



Risk Assessment Template

Task To Be Assessed:	Team Edge Hill Off-Site Activity
Assessor Name:	Gareth Lougher
Reference Number:	EHS/SD/TEHOS1.0
Number Of People Exposed:	500
Assessment Date:	August 2026
People Exposed (Staff / Student / Visitor):	Staff / Student
Department:	Edge Hill Sport
Location Of Activity:	Sports Facilities
Activity Description: (Please give a description of the activity you are risk-assessing, including times, number of people, and current controls where applicable)	

Hazard Checklist – use this to identify the hazards to be considered:

Situational	Tick	Physical / Chemical	Tick	Environmental	Tick
Slip, trip, fall	✓	Harmful substances		Temperature	✓
Fall from height		Electrical (shock, burns, fire, arcing, explosion etc)		Weather	✓
Lone Working		Biological agents		Extreme locations (mountains, mud flats etc)	
Manual Handling		Fire			
		Machinery (entanglement, incorrect setup etc)			
		Use of sharps			
		Vehicle movements	✓		

N.B. The above list is not exhaustive and additional options can be found in the Risk Assessment Guidance for Biology (Appendix A) and Media (Appendix B)

HAZARD NUMBER	HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*		
					L	C	R
1.	Team Edge Hill Risk Assessment	Players / officials	Collisions	See Team Edge Hill Risk Assessments			
2.	Travelling	Players / officials		Not exceeding seating limit, ensure vehicle is suitable before departure, driver must comply with Road Traffic Laws e.g. Highway Code.	1	2	2
3.	Hospitalisation of Player	Players / officials		A responsible person can stay with the injured person. Team Captain to ensure that the injured player is aware of the process for the injured player to return to Ormskirk Campus. Injured party to reclaim expense through insurance (subject to providing evidence of expenditure) Team Captain (or designated lead) to inform Edge Hill Sport (or Campus Support after 9.30pm) of the injured party, which hospital they are attending, other people in attendance and anyone else informed.	2	2	4
4.	Sudden breaking causing movement of passengers	Players / officials		Insist transport used has seatbelts. Designated leads to ensure all passengers are wearing seat belts.	1	1	1
5.	Tripping over stored baggage	Players / officials		No bags should be left in the gangway/aisle. Large items of equipment stored as stipulated by drivers	1	1	1
6.	Crossing roads when embarking/disembarking	Players / officials		Designated lead to provide clear instructions on embarking/disembarking of meeting points etc.	1	3	3
7.	Lost Property	Players / officials		Designated lead to inform students to collect all belongings and equipment (and do final check of vehicle / venue). All belongings are taken at own risk.	1	1	1
8.	Missing students	Players / officials		The Team Captain/designated lead must complete an accurate Team Sheet on BUCS Play prior to departure	2	2	4

HAZARD NUMBER	HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*		
					L	C	R
				Designated lead to perform a head count when embarking/disembarking Team captain/designated lead to complete an accurate Team Sheet on BUCS Play prior to departure. Team captain/designated lead to inform Edge Hill Sport (Tel: 01695 584745) up to 9.30pm (or Campus Support (Tel: 01695 584227) after 9.30pm) if a student is reported as missing.			
9.	Vehicle Hire	Players / officials		Any company being used must have a Public Service Vehicle (PSV) Operator's Licence; Experienced bus drivers, hired from the transport company. If you are travelling by coach then you will be given the pick-up point and time. You will need to arrive promptly. On occasion you will be sharing with another team. It may be useful to arrange a place for the driver to collect you after your match or take their contact number should you have any issues. No distracting the driver. Do not exceed the seating limit. Provide adequate travel time.	1	1	1
10.	Inform Edge Hill of any issues	Players / officials		Designated leads to carry emergency numbers and a mobile phone			
11.	Intoxication	Players / officials		Students must not take alcohol onto the vehicle at any time.	1	1	1
12.	Unaware of fixture, collection times etc	Players / officials		Fixture information including transport collection times will be sent in advance to nominated committee members	1	1	1
13.	Own vehicle	Players / officials		If transport is not organised by Edge Hill Sport, the Team Captain must complete an accurate Team Sheet on BUCS Play prior to departure including whom is travelling with which driver.	2	1	2

