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| **Risk Assessment** | | | | |
| **Primary purpose of being on-site** | Water training sessions and use of the boat shed facilities. | | **Date** | 19th July 2020 |
| **School/Faculty/Directorate** | Sport and Wellbeing | **Assessor** | Alex Dalgliesh | |
| **Line Manager/Supervisor** | James Topping | **Primary site/location** | University Watersports Centre, University of Southampton | |
| **Task/activity/travel frequency** |  | **Task/activity/travel duration** |  | |
| **Brief details/comments** | In line with Government and National Governing Body guidance we wish to open the University Watersports Centre to facilitate members and staff for water training. | | | |

***Roles identified as being suitable for working from home:***

***The following assessment should be carried out. The risk hierarchy is applicable to determining measures to control all risks. For the purposes of assessing the risks of Covid-19 the measure of Elimination and Reduction is beyond our control. You should therefore only consider Isolation, admin processes and personal protection.***

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| **(1) Risk identification** | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Inherent** | | | **Control measures (use the risk hierarchy)** | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** |  | **Likelihood** | **Impact** | **Score** |  |
| Students and staff working/ training in same area | Spread of Covid-19 amongst other club members, and potentially external members too, e.g. Winchester | 3 | 3 | 9 | Implement social distancing where possible:   * Utilise outside spaces whenever possible * Remind members to stay home if symptomatic * Remind members not to share equipment, food. * Discourage social interaction which cannot be carried out safely * Where possible the number of people each person has contact with should be reduced by using "fixed teams or partnering" (so each person works with only a few others). | 2 | 3 | 6 | Consider the provision of separate facilities for employees at higher risk  Consider keeping doors open (where fire-safety requirements permit) to reduce need to touch doors after washing hands. |
| Use of communal spaces, i.e the changing rooms and boat shed | Spread of Covid-19 amongst members and coaches | 3 | 3 | 9 | Implement social distancing:   * Provide simple induction to remind employees of personal hygiene measures before and after every visit to the toilet, access to fresh water, printer area or other communal area * Increase frequency of cleaning in communal areas e.g. corridors, doors, toilets * Remind members to stay home if symptomatic * Remind members to bring in their own food and not to share. * Limit the number of members in a building at one time. The changing rooms should be used for the bathroom facilities and only for members who cannot change prior to an outing (i.e. coming straight from lectures). These rooms can be used to store belongings during sessions.   Provide means of opening door without touching it i.e. use of paper towels with bin outside | 2 | 3 | 6 | Consider the provision of separate facilities for employees at higher risk  Consider keeping doors open (where fire-safety requirements permit) to reduce need to touch doors after washing hands. |
| Employees with severe chronic or underlying health condition / over the age of 70 | Severe illness if infected.  Long term sickness absence.  Risk of non-compliance with government guidance. | 5 | 5 | 25 | * Eliminate the risk by reducing exposure, as they cannot work from home, that isn’t an option, they should work accordingly to the government guidelines and at their own decision. | 1 | 5 | 5 |  |
| Fire | A fire may break out on site whilst work is being completed on site. | 1 | 5 | 5 | * Assumption is that the Responsible Person for the University has carried out checks on your building in the following areas:   + Emergency lighting suitable, sufficient and maintained.   + Suitable number fire extinguishers available in required locations.   + The sprinkler system including head's maintained (if fitted).   + Dry / wet risers inspected and maintained (if installed).   + Fire blankets available in required location.   + Fire alarm and detection system for the building tested, inspected, maintained with direct notification of activation to CCR.   + Means of escape clear.   + Fire doors provided and maintained in good working order.   + Building has suitable lightening conductors / protection.   + The fire risk assessment suitable & sufficient / current. * Ensure high risk work is sufficiently supported on site with technical expertise. * Line managers to ensure employees are supervised and that Health & Safety policy and housekeeping is adhered to. * Ensure trained fire wardens are included among those returning to work on campus.   Or   * ensure employees are aware of the need to self-evacuate upon hearing the alarm and must not re-enter the building until given the all clear by security. | 1 | 5 | 5 |  |
