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| **Risk Assessment**  |
| **Primary purpose of working on-site**  | Opening for the delivery of sport at Wide Lane | **Date** | 2nd June 2020 |
| **School/Faculty/Directorate** | Student Services | **Assessor** | Matthew Plant |
| **Line Manager/Supervisor** | Emma Rowsell | **Primary site/location** | Wide University of Southampton |
| **Task/activity/travel frequency** | Daily | **Task/activity/travel duration** | All day |
| **Brief details/comments** | The site facilitates many outdoor sports. This RA specifically excludes the use of the pavilion conferencing facilities. The sports themselves, and the Sports Performance Centre as well as the Pavilion require an additional, specific RA to be approved to open. |

***Roles identified as being suitable for working from home:***

***The following assessment must be carried out. The risk hierarchy is applicable to determining measures to control all risks. For the purposes of assessing the risks of Covid-19 the measure of Elimination and Reduction is beyond our control. Yo therefore only consider Isolation, admin processes and personal protection.***

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| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Inherent** | **Control measures (use the risk hierarchy)** | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** |  | **Likelihood** | **Impact** | **Score** |  |
| Employees working in same area | Spread of Covid-19 amongst Sport and Wellbeing team and members of the public | 3 | 3 | 9 | Implement social distancing where possible:* No more than 10 people are to be in the Pavilion at any one time, excluding the separate flat. This will be managed by the Customer Service Advisor sat on the front desk during opening hours.
* Utilise outside spaces whenever possible
* Room occupancy is reduced to maintain a minimum of 2m distance around workstations.
* Ensure each employee has a dedicated workspace. No sharing of peripherals (pens, chairs, will be permitted)
* Remind employees to stay home if symptomatic
* Remind employees not to share equipment, food, peripherals. Staff and bring in their own lunches which will be stored in their bags until it is time to eat and then returned to their bags afterwards.
* Hygiene guidance, following Government recommendations on not touching your face, eyes, nose and catching coughs and sneezes in tissues disposing of tissues properly and washing hands for 20 seconds with warm soapy water and the use of sanitizers will be given to all staff
* Discourage social interaction which cannot be carried out safely
* Signage will discourage close contact
* Encourage employees to take suitable breaks alone or whilst practising social distancing, staff are encouraged to communicate via technology rather than through face to face
* Activities must be scheduled so that time spent by staff in proximity is minimised.
* Where possible the number of people each person has contact with must be reduced by using "fixed teams or partnering" (so each person works with only a few
* Education will limit the spread. E-learning Covid training to be completed by the team prior to commencement of work.
* Face coverings must be used by staff and customers in line with University guidance
 | 1 | 3 | 3 |  |
| Use of communal spaces | Spread of Covid-19 amongst Sport and Wellbeing team and members of the public | 3 | 3 | 9 | Implement social distancing:* Wide Lane is a 76 acre site, most of which is open space. it can easily accommodate several hundred whilst still enabling social distancing.
* All activities taking place will need to ensure they follow the National Governing Body (NGB) guidance for the sport that they are playing. It will be the responsibility of the club booking to ensure they are complying with the latest NGB guidance and demonstrate this in their risk assessments.
* Spectators will be not be allowed for all University activities. For external bookings if they wish to allow spectators, they will need to detail how they will handle this in their individual risk assessments and should expect to keep a register of all in attendance for 21 days
* Provide simple induction to remind employees of personal hygiene measures before and after every visit to the toilet, access to fresh water, printer area or other communal area
* Only the toilets and the first aid room will be available for public use the rest of the building will be closed to the public, including showers which will be lockedpeople across the whole site. Many will not use the toilet facilities at all.
* Increased frequency of cleaning of communal areas e.g. corridors, doors, toilets to be carried out by the Grounds Team. A cleaning rota for all areas will be published and responsible staff to sign as cleaning is completed throughout the day.
* Remind employees to stay home if symptomatic
* Remind employees to bring in their own food as food preparation in kitchens will not be permitted.
* Provide means of opening door without touching it i.e. use of paper towels with bin outside
* Alcohol sanitiser station will be available within all communal spaces
* Door handles throughout the building to be wiped hourly. A cleaning rota for all areas will be published and responsible staff to sign as cleaning is completed throughout the day.
* Face coverings must be used by staff and customers in line with University guidance
 | 2 | 3 | 6 | Consider keeping doors open (where fire-safety requirements permit) to reduce need to touch doors after washing hands. |
| The spread of Covid through groups of people in the car park due to the number of cars and their proximity | Spread of Covid 19 amongst Sport and Wellbeing team and members of the public | 4 | 3 | 12 | * There is likely to be an increase in cars as people will be travelling alone rather than car sharing.
* This needs to be kept under review and monitored, if required staggered start times and allocated bays can be considered
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| Preventing the spread of Covid 19 through track and trace | Spread of Covid 19 amongst Sport and Wellbeing team and members of the public | 4 | 3 | 12 | Staff will be advised of the following procedure: * They are required to self-isolate if they have been advised to do so as part of the government test and trace system.
* If they develop Covid-19 symptoms, they must return home to self-isolate for 10 days (or until a negative test result is received)
* If they are symptomatic they should inform their line manager by phone or email, and contact the NHS Test and Trace service to request a Covid-19 test
* They need to inform their line manager of the outcome of the test. If the test is positive for Covid-19, you would need to provide details of people you have been in contact with in the 48 hours prior to the start of symptoms to the NHS Test and Trace team
* In addition to the above, to report any sickness absence, you need to contact HR via their dedicated absence reporting line on +44 (023 8059 7111, or complete the online absence reporting form

