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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of** | **Southampton Stags American Football Club** | | **Date** | 25/09/2021 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative**  required | Alexander Hawkins | Vice-President | | | **N/A** |
| **Qualified/Experienced Individual\***  required | **Fergus Kehoe** | **General Manager** | | | **N/A** |

\* 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.

| ***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** |
| Injuring Spectators | Physical injury- those spectating may be hit by thrown balls, or by players unable to stop after gaining momentum during play | Spectators | **3** | **4** | **12** | Those spectating must stay outside of the cage whilst play is ongoing. Those inside the cage must be insured by the university or the opposing team. Also, those supporting inside the cage must keep inside a designated area to keep them away from the sideline | **2** | **2** | **4** |  |
| Lack of Experience | Physical Injury- If those that are not experienced in the ways to play American Football, for example tackling, blocking, running, could result in a highly damaging accident, with injuries such as dislocating joints, breaking bones and muscles being pulled, to those playing, spectating or the officials | Members of clubs/Players of other teams/match officials/ | **3** | **4** | **12** | Those intending to play/coach must attend training regularly where both coaches and players are evaluated to see their confidence and competency. Those that are competent and confident will be allowed to compete, and those that are not at that level yet will be coached in a lighter, low contact walkthrough until they are at a point deemed safe by coaches | **2** | **4** | **8** | Helmets, gum shields and body pads must be worn at all times when engaging in activity, failure to do so will result in removal from the activity |
| Lack of Training | Physical injury or distress - people with a lack of training can cause injury due to poor technique which can distress other members | Members of clubs/Players of other teams/match officials/ | **3** | **4** | **12** | Members are suitably trained in a structured manner by a suitably qualified instructor/coach/member | **2** | **4** | **8** | Only those who the instructors feel are prepared enough to take part in activities will do so. Those who are not ready, will not. |
| Collision/contact | Physical injury - collision/contact with other people/objects can cause physical injury if not wearing the correct kit or using the correct technique. Could injure spectators if they are not suitably far away/aware of the activity | Members of clubs/Players of other teams/supporters/ match officials/staff | **4** | **4** | **16** | Ensure that suitably qualified instructors/coaches/members are present to help improve the technique of members. Make sure also that members may be paired up with suitable individuals. Make sure the activity is clearly marked out and not in the way of spectators/passers-by. Ensure that correct kit is worn, and correct safety equipment is used. | **2** | **3** | **6** |  |
| Using equipment owned by club/society | Physical Injury/Ill-Health Equipment can cause physical injury is not setup/worn/used correctly. It can also cause ill health if certain pieces of kit are not correctly cleaned | Members of clubs/Players of other teams/supporters/ match officials/staff | **3** | **3** | **9** | Ensure that all equipment, that is worn, is correctly used for each person/group/event. Also make sure that a suitably qualified person cleans/supervises the cleaning of equipment & repair. | **2** | **3** | **6** |  |
| Lack of first aid equipment | Distress/Ill-Health - If first aid supplies aren't available then the care that needs to be provided to a casualty can't be provided and this can lead to deterioration of a casualty's current state and distress to the casualty and other people in view of the casualty | Members of clubs/Players of other teams/supporters/ match officials/staff | **2** | **3** | **6** | First Aid supplies are provided in all sports facilities, a first aid room is available at wide lane & jubilee sports center. All first aiders are aware of these locations. First aid boxes are regularly checked to make sure they contain the right materials. | **1** | **2** | **2** |  |
| Sporting Equipment - Zone Chute: Injury from device failure | Mechanical failure while in use due to improper maintenance of the chute | Coaches and players using the equipment | **2** | **3** | **6** | Chute will be maintained regularly and its condition checked by the coaches before use. | **1** | **3** | **3** |  |
| Sporting Equipment - Zone Chute: Inappropriate use of device | Incorrect use of the chute can lead to injuries. | Coaches and players using the equipment | **3** | **2** | **6** | Persons may only use the device under supervision of registered and insured coaches, whilst wearing the appropriate PPE. The Zone Chute device is to be locked away in an unusable condition when not in use. | **2** | **2** | **4** |  |
| Injury caused through damaged equipment | Equipment is not functional. Can result in contact sport injuries such as: Dislocation, fractures or head injury Strained or torn ligament | Players | **3** | **3** | **9** | All players are required to report any missing or damaged PPE. Equipment is checked continuously by coaches | **1** | **3** | **3** |  |
| Travel – Coaches: Collision or Traffic incident | Traffic collision due to coach failure or negligence | Coach occupants | **2** | **3** | **6** | Covered by risk assessment of coach company | **1** | **3** | **3** |  |
| Unmaintained/ badly stored equipment used by clubs/societies | Physical injury- Poorly maintained or equipment that is not inspected, maintained, or repaired can cause injury to its users, even a fatality. | Members of clubs/societies/ staff/All users | **2** | **4** | **8** | Stored equipment managed by facilities. Equipment stored on racks & shelving. Ensure equipment is checked and maintained regularly, as well as stored properly. | **1** | **3** | **3** |  |
| Social Activites - Jesters, Sobar and Oceana Nightclub | Potential injury by slipping or unforeseen accident. | Members, others nearby | **2** | **3** | **6** | Covered by Jesters, Sobar and Oceana Night clubs' Risk Assessments | **1** | **3** | **3** |  |
| COVID-19 | Infection with COVID-19 through contact with infected persons | Members of clubs/societies/ staff/All users | **3** | **4** | **12** | Covered by the COVID-1 risk assessment | **2** | **4** | **8** | COVID-19 NGB and national guidelines must be followed at all times |

