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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of…** | **Social and small sporting events** | | **Date** | 15.09.2020 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative** | Sara Hirani | Vice- President | | | **N/A** |
| **Qualified/Experienced Individual\*** | ***Rochelle Samuel*** | ***Student Marshall*** | | | ***Moving Students into Accommodation safely strictly following Covid-19 guidelines.*** |

\* 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.

| **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. Clean hands/ Clean body | * Asian Soc Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions- all those who are vulnerable, who members come into contact with. * Anyone else who physically comes in contact with members | **1** | **5** | **5** | * Providing hand sanitizer around the environment, in addition to washrooms with plenty of soap provided at social locations * Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people. Leave the bleach and cleaning products to set for a short while before allowing a second party to use the surface * 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 * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with our members | **2** | **5** | **10** | Social Distancing - Reducing the number of persons in any activity area to comply with the 2-metre gap or 1- metre is a face covering is worn | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance * Avoiding sharing equipment- use disposable materials or regularly clean if neccessary * Using floor tape or paint to mark areas to help people keep to a 2m distance * Arranging one-way traffic through the location of the social if possible- get a private space for the society members to mingle- a larger, outdoor space. Reduce number of interactions. Split tables into solid groups of six that are separate to meet government guidelines * All activity will be ticketed. We will remind members of symptoms and provide full refunds if they feel they have symptoms and cannot attend pre-booked events. We will check for high temperatures using a thermometer gun and ask about cough and loss of sense of smell and taste symptoms * We will use an online platform for social interaction where necessary, using zoom or Microsoft teams. We create discord servers and a WhatsApp group chat to create a larger virtual social platform for our members to communicate safely from their homes |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | * Club/Socs Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with us | **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** | * Where it is not possible for people to be 1m apart, we will cancel or substitute the activity * In general, we will keep the activity time involved as short as possible, use barriers to split different group of people, arrange tables a considerable distance from one another * We will provide members with different arrival and departing times so they can mingle but group sizes will remain reduced. Until the government guidelines of six people are repealed, we will not have more than six members at one location at once but will try and allow for members to meet through a fixed teams scheme |
| Covid-19 | 4. Movement around Buildings | * Club/Socs Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with us | **3** | **5** | **15** | * Reducing movement by discouraging non-essential trips within buildings and sites. | **2** | **3** | **6** | * All society meetings will be made virtually to meet the government six people guideline |
| Covid-19- risk from lack of communication. | 5. We will explain the changes you are planning to make your activity Safely | * Club/Socs Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with us | **2** | **1** | **2** | * The RA will be uploaded on the group hub for the members and committee to access and read * We have used our 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. We will post the precautions we will take at events and the requirements expected from members in compliance with SUSU Covid-19 regulations * Ensure participants are aware of the consequences of not complying with guidance. They will be banned from future events in the term, their ban will be re-evaluated by committee in the new term | **2** | **1** | **2** |  |
| Covid-19 | 6. Protecting people who are at higher risk | * Club/Socs Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with us | **4** | **5** | **20** | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category- we will ask this shortly after a member books their slots for a social event * We will plan for people who are unable to engage in person by maintaining an online social platform- maintain online activities for those who are shielding * We will accommodate members that need to self-isolate | **2** | **5** | **10** | * Potentially have separate activities arranged for those people so they are not tempted to put themselves at risk or create a safe environment for them to get involved, ensure two metres is maintained in an outdoor setting for example. Maybe implement a buddy system for these specific people using the committee members. Be aware of their health issues so we can make sure relevant first aid is there if it is needed. Mingle with them in as small a group as possible. |
| Covid-19 | 7. 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 us | **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      * 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** | * Planning for people who are unable to engage in person * Provide meaningful alternative activity for those who have someone shielding in their household * 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 |
| Covid-19 | 8. Face coverings | * Club/Soc Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with us | **3** | **4** | **12** | 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** | **4** | **8** | * 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 * Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual |
| Covid-19 | 9. Mental Health | * Club/Soc Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with us | **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. We have a welfare role on our committee who our members are free to approach with any issues. We plan to create an anonymous platform where members can get anonymous help * 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 | 10. Physical Activities | * Club/Socs Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with us | **3** | **5** | **15** | * Ensure regular review of Government guidelines before engaging in physical activities- we have decided to leave most of our sports activity to the second semester but may have small training sessions meeting the six-person guideline. The society has a netball, cricket and football team | **2** | **5** | **10** | * People can now meet in groups of six only- there will be no more people involved in physical activity until the guidelines change * All of this must be done safely and responsibly, and if someone is planning to exercise or take part in some activity in a small group, they should familiarise themself with all the government guidance around social distancing and hygiene, in particular |
| Covid-19 | 11. Travelling for physical activity | * Club/Socs Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with us | **3** | **4** | **12** | * All indoor sports activity will be limited to campus until the six group guideline changes * You can travel to outdoor open space irrespective of distance * You should not travel with someone from outside your household unless you can practise social distancing - for example by cycling. It is not possible to practice effective social distancing in small vehicles. You should consider all other forms of transport before using public transport * Continue to review guidelines prior to traveling | **2** | **4** | **8** | * Postpone tournaments and games until next semester. |
| Covid-19 | 12. Sharing equipment (sport and non-sport) | * Club/Socs Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with us | **3** | **4** | **12** | * We will follow sensible precautions and clean in between users, and to follow [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE) | **2** | **4** | **8** | * We will avoid sharing sporting equipment where we can or use wipes and antibacterial, masks will be worn when indoors and gloves will be provided, and people will be told to wear them if they wish to participate in the sport * When sharing equipment everything will be washed thoroughly before and after use. Members will be told to wash their hands before and after play or at least use sanitiser if running water is not accessible |
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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 | Create bubbles of six within the committee so members can interact in small numbers | President and vice- president | 26.09.20 | | 3.10.20 | Groups checked. Members happy and content with their bubble for one particular social/ event. Bubbles can change daily but bubbles cannot change at specific socials/ bar nights | |
| 2 | Create a booking platform to ticket events and add Covid-19 information and track and trace into the system | Marketing | 26.09.20 | | 3.10.20 | Check system. Use for any interactions in fresher’s week- importantly the meet and greet | |
| 3 | Order sufficient amounts of hand sanitiser, antibacterial wipes and a thermometer gun for society use- bulk buy for the term | Secretary | 26.09.20 | | 3.10.20 | Ready for use at the meet and greet and any other potential social events throughout the term | |
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| Responsible Committee members signature: | | | | | Responsible Assessor signature: | | |
| Print name: Sara Hirani | | | | Date: 15.09.2020 | Print name: | | Date |

**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. |