All sporting activity is by booking only and it is possible to see, who else is booked onto sessions to facilitate tracing. External bookings will be required to keep a register of all attending their events for up to 21 days after the event has taken place. Their method for doing this should be included in their risk assessment. Advice for customers on what to do if you experience symptoms after using the facility will be included on the website. | 2 | 3 | 6 |  |
| Employees with severe chronic or underlying health condition / over the age of 70 | Severe illness if infected.Long term sickness absence.Risk of non-compliance with government guidance. | 5 | 5 | 25 | * Eliminate the risk by allowing clinically extremely vulnerable employees to continue to work from home in accordance with government guidance
* Clinically extremely vulnerable people may include:
* solid organ transplant recipients
* people with specific cancers:
* people with cancer who are undergoing active chemotherapy
* people with lung cancer who are undergoing radical radiotherapy
* people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
* people having immunotherapy or other continuing antibody treatments for cancer
* people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
* people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
* people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
* people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell)
* people on immunosuppression therapies sufficient to significantly increase risk of infection
* women who are pregnant with significant heart disease, congenital or acquired
* other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions
* For more information about who has been classed as clinically extremely vulnerable, please visit the [NHS Digital website](https://digital.nhs.uk/coronavirus/shielded-patient-list).
 | 1 | 5 | 5 | Risk cannot be mitigated any further by the employer |
| Expectant mothers, those with underlying conditions and those over the age of 60 or those form a BAME Background | Unknown impact to the unborn baby.Severe illness to the mother if immune compromised due to pregnancy or other associated health condition.Likelihood of more severe illness for those in the older category. Data identifies this to significantly increase over the age of 60.Likelihood of more severe illness for those in the BAME category. | 5 | 4 | 20 | * Eliminate the risk by allowing them to continue to work from home if possible in accordance with government guidance.