HAZARD NUMBER	HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*		
					L	C	R
				If you are travelling to a fixture or training session by car, the driver should ensure that they have the correct insurance cover to drive people to and from sport fixtures. Baggage must be stored in such a way that it would not be dangerous in the event of a collision and that it would not hinder evacuation in an emergency. Plan route prior to journey to provide adequate travel time. Ensure driver has regular breaks in accordance with legal guidelines or as and when they feel necessary. All designated (and potential) drivers must ensure they are fit to drive (e.g. not under the influence of alcohol or drugs) The seating limit for the vehicle must not be exceeded. The designated driver must ensure the vehicle is suitable before departure. Driver must comply with Road Traffic Laws e.g. Highway Code.			
14.	Weather	Players / officials		Designated lead to check weather on route and at venue for extreme conditions SDO to check weather on route and at venue for extreme conditions. Transport company to check weather on route and at venue for extreme conditions	1	2	2
15.	Host Institutions own policies	Players / officials		Team Captains to review notes on weekly fixtures email for any specific requirements. Teams to follow host facility regulations, procedures and guidelines.	1	1	1
16.	Breakdown on route	Players / officials		Transport Company Policy should be followed. The vehicle used or driver should have breakdown cover for the journey.	1	2	2
17.	Emergency Procedures (e.g. accident, incidents, threats)	Players / officials		Ensure the safety of yourself then the group. Designated leads to carry emergency numbers and a mobile phone. Call the Emergency Services (if necessary) and ensure before you call that you are able to explain exactly where you are. You will also need to give them your name, the number from which you are ringing and a brief	2	2	4

HAZARD NUMBER	HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*		
					L	C	R
				summary of the incident including possible injuries and the number of injured. Where possible treat any casualties if it is safe to do so. TRANSPORT Company Contact Edge Hill Sport (01695 584745) up to 9.30pm and University Campus Support (01695 584227 after 9.30pm) as soon as possible. Provide the following information: Your name and where you are calling from. The name of the student group involved. A brief description of the incident – where, what, how The name(s) and numbers of students involved in the accident/incident. The name of the hospital where any casualties have been taken			
18.	Own team travel requirements	Players / officials		Team undertake own risk assessment for own specific requirements	1	2	2

*Risk Factor / Residual Risk Factor (R) = Likelihood (L) x Consequence (C). Refer to Risk Matrix on final page.

HAZARD NUMBER	ADDITIONAL CONTROL MEASURES	RESIDUAL RISK FACTOR*			ACTION / BY WHOM?	ACTION / BY WHEN?
		L	C	R		

Assessment conclusion: (i.e. have all foreseeable hazards been identified and control measures put in place to ensure that the risk is as low as reasonably practicable, provided all additional control measures identified have been put in place?)	YES / NO
Signature of Line Manager / Competent Person:	
Review Date:	August 2027

Risk Matrix

		CONSEQUENCE				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
LIKELIHOOD	1 Rare	1 NO ACTION	2 NO ACTION	3 MONITOR	4 MONITOR	5 MONITOR
	2 Unlikely	2 NO ACTION	4 MONITOR	6 MONITOR	8 ACTION	10 ACTION
	3 Possible	3 MONITOR	6 MONITOR	9 ACTION	12 ACTION	15 URGENT ACTION
	4 Likely	4 MONITOR	8 ACTION	12 ACTION	16 URGENT ACTION	20 STOP
	5 Almost Certain	5 MONITOR	10 ACTION	15 URGENT ACTION	20 STOP	25 STOP

Risk = Likelihood x Consequence

Likelihood:

- 1 Rare - this will probably never happen
- 2 Unlikely - do not expect it to happen / recur but it is possible it may do so
- 3 Possible - might happen or recur occasionally
- 4 Likely - will probably happen / recur but it is not a persistent issue
- 5 Almost Certain - will undoubtedly happen / recur, possibly frequently

Consequence:

- 1 Insignificant – no or minimal injury / insignificant damage to equipment or property
- 2 Minor – minor damage to property, or minor injury or illness requiring minimal medical intervention
- 3 Moderate - injury requiring medical assistance and could result in time off work, damage to property requiring repair
- 4 Major – major injury or damage to property, leading to prolonged time off work, increased time in hospital, and likely prosecution
- 5 Critical – incident leading to multiple permanent injuries, irreversible health effects, or death. Permanent loss of facility, or persecution

Risk Factor / Residual Risk Factor:

- NO ACTION (1-2): No further action, but ensure controls are maintained and reviewed
- MONITOR (3-6): Look to improve at next review or if there is a significant change
- ACTION (8-12): Improve within a specified timescale
- URGENT ACTION (15-16): Take immediate action and stop activity if necessary; maintain existing controls rigorously
- STOP (20-25): Stop activity immediately