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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Baseball and Softball Training** | | **Date** | 24/09/20 |
| **Committee Member (Name and Role)** | Daniel Gonsalves - President | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Matthew Tebb - Coach | |
|  |  | **Signed off** | ***Matthew Tebb*** | |

**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)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| COVID-19 | **Hand washing** | Club members, Coaches, Taster Session Attendees | **1** | **5** | **5** | Enforce hand washing before and after the training session  Provide hand sanitiser to everyone at the taster day | **1** | **3** | **3** |  |
| COVID-19 | **Sharing Baseball Gloves – spreading disease** | Club members, Coaches, Taster Session Attendees | **2** | **5** | **10** | Provide anyone sharing equipment with disposable, non-latex gloves that can be put on before putting on the club gloves. | **1** | **3** | **3** | Have disposable gloves disposed of immediately after use. |
| COVID-19 | **Social Distancing – Where people are unable to keep required distance** | Club members, Coaches, Taster Session Attendees | **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, Taster Session Attendees | **2** | **5** | **10** | Do a briefing before the taster session informing every one of the “COVID-safe” measures in place  Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity) | **1** | **5** | **5** |  |
| COVID-19 | **Person displaying symptoms** | Club members, Coaches, Taster Session Attendees | **3** | **5** | **15** | Send e-mail to all members wishing to attend session informing them to not attend the taster day if they are displaying symptoms | **2** | **5** | **10** |  |
| COVID-19  Sharing Equipment | **Reducing spread from**  **shared equipment** | Club Members, Coac, Taster Session Attendees hes | **3** | **5** | **15** | Before the taster sessions, 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 sessions, all equipment used will be disinfected.  Wash hands thoroughly before and after use. | **2** | **3** | **6** |  |
| COVID-19  Contact Activities | **Minimising contact** | Club Members, Coaches, Taster Session Attendees | **2** | **5** | **10** | 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 in close proximity (<2m) to one another | **1** | **3** | **3** |  |
| COVID-19 | **Physical Activities** | Club members, Coaches, Taster Session Attendees | **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, Taster Session Attendees | **3** | **5** | **15** | Name and email will have been collected in the sign up (limited to 25 per session)  Ask attendees to inform president if they display symptoms after the session  Use data according to GDPR guidelines | **2** | **3** | **6** |  |
| COVID-19 | **Batting Practice** | Club members, Coaches, Taster Session Attendees | **3** | **5** | **15** | Wipe bat handles between uses  When passing off for cleaning, hold bat by barrel, not handle | **2** | **3** | **6** |  |
| COVID-19 | **Throwing and Catching** | Club members, Coaches, Taster Session Attendees | **3** | **5** | **15** | Wipe balls and outsides of gloves between uses with antiviral wipes | **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 |  |  |  |  |  | |
| 2 |  |  |  |  |  | |
| 3 |  |  |  |  |  | |
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| 12 |  |  |  |  |  | |
| Responsible Committee members signature: D. Gonsalves | | | | Responsible Assessor signature: M. Tebb | | |
| Print name: Daniel Gonsalves | | | Date:24/09/20 | Print name: Matthew Tebb | | Date:24/09/20 |

**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. |