If not possible:* Isolate the employee by providing separated workspace away from others considering lone working arrangements
* Minimise the time spent in the workplace
* Enable employee to work at different times/shifts to others
* Timetable breaks to avoid contact with others.
* Facilitate remote interaction as opposed to Face to Face
 | 2 | 4 | 8 | Individual risk assessments and plans to be carried out for each member of staff in this group. |
| Employees with visual, hearing or mobility impairments | Employee may be less adept at moving quickly; may not see or hear clearly; to help them avoid other people.May need assistance to evacuate a building which breaches social distancing.May need assistance to carry out certain tasks which breaches social distancing. | 4 | 3 | 12 | * Eliminate the risk by enabling continued work from home if possible
* Reduce the risk by ensuring special needs are considered in all areas the employee may need to use
* Ensure suitable access and egress
* Ensure pathways, one-way systems etc are wide enough to allow for wheelchairs
* Ensure disabled toilets available nearby
* Ensure safe emergency evacuation without the need for a buddy in proximity

If safe evacuation cannot be provided, then employee must continue to work from home. | 1 | 3 | 3 |  |
| Fire/emergency evacuation  | Increased likelihood and spread of fire because reduced numbers of trained personnel to address it. Increased risk that not everyone will evacuate safely because of a lack of fire wardens. | 2 | 5 | 10 | * Assumption is that the Responsible Person for the University has carried out checks on your building in the following areas:
	+ Emergency lighting suitable, sufficient and maintained.
	+ Suitable number fire extinguishers available in required locations.
	+ The sprinkler system including head's maintained (if fitted).
	+ Dry / wet risers inspected and maintained (if installed).
	+ Fire blankets available in required location.
	+ Fire alarm and detection system for the building tested, inspected and maintained.
	+ Means of escape clear.
	+ Fire doors provided and maintained in good working order.
	+ Building has suitable lightening conductors / protection.
	+ The fire risk assessment suitable & sufficient / current.
* Ensure high risk work is sufficiently supported on site with technical expertise.
* Line managers to ensure employees are supervised and that Health & Safety policy and housekeeping is adhered to.
* Ensure trained fire wardens are included among those returning to work on campus.
* At the assembly point social distancing must be maintained.
* All Operational staff are to complete the e-learning

Or* ensure employees are aware of the need to self-evacuate upon hearing the alarm and must not re-enter the building until given the all clear by security.
 | 1 | 5 | 3 | As per normal NOP / EAPAll staff members of Sport and Wellbeing have completed the e-learning on fire awareness as of 22/7/20 |
| Employee wellbeing  | Adverse ill-health. Sickness absence. Poor concentration leading to mistakes.  | 3 | 3 | 9 | * Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.
* New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and process and disseminated to employees through line managers and HR.
* Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing.
* Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.
* Concerns on workload issues or support needs are escalated to line manager.
* Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.
* Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs
* Undertake a review of the stress risk assessment

