

## Risk Assessment

|  |   |                |                                 |
|--|---|----------------|---------------------------------|
| <b>Risk Assessment for the activity of</b> | University of Southampton Teddy Bear Hospital | <b>Date</b>    | 04/10/2021                      |
|  | <b>Name</b>                                   | <b>Role</b>    | <b>Experience/Qualification</b> |
| <b>Club or Society Representative</b>      | Molly Handcock                                | President      | N/A                             |
| <b>Qualified/Experienced Individual*</b>   | Alice Weare                                   | Vice-President | N/A                             |

\* This can be a representative of an NGB, Partner Organisation or individual with relevant experience/qualification. Where an external individual is not available/appropriate a second sign-off within the Club or Society is acceptable where experience can be referenced.

## COVID-19: Advice, guidance and Risk Assessment for Clubs and Societies

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Please see below for a checklist guidance to help Clubs, Societies and students to understand how to participate to activities safely during the coronavirus pandemic.

Covid-19 Activities Check List for Clubs and Societies:

- Read the latest Government updates and guidelines*
- Appoint a lead on health and safety within your committee (This person needs to complete Health & Safety online training, the Risk Assessment completion training and be updated on the latest COVID-19 overview/guidance)*
- Review and update existing Risk Assessments to include COVID-19 risk management or review and submit and additional COVID-19 Risk Assessment covering additional risks*
- Share the results of the risk assessment with your members and on your website and Groups Hub, this has to be available for download.*

- Check in advance if the facilities you want to use have reopened and their guidance for returning to activity*
- Register any activities that your club is planning to organise on SUSU website at least 5 working days before the activity will take place*
- Check the RA of any venue/location or facility where the Club or Society intend to hold the event and share guidance with members*
- The activity can go ahead once you have received the confirmation from SUSU staff.*

As a SUSU affiliated Club or Society, you must protect people from harm. This includes taking reasonable steps to protect your members and others from coronavirus. This risk assessment will help you manage risk and protect people. In this Risk Assessment we expect you to:

- Identify what activity or situations might cause transmission of the virus;
- Think about who could be at risk
- Decide how likely it is that someone could be exposed
- Act to remove the activity or situation, or if this isn't possible, control the risk.
- This is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation. It is not likely to cover all scenarios and each Club or Society should consider their own unique circumstances.

| Hazard   | Action          | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public)   | Inherent   |        |       | Control measures<br>(use the risk hierarchy)  | Residual   |        |       | Further controls (use the risk hierarchy) |
|----------|-----------------|---|------------|--------|-------|---|------------|--------|-------|---|
|          |                 |   | Likelihood | Impact | Score |   | Likelihood | Impact | Score |   |
| Covid-19 | 1. Hand washing | <ul style="list-style-type: none"> <li>Clubs/Soc Members</li> <li>Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your activity</li> </ul> | 1          | 5      | 5     | <ul style="list-style-type: none"> <li>Providing hand sanitizer around the environment, in addition to washrooms</li> <li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people</li> <li>Enhancing cleaning for busy areas</li> <li>Setting clear use and cleaning guidance for toilets</li> <li>Providing hand drying facilities – either paper towels or electrical dryers</li> </ul> | 1          | 3      | 3     |   |

| Hazard   | Action               | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public)   | Inherent   |        |       | Control measures<br>(use the risk hierarchy)   | Residual   |        |       | Further controls (use the risk hierarchy)   |
|----------|----------------------|---|------------|--------|-------|--|------------|--------|-------|---|
|          |                      |   | Likelihood | Impact | Score |  | Likelihood | Impact | Score |   |
| Covid-19 | 2. Social Distancing | <ul style="list-style-type: none"> <li>• Club/Socs Members</li> <li>• Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your activity</li> </ul> | 2          | 5      | 10    | Social Distancing - Reducing the number of persons in any activity area to comply with the 2-metre gap recommended by the Public Health Agency<br><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a><br><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a> | 2          | 3      | 6     | <ul style="list-style-type: none"> <li>• Putting up signs to remind members and visitors of social distancing guidance</li> <li>• Avoiding sharing workstations and equipment</li> <li>• Using floor tape or paint to mark areas to help people keep to a 2m distance</li> <li>• Arranging one-way traffic through the location if possible</li> <li>• Switching to members engaging by appointment only / ticketed activities</li> </ul> |

| Hazard   | Action   | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public)   | Inherent   |        |       | Control measures<br>(use the risk hierarchy)   | Residual   |        |       | Further controls (use the risk hierarchy)   |
|----------|--|---|------------|--------|-------|--|------------|--------|-------|---|
|          |  |   | Likelihood | Impact | Score |  | Likelihood | Impact | Score |   |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | <ul style="list-style-type: none"> <li>• Club/Socs Members</li> <li>• Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your activity</li> </ul> | 3          | 5      | 15    | People should keep a distance of "one metre plus" this means staying a minimum of one metre apart, while observing precautions to reduce the risk of transmission. | 2          | 5      | 10    | <ul style="list-style-type: none"> <li>• Where it's not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:</li> <li>• Considering whether an activity needs to continue for the Club/Socs to operate</li> <li>• Keeping the activity time involved as short as possible</li> <li>• Using screens or barriers to separate people from each other</li> <li>• Using back-to-back or side-to-side sitting whenever possible</li> <li>• Staggering arrival and departure times</li> <li>• Reducing the number of people each person has contact with by using 'fixed teams or partnering'</li> </ul> |

