

SU Clubs

Sporting Risk Assessment

Please send completed forms to [su.clubs@qub.ac.uk](mailto:su.clubs@qub.ac.uk) by 30 September

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| **Club Name** |  | **Date of Risk Assessment** |  |

**Step 1 – Description of Club sporting activity**

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| Please provide a **summary description** of your sport and typical Club activities. | *Use this box to outline details such as:*   * *what your sport involves (e.g. what is the aim of the game or endeavour? What will members be doing at Club sessions?)* * *the environment where your sport takes place (e.g. on a pitch, indoors, on the river, in mountainous or cavernous environments, on the sea)* * *the kind(s) of physical activity or skill involved (e.g. contact sport, use of equipment, working at height)* * *how many people are involved at once (e.g. team sports, solo, sparring partners etc.)* * *include match play, competitions, and other training activities* |
| Please tell us **where** your Club undertakes your activities | *In this box, tell us specifically where your Club meets to compete, train, or hold other activities, e.g.*   * *A Queen’s facility such as the PEC, the diving pool, Upper Malone, Snooker & Pool Room, etc.* * *An external sporting or leisure facility, e.g. Belfast Boat Club, Boulderworld, dance studios, Ballyholme Yacht Club, equestrian centres* * *A natural environment, e.g. cave systems, Lagan river, north coast beaches, Mourne mountains* |
| If you use an **external facility**, please supply: | * Facility risk assessment * Facility insurance certificate(s)   *Submit copies of these documents along with your Sporting Risk Assessment.* |
| Does your sport have a **national governing body** (NGB) or similar association? | *If your sport has a NGB or similar, please tell us:*   * *The details of the NGB (name, website, contact person)* * *Whether the Club is formally affiliated with the NGB, and what this involves (e.g. affiliation fees, eligibility to participate in NGB events or competitions, access to NGB benefits such as insurance cover for members).* * *Clarification of whether the Club affiliates as a group, or whether members have to affiliate as individuals.* |
| Please outline how your sporting activities are **supervised and coached** | *Use this box to tell us:*   * *What experienced people lead your sessions? What is their level of qualification? How are their qualifications and experience evidenced?* * *Does your NGB (if applicable) set out a minimum standard for coaches / activity leaders? Please supply a copy of these standards if so.* * *Do your coaches / leaders hold any relevant insurance to cover their activities?*   Remember that all of your coaches (paid or volunteer) must register annually [here](https://www.clubssocieties.qubsu.org/coaching) by 30 September. |
| Please outline how your Club will access **first aid** or other services in the event of an **emergency** | *You should consider the following:*   * *Are any of your members / coaches / activity leaders trained in first aid? Have you confirmed that their qualifications are current and up-to-date?* * *If you use a sporting facility (within QUB or external), do you know how to access first aid? Are AEDs available at the facility and do you know where?* * *If your Club meets in the natural environment or in isolated locations (e.g. on a mountain or in a cave system), how will you contact the emergency services if necessary? How will you detail your location? Will the authorities be able to reach you and access you in an emergency?* |
| **Queen’s University does not offer personal injury cover.**  Have you considered how this impacts your sport and Club members? | *Please confirm that you have:*   * *Informed all members that the University does not offer personal injury cover and that they participate at their own risk. Please tell us how this was communicated to members, and when.* * *Researched whether your NGB offers an insurance policy which your members could pay for. If this is an option, please communicate this to all members.* |

**Step 2 – Identify potential hazards in your sport**

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| **How could people get hurt or become ill?** Use this checklist and add other hazards specific unique to your sport if necessary. Consider all of the people who will be present, e.g. committee members, attendees, contractors, people with limited mobility, people with special requirements etc. |

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| **Hazards Checklist –** Put an **X** beside any that apply to your sporting activity | | | | | | | | | |
| **Environmental hazards** | | **Physical hazards** | | **Skills / competency hazards** | | **Facility / equipment hazards** | | **Any other hazards** | |
| Access and egress |  | Animals |  | Inadequate leader-to-participant ratio |  | Inadequate protective kit (e.g. mouthguards / buoyancy aids, helmets) |  |  |  |
| Condition of pitch / hall / venue |  | Contact sports |  | Language barriers |  | Machinery |  |  |  |
| Confined spaces |  | Dehydration |  | Lone activities |  | Manual handling |  |  |  |
| Falling objects |  | Exhaustion |  | Lost individuals |  | Poorly maintained, low quality, or missing equipment |  |  |  |
| Heights |  | Fire |  | Participation by ineligible or medically unfit persons |  | Storage (e.g. racks, shelves, cabinets) |  |  |  |
| Sunburn / heatstroke |  | Injury risk |  | Swimming competence by participants |  | Vehicle / boat / car handling |  |  |  |
| Temperature (hot and cold) |  | Projectiles (e.g. arrows / bullets) |  | Unfamiliarity with the activity |  |  |  |  |  |
| Time of activity (e.g. daytime, nighttime, antisocial hours) |  | Slipping, tripping, and falling |  | Unqualified activity leaders / coaches |  |  |  |  |  |
| Water environment (e.g. river conditions, surfing, watersports, swimming) |  | Stress |  |  |  |  |  |  |  |
| Weather |  | Weapons |  |  |  |  |  |  |  |

**Step 3 – Manage potential risk in your sport**

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| **Complete the table below** to outline what you will do to minimise the risks associated with the hazards ticked in Step 2. **Make sure to discuss every hazard** you ticked. |

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| **Activity**  *What are you doing?* | **Hazards**  *What hazard(s) did you take in Step 2?* | **Control Measure**  *How are you going to minimise the risk associated with the hazard(s)?* | **Severity and Likelihood Score**  *See guide below*. | **Risk Rating**  *See guide below*. | **Accountability**  *Who is accountable for the control measures, and when will these be carried out?* |
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|  |  |  |  |  |  |
| ***Add rows as necessary…*** |  |  |  |  |  |

**Risk Rating Guide**

**Severity and Likelihood Guide**

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| --- | --- | --- | --- | --- |
| How severe would the impact be? | How likely is someone to be hurt by this hazard? | | | |
| Unlikely | Possible | Likely | Very Likely |
| Very Minor | 1 | 2 | 3 | 4 |
| Minor | 2 | 4 | 6 | 8 |
| Significant | 3 | 6 | 9 | 12 |
| Major | 4 | 8 | 12 | 16 |

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| **Risk Rating** | |
| Score | Risk Level |
| 1-2 | Low |
| 3-6 | Medium |
| 8-9 | High |
| 12-16 | Very High |

**Step 4 – Confirm that the Club committee is satisfied with the risk levels of your sporting activity, and that the Club committee will undertake the control measures outlined above.**

**To be completed by the Club executive committee (Captain, Secretary, and Treasurer).**

I am satisfied that the risk(s) identified are acceptable and that the control measures outlined above are adequate.

I have read and understood the information contained in this risk assessment and I agree to adopt the control measures and precautions as stated above.

I will ensure that all members of my Club involved in Club activity are aware of the hazards involved and the control measures outlined above.

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| **Name** | **Club committee role** | **Student number** | **Date** |
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**For staff use only:**

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| Relevant documentation has been submitted by the Club to the SU: | Sporting Risk Assessment  Coach registrations  Evidence of coach qualifications  External facility risk assessment  External facility insurance details |

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| Received by SU Clubs & Societies Staff Member: |  | Date: |  |
| Shared with Queen’s Sport Staff Member: |  | Date: |  |
| Any notes or follow-up required: |  | | |