to reflect new working arrangements. Where significant adjustments to employee’s working practices have been made, a review must be undertaken. * Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, Employees Assistance Programme etc) through line managers.
* Staff will be given the opportunity to review the procedures that are being put in place and ask any questions provide suggestions to enhance safety.
* All staff members are expected to complete the Covid e-learning before opening.
 | 2 | 3 | 6 | This Risk Assessment will be provided to all team members and they will have to sign to say they have read and understood it before they can return to work. This document will also be available on the staff notice board.All team members will also undertake an induction prior to commencement of their first shift.All team members will be “checked in on” by their Manager / Supervisor in their first few days specifically to allay fears / address welfare considerations.In addition, there is a staff helpline, +44 (0)23 8059 9000, is available 08:00–17:00, Monday – FridayThe University has a team of trained staff volunteers to provide confidential support to staff and students if they are feeling bullied or harassed. |
| Re-population of Wide Lane | Unsafe work environment leading to H&S incidents | 4 | 3 | 12 | * An inspection checklist has been undertaken prior to a return to campus in order to identify the control measures in place and which may be additionally required.
* A process is in place and clearly understood for the proactive monitoring and checking that preventative and protective control measures are implemented in line with current health and safety general duties.
* Measures can be taken to control temperature extremes and/or humidity levels.
* Natural ventilation is available in the workplace where possible, e.g. windows or open doorways.
* Any mechanical ventilation must ensure a consistent flow of fresh air.
* Air exchange rate of the air handling system meets standard requirements for the occupants/activities in the building without increasing the risk of viral
* Ventilation systems have been adequately maintained and serviced
* Water fountains will be turned off
 | 1 | 3 | 3 | An inspection checklist will be undertaken prior to the reopening of the building. The servicing of the air handling is completed by estates on a planned maintenance schedule.As this services changing rooms and the pavilion which are not occupied this is a small risk. |
| Virus transmission in the workplace | Ill-health. Sickness absence. Spread of infection to others. Productivity loss.  | 3 | 4 | 12 | * Specific individual worker risk assessment undertaken for those who have a self-declared health condition which could increase their risk profile.
* A process is in place and clearly understood for the proactive monitoring and checking that preventative and protective control measures are implemented in line with current health and safety general duties.
* Staff continue to work from home where possible and for the foreseeable future.
* Line managers keep track of employees self isolating with Covid symptoms so that they can support a return to work after the symptom free period.
* Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.
* Employees are educated on preventative care.
* Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.
* Staff change into clean washed uniform when arriving at work each day.
* Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.
* Alcohol hand gel has been placed at high use areas to the workplace and in other areas where they will be seen.
* Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.
* Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.
* Face coverings must be used by staff and customers in line with University guidance
* Staff bring their own provisions in for lunch. This cannot be stored in the fridge. If microwaves are used they will need to be fully cleaned with the cleaning equipment provided after use.
* Social gathering amongst employees have been discouraged whilst at work.
* Staff requested to keep in touch through remote technology such as phone, internet and social media.
* Staff have been separated into teams to reduce contact between employees and increase activity resilience.
* The government’s e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice.
* Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i,e line managers, HR) and shared with staff.
* Business related travel is stopped or greatly reduced in accordance with University policy
* All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.
* Staff discouraged from hand shaking and general close personal greetings
* Employees are made aware of the impact of COVID 19 on their job/change of working environment.
* Request that companies who regularly attend University premises e.g. contractors to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.
* Staff are made aware of COVID-19 symptoms via communications, visual aids such as posters in key locations, screensavers
* Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations
* Staff will be informed to self-isolate if they have a person living in the same household or if they’ve been in contact with someone displaying COVID-19 symptoms
 | 2 | 4 | 8 |  |
| Entry and exit and routes around the building | These are high risk spots and can spread the infection quickly to anyone who touches them. | 3 | 3 | 9 | * The building is not open to the public, except for toilets and first aid
* There are limited number of staff that work there & enter the building
* A one way system is not possible but the volumes of people and space available make this unnecessary
* Doors to be kept open to prevent touching of the doors / keypad
* Bookings and payments can now be done online reducing the need for in person contact.
* Number restrictions will mean less access than normal
* The touch points will be cleaned with appropriate cleaning products by the Grounds team hourly.
* Entry and exits to the building/site are limited to the minimum number of points required.
* Hand sanitiser pump action containers will be available in the main areas (reception and toilets)
* Advisory hand washing signage will be displayed throughout the building, especially at entrances and exits and were people congregate
* Signs displayed reviewed and replaced as necessary.
 | 1 | 3 | 3 |  |
| Residue virus on surfaces | Ill-health due to viral spread. Sickness absence. Spread of infection to others. Productivity loss.  | 3 | 3 | 9 | * A daily clean of all used surfaces in the Centre will be undertaken.