| Hazard   | Action                       | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public)   | Inherent   |        |       | Control measures<br>(use the risk hierarchy)   | Residual   |        |       | Further controls (use the risk hierarchy) |
|----------|------------------------------|---|------------|--------|-------|--|------------|--------|-------|---|
|          |                              |   | Likelihood | Impact | Score |  | Likelihood | Impact | Score |   |
| Covid-19 | 4. Movement around Buildings | <ul style="list-style-type: none"> <li>• Club/Socs Members</li> <li>• Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your activity</li> </ul> | 3          | 5      | 15    | <ul style="list-style-type: none"> <li>• Reducing movement by discouraging non-essential trips within buildings and sites.</li> <li>• Reducing task rotation and equipment rotation, for example, single tasks for the activity.</li> <li>• Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.</li> </ul> | 2          | 3      | 6     |   |

| Hazard   | Action   | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public)   | Inherent   |        |       | Control measures<br>(use the risk hierarchy)   | Residual   |        |       | Further controls (use the risk hierarchy) |
|----------|--|---|------------|--------|-------|--|------------|--------|-------|---|
|          |  |   | Likelihood | Impact | Score |  | Likelihood | Impact | Score |   |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely | <ul style="list-style-type: none"> <li>• Club/Socs Members</li> <li>• Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your activity</li> </ul> |            |        |       | <ul style="list-style-type: none"> <li>• Ensure the RA is uploaded on Groups Hub and request your members download and read it.</li> <li>• Use your social media and Club/Society communication channel to make all the members aware about the changes in your activities and encourage the to take all the precautions.</li> <li>• Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them</li> <li>• Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity)</li> </ul> |            |        |       |   |

| Hazard   | Action  | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public)   | Inherent   |        |       | Control measures<br>(use the risk hierarchy)   | Residual   |        |       | Further controls (use the risk hierarchy) |
|----------|---|---|------------|--------|-------|--|------------|--------|-------|---|
|          |   |   | Likelihood | Impact | Score |  | Likelihood | Impact | Score |   |
| Covid-19 | 6. Protecting people who are at higher risk<br>You should think about | <ul style="list-style-type: none"> <li>• Club/Socs Members</li> <li>• Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your activity</li> </ul> | 4          | 5      | 20    | <ul style="list-style-type: none"> <li>• Ask members to clarify if they have any specific health conditions which may put them in the 'at risk' category</li> <li>• Planning for people who are unable to engage in person</li> <li>• Provide meaningful alternative activity for those who are shielding</li> <li>• Helping members at increased risk to engage from home, either in their current role or an alternative role</li> <li>• Planning for members who need to self-isolate.</li> </ul> | 2          | 5      | 10    |   |



| Hazard   | Action                  | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public)  | Inherent   |        |       | Control measures<br>(use the risk hierarchy)  | Residual   |        |       | Further controls (use the risk hierarchy)  |
|----------|-------------------------|--|------------|--------|-------|---|------------|--------|-------|--|
|          |                         |  | Likelihood | Impact | Score |   | Likelihood | Impact | Score |  |
| Covid-19 | 7. Symptoms of Covid-19 | <ul style="list-style-type: none"> <li>• Club/Soc Members</li> <li>• Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your activity</li> </ul> | 4          | 5      | 20    | <ul style="list-style-type: none"> <li>• If member becomes unwell with a new continuous cough or s high temperature they will be sent home and advised to follow the stay at home guidance.</li> <li>• Committee Members will maintain regular contact with members during this time.</li> <li>• If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></li> </ul> | 3          | 5      | 15    | <ul style="list-style-type: none"> <li>• Planning for people who are unable to engage in person</li> <li>• Provide meaningful alternative activity for those who have someone shielding in their household</li> <li>• Helping members at increased risk to engage from home, either in their current role or an alternative role</li> <li>• Offering people the safest available roles in an activity</li> <li>• Planning for members who need to self-isolate.</li> </ul> |

| Hazard   | Action            | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public)  | Inherent   |        |       | Control measures<br>(use the risk hierarchy)   | Residual   |        |       | Further controls (use the risk hierarchy)   |
|----------|-------------------|--|------------|--------|-------|--|------------|--------|-------|---|
|          |                   |  | Likelihood | Impact | Score |  | Likelihood | Impact | Score |   |
| Covid-19 | 8. Face coverings | <ul style="list-style-type: none"> <li>Club/Soc Members</li> <li>Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your activity</li> </ul> |            |        |       | <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> |            |        |       | <ul style="list-style-type: none"> <li>Planning for people working and support the club/Soc at home who have someone shielding in their household; helping members at increased risk to work from home, either in their current role or an alternative role;</li> <li>Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</li> </ul> <p>Reference <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> |

| Hazard   | Action                | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public)   | Inherent   |        |       | Control measures<br>(use the risk hierarchy)  | Residual   |        |       | Further controls (use the risk hierarchy)   |
|----------|-----------------------|---|------------|--------|-------|---|------------|--------|-------|---|
|          |                       |   | Likelihood | Impact | Score |   | Likelihood | Impact | Score |   |
| Covid-19 | 9. Mental Health      | <ul style="list-style-type: none"> <li>Club/Soc Members</li> <li>Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your activity</li> </ul>  | 3          | 5      | 15    | <ul style="list-style-type: none"> <li>Committee members will promote mental health &amp; wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE</li> <li>Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services</li> </ul>          | 2          | 4      | 8     | <ul style="list-style-type: none"> <li>Regular communication of mental health information and SUSU policies for those who need additional support.</li> </ul>   |
| Covid-19 | 10. Sharing equipment | <ul style="list-style-type: none"> <li>Club/Socs Members</li> <li>Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your activity</li> </ul> |            |        |       | <ul style="list-style-type: none"> <li>We expect you to follow sensible precautions and clean in between users, and to follow <a href="#">COVID-19 Secure guidelines</a></li> </ul> <p>Full sanitisation will be done in between sessions, with quick wipe downs done regularly throughout the sessions. Antibac spray, wipes and hand sanitiser will be provided for all members to use.</p> |            |        |       | <ul style="list-style-type: none"> <li>Where possible we recommend that you limit sharing of equipment, for example you should use your own tennis racquet, golf club or basketball, but if you do, practise strict hand hygiene.</li> <li>If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use, as well as all the equipment used.</li> </ul> |

| Hazard | Action | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public) | Inherent   |        |       | Control measures<br>(use the risk hierarchy) | Residual   |        |       | Further controls (use the risk hierarchy) |
|--------|--------|---|------------|--------|-------|--|------------|--------|-------|---|
|        |        |   | Likelihood | Impact | Score |  | Likelihood | Impact | Score |   |
|        |        |   |            |        |       |  |            |        |       |   |
|        |        |   |            |        |       |  |            |        |       |   |

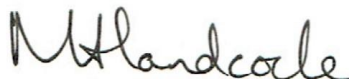
**PART B - Action Plan**

**Risk Assessment Action Plan**

| Part no. | Action to be taken, incl. Cost                 | By whom                        | Target date | Review date | Outcome at review date |
|----------|--|--------------------------------|-------------|-------------|------------------------|
| 1        | Purchase hand sanitiser for use of volunteers. | President or equipment officer | 08/10/21    | 11/10/21    |                        |

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|  |   |                                  |                                 |          |      |
|--|---|----------------------------------|---------------------------------|----------|------|
| 2  | Purchase PPE (face masks, gloves, visors) for use of volunteers.                      | President or equipment officer   | 15/10/21                        | 20/10/21 |      |
| 3  | Doing risk assessment of volunteers and providing guidance for high-risk individuals. | President                        | 18/10/21                        | 30/10/21 |      |
| 4  | Creating expectation document and send to schools to be visited.                      | President or Schools Coordinator | 15/10/21                        | 18/10/21 |      |
| 5  | Providing support for mental health.  | Welfare rep                      | Continuous                      | 01/11/21 |      |
| 6  |   |                                  |                                 |          |      |
| 7  |   |                                  |                                 |          |      |
| 8  |   |                                  |                                 |          |      |
| 9  |   |                                  |                                 |          |      |
| 10   |   |                                  |                                 |          |      |
| 11   |   |                                  |                                 |          |      |
| 12   |   |                                  |                                 |          |      |
| Responsible Committee member signature:  |   |                                  | Responsible Assessor signature: |          |      |
| Print name: M Handcock   |   | Date: 04/10/2021                 | 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       |  |
| 2. Substitute          | Replace the hazard with one less hazardous                                      | If not possible then explain why               |  |
| 3. Physical controls   | Examples: enclosure, fume cupboard, glove box                                   | Likely to still require admin controls as well |  |
| 4. Admin controls      | Examples: training, supervision, signage  |  |  |
| 5. Personal protection | Examples: respirators, safety specs, gloves                                     | Last resort as it only protects the individual |  |

|            |   |        |    |    |    |    |
|------------|---|--------|----|----|----|----|
| 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 |    |    |    |    |

### 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.

| Likelihood |  |
|------------|--|
| 1          | Rare e.g. 1 in 100,000 chance or higher    |
| 2          | Unlikely e.g. 1 in 10,000 chance or higher |
| 3          | Possible e.g. 1 in 1,000 chance or higher  |
| 4          | Likely e.g. 1 in 100 chance or higher      |
| 5          | Very Likely e.g. 1 in 10 chance or higher  |

| 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. |