|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of**  required | **Athletics & Cross-Country Training** | | **Date**  required | 23/3/21 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative**  required | Mario Pulze | President | | | **N/A** |
| **Qualified/Experienced Individual\***  required | Peter Haynes | Coach, Southampton ac | | | Middle distance, endurance and steeplechase level 3. |

\* 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.

This COVID-19 Risk Assessment has been created based on the guidance from our NGB, England Athletics, and Government guidelines. England Athletics guidance can be found at:

<https://www.englandathletics.org/athletics-and-running/news/guidance-update-2021/>

Any changes to the COVID risk assessment from the previous (5/10/20) have been coloured in red.

Any questions regarding this COVID-19 Risk Assessment should be directed to the clubs COVID coordinator/president Mario Pulze at accc@soton.ac.uk.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | Club Members  Coaches  Anyone else who physically comes in contact with members of the club  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **1** | **5** | **5** | Providing hand sanitizer at sessions.  Remind members to wash their hands before and after attending sessions, for 20 seconds with soap and water.  Remind members that toilet facilities may not be available as so should wash their hands before leaving home and when returning to their home.  Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people.  Remind to avoid touching face, eyes, nose, or mouth with unclean hands.  Also remind to catch coughs and sneezes in tissues, following ‘Catch it, Bin it, Kill it’ guidance. | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | Club Members  Coaches  Anyone else who physically comes in contact with members of the club  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **2** | **5** | **10** | Members should keep 2 metres from each other at all times.  Members should not arrive at sessions more than 5 minutes before the session in due to start. Sessions will start and end staggered or at different locations to avoid members gathering.  Members should not switch groups or have any contact with members of other groups. Committee members and coaches can only lead one session at a time.  Maximum number of persons permitted at the athletics track to be set by Active Nation.  In line with England Athletics guidelines, coach/leader to athlete/runner ratio is 1:12. Therefore, for every coach or leader there can be up to 12 athletes or runners in a group. There should be no more than 3 full groups or 4 groups equivalent to 3 full groups at one time training at the track. Group runs will be kept to a group size of 6 people. | **2** | **3** | **6** | Putting up signs to remind members and visitors of social distancing guidance.  Avoiding sharing equipment.  Following one-way traffic through the buildings/venues if possible. If indoors a facemask must still be worn.  Switching to members engaging by appointment only / ticketed activities.  No spectators will be allowed at training. |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | Club Members  Coaches  Anyone else who physically comes in contact with members of the club  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **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 for example wearing face coverings. | **2** | **4** | **8** | In the case of a member getting injured at training and requires assistance, those in the same training group should be the first to aid the injured member and should avoid unnecessary contact where possible. If possible maintain social distancing. If a face covering and disposable gloves are available, they should be worn.  Following one-way traffic through the buildings/venues if possible. If indoors a facemask must still be worn.  Keeping the activity time that is not socially distance as short as possible.  Using screens or barriers to separate people from each other where possible.  Reducing the number of people each person has contact with by using ‘fixed teams or training groups’ which should not mix. |
| Covid-19 | 4. Entering Buildings | Club Members  Coaches  Anyone else who physically comes in contact with members of the club  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **3** | **5** | **15** | Reducing movement by discouraging non-essential trips within buildings and sites.  Where training groups previously gathered indoors before sessions, they will be asked to gather outdoors to allow more social distancing.  Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.  Follow one-way systems and signs in buildings.  Inform members that changing facilities will not be available so to change at home.  Remind members that toilet facilities may not be available, and if are available to avoid using them if not necessary.  Face coverings should be worn when entering a building, however, members are not required to wear them when exercising. | **2** | **3** | **6** | If the committee or any members do not believe that the building is being cleaned to a high enough standard or there are enough safety procedures in place, the management of the facility will be contacted. |