* Unused rooms will remain locked.
* The ongoing cleaning frequency is made sufficient such that cleaning can be undertaken when building is occupied.
* All hand contact points will be cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets,
* Blinds will be kept opened and locked if they cannot be removed.
* Rugs and mats will be removed
* Appropriate cleaning products will be used during daily preventative clean regime.
* Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations
* Any use of common work equipment is restricted and managed.
* Persons undertaking the cleaning been instructed with clear safe usage instructions.
* The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use
* Appropriate cleaning products are provided, so that staff can frequently clean their workspaces during the day.
* Face masks and gloves will be provided for the use of cleaning materials
* Face coverings must be used by staff and customers in line with University guidance
* Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.
* Staff are instructed that the emptying of bins and wastepaper baskets must be followed by hand washing.
 | 2 | 3 | 6 |  |
| Working environment | Poor employee wellbeing. Increased risk of viral spread if infection present.  | 2 | 3 | 6 | * Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).
* Measures can be taken to control temperature extremes and/or humidity levels.
* Natural ventilation is available in the workplace where possible, e.g. windows or open doorways.
	+ The reception door is to be kept open, unless advised by the Supervisor that the temperature/wind is unacceptable.
* Any mechanical ventilation must ensure a consistent flow of fresh air.
* Air exchange rate of the air handling system meets standard requirements for the occupants/activities in the building without increasing the risk of viral spread.
* Ventilation systems have been adequately maintained and serviced.
 | 1 | 3 | 3 |  |
| Travelling to work | Risk of viral infection if using public transport or there is increased contact with others. Increased potential for viral spread in the workplace | 3 | 3 | 9 | * Sufficient parking restrictions to maintain social distancing measures in place
* Workers will be instructed to use their own transport for work activities
* Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc
* When using public transport employees must change into a “clean” uniform once they arrive at work, putting their “dirty” uniform in a locker- wipe down the locker with anti-bac and wash their hands.
 | 1 | 3 | 3 |  |
| Water | Poor water management can lead to legionella – severe illness. Can make the employee much more susceptible to other illnesses and viruses such as Covid-19 | 3 | 5 | 15 | * Tanks and taps inspected and maintained.
* Suitable controls in place to reduce the risk of legionnaires disease.
* Customers advised to bring your own bottled water for personal use. Do NOT share
* Fountains will be turned off
* Showers have been flushed but they will not be accessible and will be blocked off
 | 1 | 5 | 5 |  |
| Transmission of Covid by the public within Wide Lane | Spreading of Covid-19 | 3 | 3 | 9 | * Except for toilet use, or in an emergency when First Aid is required, there must be no access into the Wide Lane building- the doors, excluding the reception door will be locked (see separate sections for toilet use and first aid)
* No changing facilities will be available
* Belongings will have to be kept pitch side.
* Signage will be in place to encourage social distancing.
 | 1 | 3 | 3 |  |
| Customer reporting to reception at Wide Lane | Spreading of COVID19 | 3 | 3 | 9 | * Member of staff will be sat at reception with the door open and a table in front of the door to prevent access so that a social distance of 2M can always be maintained
* Hand sanitiser available for customers and staff
* Staff to wear face coverings in line with University guidance
* Clear signage for the social distancing rules to be displayed in reception
* No equipment will be available to borrow from reception.
 | 1 | 3 | 3 |  |
| Customers approaching staff for a discussion | Spreading of Covid 19 | 2 | 3 | 6 | * Member of staff may be approached when they are on site by a customer. Staff to be trained to ensure social distancing (2M) is maintained
* Staff to be encouraged to have short interactions
* Hand sanitiser available for customers and staff around the site
* Clear signage for the social distancing rules around the site
* Face coverings must be used by staff and customers in line with University guidance
 | 1 | 3 | 3 |  |
| Toilet use  | Spreading of COVID19 | 3 | 5 | 9 | * Staff members to use separate, allocated toilets
* Staff to have an allocated toilet and to clean at the beginning and end of the day using appropriate cleaning products and PPE (Face masks and gloves) provided
* Staff undertaking the cleaning will have been given clear safe usage instructions
* The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use
* Staff to be reminded of personal hygiene rules
* Customers to be told at the point of booking to avoid using the toilets
* Only toilets in reception to be used by customers (except on Island site)/ These will be 1 in 1 out, managed by reception.
* It is estimated the maximum occupancy on the Wide Lane site would be estimated at 400 people across the whole site. Many will not use the toilet facilities at all.
* Signage will encourage appropriate levels of personal hygiene / hand washing
* Face coverings must be worn by customers when in the building
* Hand sanitiser will be available outside of all toilets
 | 1 | 3 | 3 |  |
| Payment for pay as you go activity | Spreading of COVID19 | 3 | 3 | 9 | * Payments and bookings will be taken over the phone where possible
* PDQ Machine left on separate table over 2 metres away from staff accessible from outside (hand through the door) to maintain social distancing
* Only contactless payments will be accepted through the PDQ machines
* Hand sanitizer will available for staff and customers
* Signage at the door will encourage social distancing and good hygiene
* Receipts to be placed in an envelope in the safe.
* All sports facilities will be cashless
* Face coverings must be used by staff and customers in line with University guidance
 | 1 | 5 | 5 |  |
| Playing Sport | Spreading of COVID19 | 4 | 3 | 12 | * All Club bookings to be subject to a separate Risk Assessment reviewed by S&W Management before booking commence

