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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Southampton University String Orchestra (SUStrings)** | **Date** | 07/08/2020 |
| **Committee Member (Name and Role)** | Rosina Sewell (President)  | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Kevin Withell (Conductor) |
|  |  | **Signed off** |  |

**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****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Covid-19 | 1. Hand washing | * Society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Conductor and Assistant Conductor
 | **2** | **5** | **10** | * Providing hand sanitizer around the environment, specifically upon entry to the rehearsal room
* Either disinfecting shared stands, or leaving 1 week in between use.
* Establishing nearest bathroom facility and encouraging frequent handwashing (20 seconds with hot water and soap)
 | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | * Society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Conductor and Assistant Conductor
 | **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. We will achieve this by using a bigger room in order to facilitate social distancing while still being all together as a group. If government advice restricts group sizes, we will split into different group sizes accordingly, utilising both our conductor and assistant conductor to lead rehearsals. <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> .  We will also ask members to bring their own music stands where possible in order to facilitate social distancing.  | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance
* Avoiding sharing workstations/music stands
* If getting members to social distance is a challenge then we will use floor tape to mark areas to help them keep to a 2m distance.
* Arranging one-way traffic through the room if possible
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| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | * Society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Conductor and Assistant Conductor
 | **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 (such as wearing a mask). If it is the case that we can’t stay 2m apart, we will split the orchestra into 2 smaller groups in order to facilitate social distancing more easily.  | **2** | **3** | **6** | * Where it’s not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:
* Considering whether an activity needs to continue for the Club/Socs to operate
* Keeping the activity time involved as short as possible
* Using screens or barriers to separate people from each other
* Using back-to-back or side-to-side sitting whenever possible
* Staggering arrival and departure times
* Reducing the number of people each person has contact with by using ‘fixed teams or partnering’
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| Covid-19 | 4. Lack of member awareness of Covid risks and our RA   | * Society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Conductor and Assistant Conductor
 | **2** | **5** | **10** | * Ensure the RA is uploaded on Groups Hub and request that members download and read it. Also upload RA to Facebook group and Facebook group chat so that members can access it easily.
* Use all social media channels to advertise what precautions we are taking and what we expect from members
* Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them
* Ensure participants are aware that the consequence of not complying is exclusion from the activity

  | **1** | **3** | **3** |  |
| Covid-19 | 6. Protecting people who are at higher risk  | * Society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Conductor and Assistant Conductor
 | **4** | **5** | **20** | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category through an anonymous survey
* If there are any at risk members, either record the rehearsals or set up a facetime so that they can join in virtually.
* Upload all sheet music to a member’s zone on the website so that members can engage with the music from home.
* Have a contingency plan for if we need to organise online content, including workshops, Q&A’s, rehearsals and showcases.
* Organise online socials as well as in person socials, so those who are shielding or self-isolating can still join in.
 | **2** | **2** | **4** |  |
| Covid-19 | 7. Symptoms of Covid-19  | * Society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Conductor and Assistant Conductor
 | **4** | **5** | **20** | * If member becomes unwell with a new continuous cough or a 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 to keep track of their physical and mental health.

 * 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** | * Any plans for members of higher risk detailed above will also be in place for members who have to self-isolate, so if they wish they can still largely engage with the society activity from home.
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| Covid-19 |  9. Mental Health   | * Society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Conductor and Assistant Conductor
 | **3** | **5** | **15** | * Welfare Officer will be pointed out to all members regularly over the term, and society members will be made aware that they can talk to any of the committee if they are struggling.
* 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 will share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services
* Committee members will check in with society members sporadically to see how they are doing.
 | **2** | **4** | **8** | * Regular communication of mental health information and SUSU policies for those who need additional support.
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| Covid-19 | **12. Sharing equipment such as music stands**  | * Society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Conductor and Assistant Conductor
 | **3**  | **5** | **15** | * Encourage members to bring their own music stands where possible
* Disinfect shared stands after use
* Where possible, have one person per stand to limit sharing
 | **2** | **3** | **6** | * 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.
* If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use, as well as all the equipment used.
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| ***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 so that it is available at every rehearsal Cost £20 | President or Secretary | 01/10/2020 | 01/12/2020 |  |
| 2 | Purchase disinfectant spray to clean music stands after use Cost £12  | President or Secretary  | 01/10/2020 | 01/12/2020 |  |
| 3 | Share risk assessments and back to activity plans with society members  | President  | 31/08/2020 | 01/10/2020 |  |
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| Responsible Committee members signature: Rosina Sewell  | Responsible Assessor signature: Kevin Withell  |
| Print name: Rosina Sewell  | Date: 07/08/2020  | Print name: Kevin Withell  | Date:17/08/2020 |

**Assessment Guidance**

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| 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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| **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.

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| 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 |

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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.  |