| Covid-19 | 5. Touching surfaces around buildings/ venues | Club Members  Coaches  Anyone else who physically comes in contact with members of the club  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **3** | **5** | **15** | Members should avoid touching surfaces unless necessary and should wash or sanitise their hands at the beginning and end of sessions.  Any points that are frequently touched (e.g. doors, gates and handrails) should be regularly cleaned either by the facilities staff or those leading the sessions. | **1** | **4** | **8** | If the committee or any members do not believe that the building/venue is being cleaned to a high enough standard the management of the facility will be contacted. |
| Covid-19 | 6. Protecting people who are at higher risk | Club Members  Coaches  Anyone else who physically comes in contact with members of the club  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **4** | **5** | **20** | Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category at the beginning of their membership. The COVID coordinator will then determine whether there is sufficient control measure to keep the member safe. | **2** | **5** | **10** | For those members that are high risk and don’t feel comfortable attending training, a training schedule can be provided to allow them to complete training in their own time rather than with other members. |
| Covid-19 | 7. Symptoms of Covid-19 | Club Members  Coaches  Anyone else who physically comes in contact with members of the club  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **4** | **5** | **20** | If a 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.  Any member that develops Covid-19 symptoms or tests positive Covid-19 or has to self-isolate as a result of being in contact with someone with symptoms or traveling from an area that requires a self-isolation period must inform the clubs committee. The 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 contact SUSU Activities will take advice on any actions or precautions that should be taken.  <https://www.publichealth.hscni.net/>  A list of members attending each session as well as which group they were in will be kept with members contact details. Anyone that could have been in contact with the unwell member can then be notified via email and told to self-isolate. Committee Members will maintain regular contact with members during this time. | **3** | **4** | **12** | For those members that are high risk, don’t feel comfortable attending training or cannot attend training due to them self-isolating, a training schedule can be provided to allow them to complete training in their own time rather than with other members.  Members will also be encouraged to sign up for the free non-invasive Southampton Students COVID-19 Testing Programme for regular COVID-19 tests.  Remind members to follow the University’s Track and Trace programme. |
| Covid-19 | 8. Face coverings | Club Members  Coaches  Anyone else who physically comes in contact with members of the club  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **3** | **5** | **15** | 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.  When inside buildings, members must wear face coverings. Face coverings will also be required in situations where social distancing is not possible. | **1** | **4** | **4** | Face coverings that cannot be adequately disinfected (e.g. disposable face masks) should not be used by more than one individual. |
| Covid-19 | 9. Mental Health | Club Members  Coaches  Anyone else who physically comes in contact with members of the club  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **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. Unauthorised persons at sessions | Club Members  Coaches  Anyone else who physically comes in contact with members of the club  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **2** | **5** | **10** | Only members that have booked to join the session may attend. Anyone that is not a member or has not booked that attempts to join a session will be asked to leave. | **1** | **3** | **3** | Members of groups are not allowed to switch groups or socialise with those in other groups during a session. |
| Covid-19 | 11. Travelling for physical activity | Club Members  Coaches  Anyone else who physically comes in contact with members of the club  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **3** | **5** | **15** | Members are encouraged to walk, run or cycle to training sessions and avoid public transport where possible. Social distancing must still be carried out when traveling to and from sessions and members should not travel in large groups. Members that can only attend sessions by driving should not drive with someone outside of their household.  Leaving your home - the place you live - to stay at another home is not allowed.  Continue to review guidelines prior to traveling. | **1** | **3** | **3** | Any members that have been found to have travelled to a sessions in a way that did not follow required social distancing or hygiene guidelines will not be allowed to attend the sessions to protect other members. |
| Covid-19 | 12. Sharing equipment | Club Members  Coaches  Anyone else who physically comes in contact with members of the club  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **4** | **5** | **20** | All equipment should be cleaned before and after use.  Members should avoid sharing equipment when possible.  Members should wash or sanitise their hands at the start and end of sessions. | **2** | **4** | **8** | Steeplechase barriers, water jumps, and hurdles must be thoroughly cleaned before and after each session.  Starting blocks should only be used by one athlete and thoroughly cleaned before and after each session.  Landing beds and jump’s mats should be cleaned before and after groups.  Poles for Pole Vault should be re-gripped before use and the rest of the pole should be cleaned.  Bars should be disinfected before and after use and should only be managed by one individual for the session.  Sand Pits for Horizontal Jumps should be turned and raked before and after an athlete uses it. Equipment such as rakes and measuring tapes should only be managed by a dedicated individual for each session and be cleaned before and after sessions.  Equipment used for Throws should only be used by on athlete and thoroughly cleaned before and after use. |
