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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of**  required | SUSWO Weekly Rehearsal | | **Date**  required | 31/08/2020 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative**  required | Yasmin Parekh | President | | | N/A |
| **Qualified/Experienced Individual\***  required | Jamie Wall | Musical Director | | | Professional freelance musician, SUSWO Musical Director since 2017. |

\* 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**  **(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 | * Members of SUSWO – including conductors | **1** | **5** | **5** | * Provide hand sanitiser during rehearsals * Require all members to wash hands/sanitise hands upon entering rehearsal room * Ensure each player has their own personal music stand that they provide and clean before/during/after rehearsals * Assigned seating for each player that remains the same throughout the rehearsal * Regular cleaning of shared percussion instruments * Any additional measures set out by SUSU | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | * Members of SUSWO – including conductors | **2** | **5** | **10** | * Ensure individual players are seated the recommended social distance apart (2m) * Adhere to any capacity restrictions at rehearsal venues * Require each player to use an individual music stand – no stand sharing | **2** | **3** | **6** | * Remind members of social distancing and capacity restrictions at the start of each rehearsal * Use floor markers to mark social distancing around the rehearsal venue and implement a one-way system to get to/from assigned seats * Switching to smaller group rehearsals if social distancing isn’t possible in the rehearsal venue with a full orchestra |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance (ie percussion players) | * Members of SUSWO – in particular percussionists | **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** | * Limit players where 2m social distancing isn’t possible (ie percussionists) to the minimum number possible * Possibility of using screens/barriers to separate percussionists |
| Covid-19 | 4. Movement around Buildings | * Member of SUSWO – including conductors | **3** | **5** | **15** | * Reducing movement by discouraging non-essential trips within buildings and sites (ie asking player to remain in the rehearsal room during breaks) * Reducing task rotation and equipment rotation for percussion players by trying to ensure players are kept to the same parts/instruments * Reducing the size of the orchestra by limiting doubling on parts | **2** | **3** | **6** |  |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely | * Member of SUSWO – including conductors |  |  |  | * 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) * Include a clause in the Code of Conduct requiring members to read and acknowledge the measures outlined in the Covid-19 RA |  |  |  |  |
| Covid-19 | 6. Protecting people who are at higher risk | * Member of SUSWO – including conductors | **4** | **5** | **20** | * Ask members to clarify (confidentially) if they have any specific health conditions which may put them in the ‘at risk’ category before rehearsals begin * Possibility of including a ‘virtual’ performance as part of our termly concert to accommodate those who are shielding/only able to participate from home * Have a comprehensive list of deps who are aware of Covid-19 restrictions and measures that have been put in place | **2** | **5** | **10** |  |
| Covid-19 | 7. Symptoms of Covid-19 | * Members of SUSWO – including conductors | **4** | **5** | **20** | * If member becomes unwell with a new continuous cough or high temperature, they will be sent home and advised to follow the stay at home guidance. * Committee Members will maintain regular contact with affected 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** | * Ensure all in-person activities are called off straight away if a member tests positive for Covid-19 * Have each member fill out a contact tracing style form before rehearsals begin so committee is able to easily contact members to alert them of a potential Covid-19 case * Develop a ‘virtual’ performance alternative to accommodate those who are self-isolating/shielding/unable to leave home but still wish to participate |
| Covid-19 | 8. Face coverings | * Members of SUSWO – including conductors |  |  |  | * Require all members to wear masks when not playing (ie during long rests, set up/pack down, rehearsal breaks), except percussionists and conductors who can wear masks all the time * Have a supply of disposable face masks in case members forget their own to avoid exclusion |  |  |  | * It is impossible to play a wind/brass instrument with a face mask on, members will be made aware of this risk and other precautions outlined in this Risk Assessment will be taken |
| Covid-19 | 9. Mental Health | * Members of SUSWO – including conductors | **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 * All members will be aware of which committee member is the Wellbeing Officer, and know who to contact should they need someone to talk to * Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services if required * All issues to be treated with the upmost confidentiality and not discussed publicly | **2** | **4** | **8** | * Regular communication of mental health information and SUSU policies for those who need additional support * Ensure the committee (in particular President and/or Wellbeing Officer) are visible to all members * Make committee members aware of support available to them if dealing with a members’ issues |
| Covid-19 | 10. Physical Activities | * Members of SUSWO – including conductors | **3** | **5** | **15** | * Ensure regular review of Government guidelines for performing arts activities before each planned in-person activity * Ensure members adhere to all measures outlined elsewhere in this Risk Assessment (social distancing, face masks, hand sanitiser, cleaning) when attending in-person activities | **2** | **5** | **10** | * Possibility of limiting rehearsals to smaller groups if restrictions on gatherings are put in place |
| Covid-19 | 11. Travelling for physical activity | * Members of SUSWO |  |  |  | * Rehearsals will be held at a venue on the University of Southampton Highfield Campus as this will most likely be the closest suitable venue to members |  |  |  |  |
| Covid-19 | **12. Sharing equipment (sport and non-sport)** | * SUSWO members – including conductors |  |  |  | * Ensure players are only assigned to parts for instruments they own so no instruments are being shared * All players will be required to have their own personal music stand to limit stand sharing |  |  |  | * If parts are unable to be covered by instruments owned by players, these parts will be left out of performances |

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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 | Provide hand sanitiser during rehearsals | | Committee | Oct 2020 |  |  | |
| 2 | Notify all members of new Covid-19 measures (each member needs their own music stand, no instrument sharing/borrowing, socially distanced seating, required masks when not playing, cleaning of equipment/surfaces after use, limits on movements during rehearsals) | | President | Oct 2020 / ongoing |  |  | |
| 3 | Have a supply of disposable face masks for members who forget their own | | Committee | Oct 2020 |  |  | |
| 4 | Include clause in 2020/21 Code of Conduct about reading and acknowledging measures outlined in Covid-19 Risk Assessment | | President | Oct 2020 |  |  | |
| 5 | Ensure Covid-19 RA is uploaded to SUSWO 2020/21 Facebook group once created | | President | Oct 2020 |  |  | |
| 6 | Make members aware of which committee member is Wellbeing Officer | | President | Oct 2020 |  |  | |
| 7 | Make committee members aware of services available to them if another member confides in them | | President | Oct 2020 |  |  | |
| 8 | Prepare a contact tracing style form for members to fill in when they join the society (collect contact details, flag any ‘at risk’ members) | | President | Oct 2020 |  |  | |
| Responsible Committee members signature: | | | | | Responsible Assessor signature: | | |
| Print name: Yasmin Parekh | | Date: 31/08/2020 | | | Print name: Jamie Wall | | Date: 30/08/2020 |

**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** | | | | |

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

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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| 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. |