|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of**  required | **SUSU Theatre Group EdLec (34/3001) Performances** | | **Date**  required | 9/2/22 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative**  required | Philip Hoare  Eleanor Bogle | President  Vice-President | | | **N/A** |
| **Qualified/Experienced Individual\***  required |  |  | | |  |

\* 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.

| ***PART A*** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **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** |
| Trip hazards (cables/set) | Grazes/sprains from tripping | Cast and production team | **4** | **2** | **8** | **All cables will be taped down out of the way**  **Everyone is made aware of the cables as soon as they are put down**  **Tape is clearly marked**  **Ensure that there is no obstructions in the way of fire exits** | **2** | **2** | **4** |  |
| Performing in low light | Injury from scrapes and collisions | Cast and production team | **3** | **2** | **6** | **Safety lights at the top of the room will stay on, so it won’t ever be pitch black**  **There are safety rails that the cast and production team will hold onto when using the stairs**  **Ensure that everyone is aware when stage lights are about to go off**  **Ensure that everyone is aware of the risks in the room, so that they know about them in the dark**  **Ensure the room is only dark when necessary, only during black outs between scenes** | **2** | **2** | **4** | Ensure everyone is aware of the risks of moving in the dark and that they are cautious |
| Falling object | Small wall clock falling onto someone. May cause bruising | Cast and production team | **4** | **1** | **4** | **Ensure that the clock is secure and will not fall**  **Ensure that everyone is aware of the danger**  **Ensure that when interacting with the clock in scenes, the cast stand a safe distance away from it**  **Ensure that no one goes directly underneath the object** | **2** | **1** | **2** |  |
| Surfaces being touched | Contracting/spreading Covid-19 | Cast, production team and audience | **3** | **3** | **9** | **Ensure that all desks by the seats are wiped down before using the room**  **Wipe them again before and after the audience use the room** | **2** | **3** | **6** |  |
| Inadequate hand washing | Contracting/spreading covid-19 | Cast and production team | **4** | **3** | **12** | **Ensure everyone is aware of the nearest sink for washing their hands**  **Ensure everyone is aware of the location of hand sanitiser, and encourage its use** | **2** | **3** | **6** |  |
| Common use areas that may have high traffic | Contracting/spreading covid-19 | Cast, production team and audience | **4** | **3** | **12** | **Ensure that social distancing is used**  **Seat audience as soon as they arrive, so that they can sit away from others**  **Prop open non-fire doors, to reduce contact with them** | **3** | **3** | **9** |  |
| Breathing Covid-19 in | Contracting/spreading Covid-19 | Cast, production team and audience | **4** | **3** | **12** | **Ask that all audience members wear masks during the performance**  **Ensure all cast and production team wear masks when not performing** | **2** | **3** | **6** |  |
| Someone displaying Covid-19 symptoms | Contracting/spreading Covid-19 | Cast, production team and audience | **3** | **3** | **9** | **When publicising the event, ask that audience members take a COVID-19 test at least 12 hours before attending the show (lateral flow or PCR, both acceptable)**  **If someone displays symptoms and refuses to clarify their condition, and others are uncomfortable in their vicinity, they will be asked to leave**  **All cast and production team will test before the shows** | **2** | **3** | **6** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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. |

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 |