This includes:* + All SUSU Clubs
	+ JD Fives
	+ Other external soccer leagues
* All sporting activity must, at the least, be compliant with the relevant NGB Guidance, see opposite. The University may demand a higher level of safety but will never go below the required NGB level.
* Signage is to be placed around the site to inform customers of arrangements.
* Benches to be removed to stop spectators gathering together.
* Nets / posts / goals pre-adjusted and to be left to remove touch points.
* Entrances will be left open to reduce touch points.
* Regular cleaning of possible touch points to be done by the Grounds Team.
* Signage to be in place on courts & artificial pitches reminding people of 2 metre rule.
* UKACTIVE/NGB signage to be placed in areas where activities will be carried out.
* Customers will be advised they must bring own equipment and not swap when they book.
* Customers will be told when they book that if they experience symptoms within 7 days of using facility, they must inform us.
* Anyone with COVID19 symptoms cannot use the facility.This will be made clear on signage throughout the facility.
* No equipment will be available to borrow or hire.
 | 2 | 3 | 6 | Below are the links to the National Governing Body guidance to keep Covid Secure and the Tennis: Lawn Tennis Associationhttps://www.lta.org.uk/about-us/tennis-news/news-and-opinion/general-news/2020/march/coronavirus-covid-19---latest-advice/Basketball: Basketball Englandhttps://www.basketballengland.co.uk/safeguarding/return-to-play-guidance/Netball: England Netballhttps://www.englandnetball.co.uk/about/covid-19-support/Archery (Archery GB)www.archerygb.org/return-to-archery-guidance-updated-4-july/Hockey (England Hockey)www.englandhockey.co.uk/page.asp?section=2633&sectionTitle=Covid%2D19+Club+SupportCricket (English Cricket Board)https://resources.ecb.co.uk/ecb/document/2020/07/14/9efea5cb-bf48-4320-a9cf-9339d26e4b1e/ECB\_return\_to\_cricket\_plan\_for\_step\_4\_July\_2020.pdfBaseball: Baseball, Softball UKhttps://www.baseballsoftballuk.com/news/view/updated-guidance-on-playing-baseball-and-softball-in-england-during-covid-1Football: Football Association (Downloads available from:http://www.thefa.com/news/2020/jul/03/grassroots-football-covid-19-update-030720Rugby: Rugby Football Unionhttps://www.englandrugby.com/participation/running-your-club/coronavirusLacrosse: England Lacrossehttps://www.englandlacrosse.co.uk/coronavirus |
| Transmission of Covid through First Aid | Spreading of Covid-19 | 4 | 3 | 12 | * Prior to commencing work all first aiders will be trained on first aid requirements in general, but particularly in response to the COVID-19 situation. This will include the use of the required PPE (face mask, gloves and apron when treating a patient and a distance of 1-2m cannot be maintained.
* HSE & RLSS guidance is to be followed;
* Where possible maintain a social distance of 1-2 metres when treating a first aid casualty;
* For small injuries such as cuts and minor burns, if possible, provide the patient with the relevant equipment and direct them on how to treat their injury themselves while maintaining where possible a 1-2 metre distance.
* Ensure that good hygiene is practised following the guidance on washing hands/sanitising both before and after treating the casualty;
* If is not possible to maintain a 1-2 metre distance, then first aiders will use a fluid repellent surgical face mask plus disposable gloves and a disposable plastic apron– avoid breathing the casualty’s air space as much as possible. PPE will be stored within first aid kits at Wide Lane.
* Disposable eye protection (such as face visor or goggles) will be available on site and must be used when there is a potential risk of contamination with splashes, droplets of blood or body fluids;
* A statement has been issued by the Resuscitation Council4 regarding performing CPR/Defibrillation amidst the COVID-19 pandemic which specifically refers to not performing rescue breaths when carrying out CPR and covering the casualty’s mouth and nose with a towel. First aiders will be briefed on this procedure.
* First Aiders will be briefed on the importance of ensuring any Personal Protective Equipment (PPE) is disposed of safely and without causing risk to others
 | 2 | 3 | 6 |  |
| Plant and Equipment including the machinery in the compound. | Poorly maintained equipment can lead to mechanical failure – accidents causing harm and damage. Non-compliance of statutory inspections. Enforcement action by the HSE. Equipment taken out of action for long periods. Release of harmful materials. Safety protection ineffective. | 3 | 5 | 15 | * The designated lead will liaise with E&F to ensure that the building is suitable for reoccupation.
* Building checks will be carried out prior to occupation. The designated lead must ensure that where applicable, local equipment and plant is suitable for re-use:
	+ Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. , Lifting Equipment and Pressure Systems.
	+ The thorough examination, inspection, testing and maintenance records for equipment is in date.
	+ There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date
* All fixed guards on machinery are in place, secure and well maintained.
* The safety devices and controls e.g. emergency stops, light guards etc will be checked to ensure safe operation.
* Defective equipment has will be taken out of service awaiting repair.
* All call points, for instance in disabled toilets will be checked.
* Enough space is available for personnel to undertake their tasks safely and comfortably.
* Personnel have the appropriate competences and/or trained to use machines/work equipment.
* Touch points of the equipment will be wiped down after use where possible and good personal hygiene followed.
 | 1 | 5 | 5 |  |