**COVID-19 Section of Risk Assessment**

| **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  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 | **1** | **5** | **5** | Providing hand sanitizer around the environment, in addition to washrooms  Frequently cleaning and disinfecting 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  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 | **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  <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  Avoiding sharing workstations and equipment  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. 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 you in relation to your activity | **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’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’ |
| 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 you in relation to your activity | **3** | **5** | **15** | Reducing movement by discouraging non-essential trips within buildings and sites.  Reducing task rotation and equipment rotation, for example, single tasks for the activity.  Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.  Members will be restricted to the field for activity, unless they specifically need to | **2** | **3** | **6** |  |
| Covid-19 | 5. 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 you in relation to your activity |  |  |  | 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 them 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)  Generate a group specific QR code for NHS Track and Trace app for use when entering field for any type of use. |  |  |  |  |
| Covid-19 | 6. Protecting people who are at higher risk You should think about | Club/Socs 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 | **4** | **5** | **20** | 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 | 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 you in relation to your activity | **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  Offering people the safest available roles in an activity  Planning for members who need to self-isolate.  If a member is symptomatic we advise them to inform the committee or senior management of the team at the earliest possible time. |
| 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 you in relation to your activity |  |  |  | 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. |  |  |  | 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;  On arrival at the training location, and prior to training face coverings must be worn at all times. Face coverings must be worn at all times when not directly engaging in physical activity.  All coaching staff, support staff etc must wear face coverings at all times.  Only persons actively coaching or training should attend.  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 | 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 you in relation to your activity | **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 | 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 you in relation to your activity | **3** | **5** | **15** | Ensure regular review of Government guidelines before engaging in physical activities  People can now go outside more than once a day for exercise alone or with their household, or with up to five people from outside their household providing they observe social distancing.  Many facilities associated with outdoor sports and physical activities can reopen, if those responsible for them feel ready to do so and if they can do so safely. This includes basketball and tennis courts, playing spaces like golf courses (public and private), playing fields and watersports.    \**Each specific sport should check the guideline of the Government and their Federation* | **2** | **5** | **10** | People can now go outside more than once a day for exercise in groups of up to six people, as long as people from different households observe social distancing by keeping two metres apart.  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.  American football is normally a high contact sport. All activities will be undertaken with no contact whatsoever and social distancing will be maintained. |
| 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 you in relation to your activity |  |  |  | You can travel for physical activity. Ideally use your nearest, local appropriate venue to reduce pressure on transport infrastructure.  You can travel to outdoor open space irrespective of distance.  You shouldn’t 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.  Leaving your home - the place you live - to stay at another home is not allowed.  Continue to review guidelines prior to traveling |  |  |  |  |
| 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 you in relation to your activity |  |  |  | We expect you to 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) |  |  |  | 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.  No equipment will be shared by members whatsoever. Pieces of equipment may be assigned to individual members, who will be responsible for the cleaning of the equipment before and after use. |

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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 | Relevant PPE must be worn at all times during activity. This includes but is not limited to: Helmets, Shoulder pads, soft pads, gum shield | Members of clubs/societies/ staff/All users |  |  |  | |
| 2 | First Aider must be in attendance at all training sessions, games and other activities where physical activity is planned | Members of clubs/societies/ staff/All users |  |  |  | |
| 3 | COVID-19 guidelines must be followed at all times | Members of clubs/societies/ staff/All users |  |  |  | |
| 4 | Training and games must be overseen by qualified coaches | Members of clubs/societies/ staff/All users |  |  |  | |
| 5 | PPE must be maintained regularly and stored properly | Members of clubs/societies/ staff/All users |  |  |  | |
| **COVID-19 Actions** | |  |  |  |  | |
| 6 | All attendees reminded to: • Arrive changed, ready to play • Avoid prolonged time in the toilet • Avoid showering and changing at venue where possible • Wash hands thoroughly for 20 seconds and use an alcohol-based hand gel after going to the toilet | Members of clubs/societies/ staff/All users |  |  |  | |
| 7 | All attendees reminded to: • Not share water bottles, balls, or any other equipment • All footballs should be washed or wiped down after regularly and before and after the session | Members of clubs/societies/ staff/All users |  |  |  | |
| 8 | All attendees reminded to: • Avoid touching high contact surfaces e.g. door handles, benches, chairs. • Use hand sanitiser frequently during practice | Members of clubs/societies/ staff/All users |  |  |  | |
| 9 | All attendees reminded of the following: • No bodily contact, including handshakes/high fives • Wash hands thoroughly for 20 seconds after going to the toilet and use alcohol- based hand rub • Social distancing rules apply – 2 metres • No congregating once training has ended | Members of clubs/societies/ staff/All users |  |  |  | |
| 10 | All attendees must maintain social distancing when interacting with Sport and Wellbeing staff. Interactions with staff must be minimised for essential reasons. | Members of clubs/societies/ staff/All users |  |  |  | |
| 11 | All attendees must wear a face covering whenever possible. | Members of clubs/societies/ staff/All users |  |  |  | |
| 12 | Training should be carried out in small groups of up to 6 people from different households. Multiple groups are permitted to work on the same field provided they are wholly separated. | Members of clubs/societies/ staff/All users |  |  |  | |
| 13 | Physical contact with anyone outside of one household is not permitted, therefore playing of any games (small sided or full) is also not permitted | Members of clubs/societies/ staff/All users |  |  |  | |
| 14 | Do not meet or train with anyone if you have COVID-19 symptoms. If anyone within the physical activity group tests positive for COVID-19 the individual and the group should follow the governments self-isolation guidelines. | Members of clubs/societies/ staff/All users |  |  |  | |
| Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: Alexander R Hawkins | | | Date:25/09/20 | 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** | | | | |

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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. |

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 |