

## Scottish Student Sport- Safety Policy

Further to a review of our safety policies and a consultation with the Audit and Risk committee, it has come to light that clearer safety policies are required for the running of SSS events, so as to alleviate as much risk as possible.

The following procedures are intended for use by all SSS event organisers, whether that be the Sports Chair or the SSS staff member running the event.

### Risk Assessment Policy

#### I. Introduction to Risk Assessments

The primary aim of a Risk Assessment is to avoid harm and to promote the safety and welfare of all involved.

We understand that the risks can, in certain sports and circumstances, be quite high and are therefore committed to alleviating as much risk as possible. Our primary aim is to ensure the provision and participation in sport, so we must make the environment in which we operate as safe as possible, so as to meet our goal.

As an event organiser, you must ensure that any activities are as safe as is reasonably practicable. It is important to carry out pre event Risk Assessments, the process for which will be detailed in the next section of this document. These Risk Assessments should be specific to your sport, and carried out for training sessions and matches/ competitions but also Tours, social events and any other student sport activity.

A sound Risk Assessment system can reduce the likelihood of adverse situations and show that organisers have taken reasonable steps to mitigate risk. It will ensure that hazards are identified and control measures which will reduce the likelihood of accidents occurring are documented. It is also now common practice for insurance brokers to insist on a Risk Assessment for protection.

#### II. The 5 step Risk Assessment

##### 1. Look for the hazards- what is the problem?

Prior to the event, ensure you are aware of the event location and specific venue, plus the journeys that competitors will have to take to arrive at the venue. Identify any potential hazards and decide who might be harmed and how, remembering to consider the environment, the activity and the participants (competitors, volunteers and staff running the event). Contact the host venue if that would be of assistance. If unsure, contact SSS HQ to discuss a hazard.

The following questions may help to guide the process:

What issues have been faced in the past and how where they dealt with?

What kind of unexpected events might occur?

Who else could provide advice or any other information (other clubs, coaches, SGBS etc.)?

2. Identify the risk- what is the likelihood and impact of something happening?

For each identified risk the following matrix should be used to calculate its potential significance:

↑ L I K E L I H O O D ↓	3	6	9	<table border="1"> <thead> <tr> <th>Likelihood</th> <th>Impact</th> </tr> </thead> <tbody> <tr> <td>1 Unlikely</td> <td>Risk of minor injury</td> </tr> <tr> <td>2 Quite likely</td> <td>Risk of serious injury</td> </tr> <tr> <td>3 Very likely to occur</td> <td>Life threatening</td> </tr> </tbody> </table>	Likelihood	Impact	1 Unlikely	Risk of minor injury	2 Quite likely	Risk of serious injury	3 Very likely to occur	Life threatening
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Anything deemed to be in the unacceptable category should trigger an immediate response prior to the activity taking part – such as a revision to the activity itself.

Tolerable risks should be acknowledged and communicated to participants prior to the activity by means of a safety briefing. Knowledge of acceptable risks should form part of each participant’s general understanding of the activity – and should nevertheless be minimised as with all other risks identified.

3. Implement suitable controls - what can we do about it?

Where possible revise or modify the activity, or try a less risky option or another way of doing things. Purchase any additional safety equipment as necessary and ensure all staff and volunteers have received adequate training.

4. Record & monitor findings – write it down

Record the identified hazards in the attached Risk Assessment form. It is important to have a record to be able to look back on.

If there are a number of actions required, tackle the important ones or those which are rated ‘high’ first. Agree timescales for addressing the other actions and who will be responsible.

5. Review & update - double-check

Once complete, the Risk Assessment must be reviewed annually as a minimum for the same competition. If circumstances change significantly during the year or there has been an incident that has raised some concerns, then the Risk Assessment must be amended accordingly.

III. Event day

- On the day of the event, walk around the venue/ competition course to ensure all hazards are noted in your Risk Assessment and alleviated so far as possible. If unsure, seek advice from venue staff.
- Ensure you know the First Aid contact for the day, whether that be yourself, the host venue or an external ambulance service, making yourself known to them and getting their contact details.
- Ensure that participants receive a safety briefing before the start of the event and are all aware of the First Aid contact on the day, in case of any incidents.
- Ensure that you have emergency information for each participant (either their own personal emergency contact or that of their Club Captain/ Sports Union Representative).
- Ensure that you know who the SSS staff member to contact in the case of an incident is- this will be advised to you in the week prior to the event. Please see <http://www.scottishstudentsport.com/about/> for information on the SSS team.

## Accident Policy

In the unfortunate event of an accident occurring, please proceed as follows:

- Secure the scene- remove any equipment and ensure casualties are safe from further danger.
- Contact the event First Aider so they may administer the appropriate care.
- If the accident is considered major, contact the appropriate SSS staff member, as communicated to you in the week prior to the event, to inform them of the incident on the day. If however, the accident is minor, whereby the casualty goes to hospital but has no significant injuries, contact the appropriate SSS staff member on the next working day.

- Agree with the SSS staff member communication responsibility for the following, and contact as agreed:
  - Host institution
  - Emergency Contact
  - Club Captain / Sports Union Representative
  - Individual
- Contact SSS HQ on 0131 650 9654 to give a full accident report after the event, on the next business day, when it is safe to do so.

## Extreme Weather Policy

Where there is the potential for adverse weather and the Met Office have issued a weather warning, it is imperative that we monitor the situation prior to the event occurring. SSS HQ will keep abreast of the developments in the weather as follows and keep you informed:

- 1 week prior to event: where there has been a weather warning issued by the Met Office, SSS HQ will assess the weather forecast for the event day and where concerned, call or email you as event organiser to in turn email all participants to update them on the situation.
- SSS HQ will keep the network updated via social media of any weather warnings and possible event cancellations, reminding all members to check their emails for any weather related event cancellations.
- 48 hours prior to event: SSS HQ will assess the weather forecast for the event day and make a decision to cancel the event, or to wait a further 24 hours to make a final decision. They will call or email you as event organiser to in turn email all participants to update them on the situation.
- 24 hours prior to event: SSS HQ will assess the weather forecast for event day and make a final decision to cancel or run the event. They will call you to inform you of the decision and you will in turn contact all participants, by call or email to ensure they receive the information, to update them on the situation.
- SSS HQ will keep the network updated via social media of any possible weather related event cancellations, reminding all members to check their emails for any further news.