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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Baseball and Softball Training** | | **Date** | 01/08/20 |
| **Committee Member (Name and Role)** | Daniel Gonsalves - President | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Charlotte Brown - Coach | |
|  |  | **Signed off** | ***Charlotte Brown*** | |

**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.

| **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 | **Hand washing** | Club members, Coaches | **1** | **5** | **5** | Advise members to bring their own hand sanitiser  Providing hand sanitiser around the environment  Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people  Providing hand drying facilities – paper towels | **1** | **3** | **3** |  |
| COVID-19 | **Social Distancing** | Club members, Coaches | **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** | Have members “book” in advance so we know how many people to expect |
| COVID-19 | **Social Distancing – Where people are unable to keep required distance** | Club members, Coaches | **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** | Keep the activity time involved as short as possible  Keep different activity groups 2m apart  Reduce the number of people each person has contact with by using ‘fixed teams or partnering’ |
| COVID-19  New training methods | **Safety Briefing** | Club members, coaches | **2** | **5** | **10** | Ensure the RA is uploaded on Groups Hub and request members download and read it.  Use 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.  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) | **1** | **5** | **5** |  |
| COVID-19 | **Ensuring safety of High Risk Members** | Club members, Coaches | **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 | **2** | **5** | **10** |  |
| COVID-19 | **Helping members displaying symptoms** | Club members, Coaches | **4** | **5** | **20** | If member becomes unwell with a new continuous cough or a high temperature, they will be told to remain at home.  Committee members will maintain regular contact with members during this time.  Keeping training attendance to see who else could have been affected and informing them in a timely manner  If advised that a member has developed Covid-19 and that they were recently in contact with member, 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 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  Resultant  Mental Health issues | **Helping with mental health** | Club Members, Coaches | **3** | **5** | **15** | Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through WIDE training  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  Travelling to training | **Minimising contact whilst travelling to training** | Club members, coaches | **3** | **5** | **15** | Where possible, avoid public transport to get to training.  If public transport cannot be avoided, ensure members wear face masks and wash their hands before training commences.  Only travel in cars with people in the same household. | **2** | **3** | **6** |  |
| COVID-19  Sharing Equipment | **Reducing spread from**  **shared equipment** | Club Members, Coaches | **3** | **5** | **15** | Before the session, all the equipment used will be disinfected.  Between uses of the equipment, it will be disinfected using sanitary wipes and sprays.  At the end of session, all equipment used will be disinfected.  Where possible, people will use their own equipment.  Wash hands thoroughly before and after use.  Individual gloves and helmets will be assigned to a specific member and only that member will use them. | **2** | **3** | **6** |  |
| COVID-19  Contact Activities | **Minimising contact** | Club Members, Coaches | **2** | **5** | **10** | Where possible, limit tagging practice in sessions.  Brief members before each session about making contact with other members not from their household  Wash hands as soon as possible after contacting someone else  Ensure members are wearing facemasks when training in close proximity (<2m) to one another | **1** | **3** | **3** |  |
| COVID-19 | **Physical Activities** | Club members, Coaches | **3** | **5** | **15** | Adhere to the measures set out in the BSUK Return to Play document  <https://www.baseballsoftballuk.com/document/return-to-play-framework> | **2** | **3** | **6** |  |
| COVID-19 | **Track and Trace** | Club members, Coaches | **3** | **5** | **15** | Implement track and trace protocols – The Committee member responsible for running training will scan the university QR code at the start of training.  Club members will be asked to give their names and university email to the committee member at the start of training – these will be held for 3 weeks in accordance with GDPR | **2** | **3** | **6** |  |

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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 |  |  |  | |  |  | |
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| 12 |  |  |  | |  |  | |
| Responsible Committee members signature: | | | | | Responsible Assessor signature: | | |
| Print name: | | | | Date: | 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. |