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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Badminton** | | **Date** | 08/10/2020 |
| **Committee Member (Name and Role)** | Keya Patani - President | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Patrick Adair | |
|  |  | **Signed off** |  | |

**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.

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| **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** | * Use jubilee sports centre facilities and guidelines. * Tell players to wash their hands before and after a session and to sanitise their hands regularly during a session. | **1** | **3** | **3** | Tell players to bring their own hand sanitiser if Jubilee doesn’t provide sanitiser for the sports hall.  The advice from Badminton England is that shuttle sharing is permitted as long as players wash their hands before and after play.  The club has its own shuttles which it puts between courts. We cannot sanitise the shuttles however. |
| 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** | Following badminton England guidelines for return to play.  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** | * SUBAD will follow the Jubilee sports centre regulations and protocols. * Members have been told to wear a mask when walking around the building * To maintain social distancing a booking system provided by Jubilee Sports centre will be put in place to manage session numbers. * -There will be no physical contact including handshakes or gatherings once the game has finished. * a maximum of 4 people per court and a coach that must stay 2m apart from the court. |
| 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** | Players will be 2m apart at all times when off court.  When on court, normal doubles can be played since Badminton England permits it. Players will be advised to try not to get too close to each other. | **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: * Reduce doubles play and instead play more singles and half court singles. * Staggering arrival and departure times * Reducing the number of people each person has contact with by fixing the who plays on each court. * The only touch points are the shuttlecocks and members will be told to sanitise their hands after coming off court. * No spectating is allowed. People can only sit behind a court if they are signed up to that training session and are playing on that court and are having a rest from playing. We closely monitor who attends training and make sure that there are no spectators. |
| 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** | * Players attending a session will not be able to move between courts. Where there are 6 people on a court they can only rest directly behind their allocated court. | **2** | **3** | **6** | * Allocate court groups before session and not have movement between courts. * Shuttles will be placed by each court so there will be no movement to get shuttles * Members will be told to wear a mask when moving around the building and wear the mask when not playing on court. |
| 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 |  |  |  | * The risk assessment will be uploaded for all players to see. * All communications will be through the SUBAD facebook page and before each session players will be reminded to wash their hands and sanitise. * If any player does not have facebook, they will be emailed on their university email. * Players should place their badminton bags 2m apart behind the court they have been allocated and not move for the duration of the session. * Where sessions are divided in 2, the players of the first session will leave 15 mins before the players of the 2nd session arrive. * We use the Sports and wellbeing booking system to ensure that the numbers coming to our session comply with the venue capacity and rules. From now on all sessions will have 20 people until further notice. |  |  |  | * We have a sign up in place so that once people have booked through sports and wellbeing they tell us and we allocate them to a court. This is posted on our Facebook group that has all our members on it. * All members have been told that there are no changing rooms and showers. They have been told that they must bring their own water bottles and they cannot drink from the fountains. |
| 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 * 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** | * If there are a large number of at risk people then we will think about keeping one of the sessions just for them each week so they can play and be in the same group each week. * COVID officer from club will come to the hall slightly earlier to make sure that everything is okay. |
| 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 s 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** | * We cannot really provide an alternative for people who are shielding in their homes but we will involve them in all social events via an online video chatting platform such as Microsoft teams. * We will also try and set up a scheme whereby is a person gets ill and has to quarantine, someone in the club can volunteer to drop of their groceries to them safely if feasible. |
| 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 |  |  |  | * Everyone attending a session must wear a mask until they enter the hall. * They will not have to wear a mask during play as per Badminton England guidelines. * Members will be asked to wear face masks when travelling to matches when appropriate |  |  |  | * 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** | * The president has taken the WIDE training and the welfare officer will also take the WIDE training. The president has created a summary document of resources given in the WIDE training and the social secretaries and welfare officers have access to this to ensure that they can guide anyone suffering from any problems to the right place and offer support. * Promotion of mental health resources will be done on the SUBAD facebook group for 2020/21. | **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. * The Badminton England guidelines will be strictly adhered to: https://www.badmintonengland.co.uk/media/8903/rtp-clubs-2.pdf | **2** | **5** | **10** | * The president will clearly communicate the protocol for each training session so that COVID safe play can ensue. * The COVID officer will arrive to training early to make sure everything is in order. We will make sure that we comply in accordance to Sports and Wellbeing’s policies. * Players will come changed and ready to play so that they do not have to leave the sports hall at all (only to go to the toilet) |
| 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 |  |  |  | * Continue to review guidelines prior to traveling. * There will be no travelling until Jan 2021 when BUCS matches resume. |  |  |  |  |
| 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 |  |  |  | * Players will be told not to share equipment such as rackets. They will be told to bring their own water bottles and towels. * Shuttles will be shared but a tube will be allocated to each court of 6 people and people from other courts will not be able to use shuttles from a court that is not theirs. |  |  |  | * Players will be told to sanitise their hands after coming off court and then wash their hands thoroughly after the session. |

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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 | Players will be advised to wash hands thoroughly before and after each session and hand sanitise in between. | Committee |  |  |  | |
| 2 | Communicate social distancing at training sessions policy to players. | Players and coaches | 5/10/20 | 31/10/20 |  | |
| 3 | We will review our sessions and reduce numbers if social distancing cannot be maintained but this is unlikely. | Committee |  | 31/10/20 |  | |
| 4 | Get familiar with the chosen booking system. We will be using the Jubilee sports centre mandatory system. Committee will allocated people to courts. | President/VP/welfare officer | 5/10/20 | 31/10/20 |  | |
| 5 | Communicate changes to group. | President | 5/10/20 |  |  | |
| 6 | Identify high risk participants and determine and determine what they would prefer in terms of training. The risk assessment will be shared with them allowing them to make their own decision. | President | 17/5/20 | 31/10/2020 |  | |
| 7 | Implement the use of the booking system and review how well it is working. | President, vice president and welfare officer. | 31/10/20 |  |  | |
| 8 | Communicate the face covering policy to all players | Committee | 5/10/20 |  |  | |
| 9 | Promote mental health resources to all players | Welfare officer, Social secs. | 05/10/20 | 29/01/21 |  | |
| 10 | Send Badminton England’s guidelines to all committee members | President | 31/7/20 | 5/10/20 |  | |
| 11 | Review travel guidelines. | Committee, members |  | 10/1/21 |  | |
| 12 | Communicate the guidelines to the players.  . | committee | 5/10/20 |  |  | |
| Responsible Committee members signature: | | | | Responsible Assessor signature: | | |
| Print name: Philly Broadbent | | | Date:08/10/20 | Print name: Patrick Adair | | Date:08/10/2020 |

**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  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 |

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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

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.

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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. |