| Covid-19 | 13. Engaging with staff at venues (e.g Sports & Wellbeing, Active Nation) | Club Members  Coaches  Staff Members  Anyone else who physically comes in contact with members of the club.  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **2** | **5** | **10** | When entering buildings, members should use hand sanitiser where available.  Face coverings should be worn when inside buildings or where social distancing is not possible.  If a member needs to talk to a member of staff, they should keep 2m+ and should wear a face mask.  Conversations should be kept to as short of length as possible to avoid unnecessary contact. | **1** | **4** | **4** | If available, club members should stand behind the screen when talking to a member of staff at a reception.  These control measures should be followed with any other person a member may need to engage with including coaches. |
| Covid-19 | 14. Lack of awareness | Club Members  Coaches  Anyone else who physically comes in contact with members of the club.  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **3** | **5** | **15** | Sessions must be approved by the COVID-19 coordinator (Club President – Mario Pulze) to ensure they are covered by this risk assessment.  Members will be reminded to follow England Athletics, UK Athletics, and government guidance on COVID-19 at the start of their membership, the start of sessions, and whenever guidance is changed.  Committee members ensure they fully understand this risk assessment and stay up to date on all England Athletics, UK Athletics, and government guidance on COVID-19.  If members or committee are uncertain about any guidance or control measures in this risk assessment, they should direct their questions to the clubs COVID-19 coordinator (Club President – Mario Pulze). | **1** | **4** | **4** | Training venues, such as the athletics track or Sports & Wellbeing facilities should have appropriate signs around the facility to remind members of the COVID-19 guidance (e.g. social distancing and hygiene). If there are insufficient signs around the facility, the management of the facility should be made aware. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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 members with information on what hand hygiene is expected at the start of term and at the start of each session. | Committee and coaches | 12/4/21 |  |  | |
| 2 | Remind members what social distancing is expected and ensure that member and coaches are social distancing during sessions. | Committee and coaches | 12/4/21 |  |  | |
| 3 | Inform members what the procedure is when social distancing of 2 metres is not possible. | Committee and coaches | 12/4/21 |  |  | |
| 4 | Inform members what is expected when entering building and ensure members follow the guidelines. | Committee | 12/4/21 |  |  | |
| 5 | Inform members about the hazards of touching surfaces unnecessarily and to wash or sanitise their hands after touching surfaces. Ensure that cleaning procedures are followed. | Committee and coaches | 12/4/21 |  |  | |
| 6 | Request that any members in the high-risk category inform the committee before attending any sessions to ensure sufficient safety measures are in place for them. | COVID coordinator – President | 12/4/21 |  |  | |
| 7 | Inform members that if they have any suspected symptoms of COVID-19, tested positive or have to self-isolate for any reason that they cannot attend sessions. Recommend students sign up for the free non-invasive COVID-19 testing programme for UoS students. | Committee | 12/4/21 |  |  | |
| 8 | Inform members when face coverings are expected to be worn and recommend that a face covering is always with them in case needed. | Committee | 12/4/21 |  |  | |
| 9 | Ensure members are aware of the support services available to them. | Committee | 12/4/21 |  |  | |
| 10 | Inform members that they must book prior to attending sessions and take registers at the start of each session. | Committee and coaches | 12/4/21 |  |  | |
| 11 | Inform members of the rules they must follow for traveling to training sessions. | Committee | 12/4/21 |  |  | |
| 12 | Inform members what the cleaning procedures are required for using equipment and ensure that these are followed during training. | Committee and coaches | 12/4/21 |  |  | |
| 13 | Inform members how they should interact with staff members at venues to ensure the safety of both members and staff. | Committee | 12/4/21 |  |  | |
| 14 | Committee and coaches should regularly check EA, UKA and government guidance and ensure that all important information is provided to members. | Committee and coaches | 12/4/21 |  |  | |
| Responsible Committee members signature: Mario Pulze | | | | Responsible Assessor signature: | | |
| Print name: Mario Pulze | | | Date: 23/3/21 | 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  2  3  4  5 |
| 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** | | | | |

Risk process

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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 |

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