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| ***PART G – Approval*** |
| **Declaration by responsible manager:** I confirm that this is a suitable & sufficient risk assessment for the activities identified above and that all residual risks can be reduced to as low as is reasonably practicable (green). |
| **Signed** | Matthew Plant | **Print name** | Matthew Plant | **Date** | 13th August 2020 |
| **Declaration by Faculty/Directorate senior manager authorised by the Dean/COO:** I approve this assessment, confirm it is included within University insurance and accept the risks identified. |
| **Signed** | E Rowsell | **Print name** | Emma Rowsell | **Date** | 13th August 2020 |
| **Declaration by Dean/COO:** I approve this assessment but understand some of the activities are excluded from University insurance and/or acknowledge that the residual risks remain high. |
| **Signed** |  | **Print name** |  | **Date** |  |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| Impact | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.  |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support.  |
| 4 | Major  | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.  |

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| --- | --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** |

|  |
| --- |
| Likelihood  |
| 1 | Rare  |
| 2 | Unlikely  |
| 3 | Possible  |
| 4 | Likely  |
| 5 | Very Likely  |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| ***PART H – Action Plan*** |
| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: | Date: | Print name: | Date |

|  |
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| ***PART I - Approval*** |
| **Declaration by users:** I confirm that I have read this risk assessment, understand the controls outlined herein and will report to the responsible manager any incidents that occur or any shortcomings I find in this assessment. |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |