|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of**required | **Munch aur Mil** | **Date**required | 28/10/2020 |
|  | **Name** | **Role** | **Experience/Qualification** |
| **Club or Society Representative**required | **Kashir Ahmed Raza** | **President**  | **N/A** |
| **Qualified/Experienced Individual\***required | **Faris Zaheer** | **Liason, Health & safety Officer** | **SUSU COVID-19 Training Course** |

\* 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.

**Disclaimer: This event is NOT a social with more than 6 members. We have spoken to a restaurant who have agreed to guarantee our society’s members a table at their venue on the night (for standard dinner and drinks, there will be 0 alcohol due to religious preferences but also to ensure everyone follows covid-19 guidelines and social distances) in exchange for promotion of this restaurant as they are sponsor. This is not an exclusive hire of the venue for the society’s use and other members of the public may very well be present – this is of course beyond our control – however the restaurant management will ensure all customers present in the building follow Covid-19 guidelines and they will liable for ensuring Covid-19 guidelines are met. Promoting this venue to our members is merely a way to promote the restaurant as they are our sponsor and as a result of doing so, should any of our members choose to attend the venue on this night they will be entitled to an exclusive 15% discount at the restaurant.**

**We are not one, large group, we are merely offering our society members a discount at our sponsored restaurant which they can then use in their own groups of up to 6 people. Different groups of 6 will not mix and will social distance and will enter and leave the premises at different pre-determined times. Restaurant management will ensure we never exceed the limit of 6 people per group and that groups do not mix as per our agreement with them regarding covid guidelines. Members will be told beforehand about these rules and that they cannot mix with other groups or leave their groups of up to 6 people**

**The following risk assessment covers the safety measures that the venue have agreed to uphold on the night.**

| **Hazard** | **Action** | **Who might be harmed****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| Covid-19 | 1. Hand washing | * Clubs/Soc Members
 | **1** | **5** | **5** | * The venue will provide hand sanitizer around the environment, in addition to washrooms
* The venue will frequently clean and disinfect objects and surfaces that are touched regularly, especially equipment in-between use by different people
* Enhancing cleaning for busy areas
* Setting clear use and cleaning guidance for toilets
* Providing hand drying facilities – either paper towels or electrical dryers
 | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | * Club/Socs Members
 | **2** | **5** | **10** | Tables are set up in a way to ensure for correct social distancing to be maintained and a one way system around the venue will be put in place as all restaurants have to ensure that they meet government guidelines.Social Distancing - Reducing the number of persons in any activity area to comply with the 2-metre gap recommended by the Public Health Agency <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>   | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance
* Using floor tape or paint to mark areas to help people keep to a 2m distance
* Arranging one-way traffic through the location if possible
* Switching to members engaging by appointment only / ticketed activities
 |
| Covid-19 | 3. Movement around Buildings | * Club/Socs Members
 | **3** | **5** | **15** | * Entry in and out of the restaurant will be controlled by committee and restaurant staff to ensure social distancing is maintained
* Movement around the venue will be limited via table service.
 | **2** | **3** | **6** |  |
| Covid-19 | 4. Explain the changes you are planning to make your activity Safely  | * Club/Socs Members
 |  |  |  | * Ensure the RA is uploaded on Groups Hub and request your members download and read it.
* 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.
* Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them
* Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity)

  |  |  |  |  |
| Covid-19 | 5. Protecting people who are at higher risk You should think about  | * Club/Socs Members
 | **3** | **4** | **12** | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category
* Planning for people who are unable to engage in person
* Provide meaningful alternative activity for those who are shielding
* Helping members at increased risk to engage from home, either in their current role or an alternative role
* Planning for members who need to self-isolate.
 | **2** | **5** | **10** |  |
| Covid-19 | 6. Symptoms of Covid-19  | * Club/Soc Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | **3** | **5** | **15** | * Venue will disallow anyone entry should they seem to present with any Covid-like symptoms
* 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.
* Committee Members will maintain regular contact with members during this time.
* 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. <https://www.publichealth.hscni.net/>
 | **3** | **5** | **15** | * Provide meaningful alternative activity for those who have someone shielding in their household
* Helping members at increased risk to engage fromhome, either in their current role or an alternative role
 |
| Covid-19 | 7. Face coverings  | * Club/Soc Members
 | **2** | **4** | **8** | As a society we will raise awareness and encourage our members to wear face coverings in general. Should our members chose to go to this venue, the staff working at the venue are responsible for enforcing the wearing of face masks- the same way they would be responsible for enforcing it.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 Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-  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.  | **2** | **5** | **10** | * Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.

Reference <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>  |
| Covid-19 |  8. Mental Health   | * Club/Soc Members
 | **3** | **5** | **15** | * Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE
* Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services
 | **2** | **4** | **8** | * Regular communication of mental health information and SUSU policies for those who need additional support.
 |
| Covid-19 | **9, If someone gets covid after attending this** | * Club/Soc Members
 | **1** | **5** | **5** | * Restaurant requires all customers to use NHS track and trace app prior to ordering which will minimise risk of spread
* We will also send out a google form asking members to state if they will attend and who else is in their group of up to 6 should they attend
 | **1** | **4** | **8** |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| ***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 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| Responsible Committee members signature: K.A.Raza | Responsible Assessor signature: F.Zaheer |
| Print name: Kashir Ahmed RazaDate:27/10/2020 |  | Print name: Faris ZaheerDate:27/10/2020 |  |

**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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.  |