budget for club member to complete emergency first aid course.				facility, clubs should find out the process for receiving first aid help before the activity begins.		
FACILITY	Obstructions. Participant bags and dividing barriers may become trip hazards, causing injuries. Spectators should watch from a safe place, away from the playing area.	All participants	30	Staff and committee should ensure the activity has sufficient playing space. Unused equipment and personal bags should be kept out of the playing area where they are not a trip hazard. Designated spectator areas should be provided for matches/competitions, with spectators at least 2 metres from the playing area**. ** not permitted during Pandemic.	Unlikely (U)	Slight (S)	Very low risk (VL)	Should any facility issues occur at an external facility, participants should contact the competition organisers or facility providers with immediate effect.	Committee / Staff / Coaches	Very low risk (VL)	
	Lighting. Insufficient lighting increases the risk of accidents and injuries.	All participants	30	Facility providers should monitor the lighting in their facility, ensuring it is fit for purpose and safe for play. Any session participant that identifies a problem should report this to a member of facility staff immediate, and suspend play until it is safe to resume.	Unlikely (U)	Slight (S)	Very low risk (VL)		Facility Staff	Very low risk (VL)	
	Surface. Due to poor weather or poor maintenance of pitches, poor surfaces lead to a greater chance of injury	All participants	30	Facility providers should monitor the flooring in their facility, ensuring it is fit for purpose and safe for play. Any session participant that identifies a problem should report this to a member of facility staff immediate, and suspend play until it is safe to resume.	Unlikely (U)	Slight (S)	Very low risk (VL)		Facility Staff	Very low risk (VL)	
	Capacity. Sessions over capacity will	All participants	30	Prior booking to session is required to attend training	Unlikely (U)	Slight (S)	Very low risk (VL)		Facility Staff /	Very low	

		increase the risk of collisions and subsequent injuries and also breach NGB/Facility guidelines.	nts		sessions, also ensuring sessions do not go over the capacity. Staff, committee and coaches will be responsible for preventing additional attendees when the session has reached capacity.					Coach / Committee	risk (VL)
		Fire safety. Evacuation processes should be in place and followed in the event of an emergency.	All participants	30	Facility provider should have signage and a clear fire evacuation process. Participants should make themselves aware of this and follow the instructions given by facility staff in the event of an emergency.	Very Unlikely (VU)	Moderate (M) / Extreme (E)	Medium (M) / High Risk (H)		Facility Staff	Medium (M) / High Risk (H)
		Temperature. Issues with temperature may cause heat stroke, dehydration or other health issues.	All participants	30	Facility providers should monitor the temperature in their facility, ensuring it is fit for purpose and safe for play. Any session participant that identifies a problem should report this to a member of facility staff immediately, and suspend play until it is safe to resume. Session leaders should increase the number of rest period during the session when hot and encourage regular consumption of water to rehydrate. Sufficient layers of clothing should be encouraged in cold weather.	Unlikely (U)	Slight (S)	Very low risk (VL)		Facility Staff	Very low risk (VL)
	TRAVEL	Travel to match or competition via car. Potential risk of traffic accident.	Participants	4-6	Captain / team leader should only arrange travel via car if the vehicle driver is happy and confident to make the trip, as well as ensuring they are hold a valid driving licence and insurance cover. The vehicle driver should take all usual precautions required by law, e.g. ensuring those in vehicle are wearing seatbelts and vehicle is road-worthy. Passengers should not distract driver or obscure exits.	Very Unlikely (VU)	Moderate (M) / Extreme (E)	Medium (M) / High Risk (H)	SU Sports Staff will only authorise expense claims from registered student drivers - those that have submitted evidence of valid driving licence and insurance.	Team captain / Committee	Medium Risk (M)