| Members and staff wellbeing | Adverse ill-health. Sickness absence. Poor concentration leading to mistakes. | 3 | 3 | 9 | * Regular communication is in place (individual and group) to ensure members are not ill-informed about returning to work safely. * Members who are in vulnerable groups themselves or caring for others are encouraged to contact a **member** **of** **committee** to discuss their support needs * Members are made aware of supportive mechanisms available to them (e.g. Student Life, S+W, GPs etc.) | 2 | 3 | 6 | Risk cannot be mitigated any further by the employer  (Welfare Secretary and Committee are more responsible for members’ wellbeing) |
| Virus transmission at the boat hard | Ill-health. Sickness absence. Spread of infection to others. Productivity loss. | 3 | 4 | 12 | * Specific individuals with predisposing health conditions will be at higher risk. * A process is in place and clearly understood for the proactive monitoring and checking that preventative and protective control measures are implemented in line with current health and safety general duties. * Captains and coaches to keep track of ill-absences. * Be mindful that members may have had time away from the boat hard and so could have forgotten normal procedures etc. * Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands. * Alcohol hand gel has been placed at high use areas to the workplace and in other areas where they will be seen. (changing rooms, boat shed) * The government’s e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice. * Advice is shared with members and should be kept up to date with current advice on staying protected through the company lines of communications (i,e committee, captains) and shared with staff. * All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines. * Members will be informed to self-isolate if they have a person living in the same household or if they’ve been in contact with someone displaying COVID-19 symptoms | 2 | 4 | 8 | Risk cannot be mitigated any further by the employer |
| Residue virus on surfaces | Ill-health due to viral spread. Sickness absence. Spread of infection to others, potentially serious outcomes to high risk individuals. Productivity loss. | 3 | 4 | 12 | * Previous knowledge of ALL individuals attending the boat hard for sessions etc. and should be accurately documented when sent to Sport and Wellbeing regarding outings. If there are subs, be sure to drop them an email notifying a change. * **A daily clean of all used surfaces in the Centre will be undertaken.** * Members should avoid touching common pieces of equipment such as tools/blades/lifejackets (see below) and use only dedicated equipment, i.e. their relevant part of the boat when carrying, coordinating with their seat number. * All blade handles should be disinfected at the end of each outing with relevant cleaning equipment.. * essment is provided for the substances in use * Correct PPE is provided for the use of cleaning materials | 2 | 4 | 8 | Risk cannot be mitigated any further by the employer  **Persons responsible are ALL members, however, boatman and captains should keep an eye on this and notify Sport and Wellbeing if cleaning/ disinfectant products run low (or committee if we buy them ourselves)** |
| Use and sharing of lifejackets | Spread of Covid-19 | 3 | 3 | 9 | * Lifejackets are shared amongst coxwains, coaches and launch-users   According to the Safe Boating Campaign:   * Clean, hand wash or sponge down in warm, soapy water; do not to submerge the inflator. Rinse your PFD with clean water and hang to dry on a plastic coat hanger. Do not dry-clean, use chlorine bleach, or apply direct heat. Always store your fully dried PFD in a warm, dry, well ventilated place out of direct sunlight. Inherently buoyant PFDs (foam) are cleaned in the same manner except they may be fully submerged.   If you must reuse your product within 72 hours, the following precautionary guidance is suggested. (Safe Boating Campaign)   * COVID-19 virus may exist 3 days on or in clothing.  Virus can exist longer on porous surfaces. * Synthetic fabrics, plastic and metal surfaces may harbour the virus longer. * Buckles, zippers, other hardware and hook/loop fasteners (e.g. Velcro®) are hard to clean due to crevasses and metal/plastic construction. * Using 60 – 90% solutions of alcohol sprayed/wetted on these components is acceptable. * Avoid spraying inflatables with specific disinfectants that are detrimental to the fabric. e.g. bleach-based products. * Do not machine launder life jackets. * Life jackets should be hand-washed with gloved hands – wash as hot as possible (< 60C) to kill virus. * Ensuring complete drying is critical, heated air drying is encouraged < 60C * Virus likes moisture and can survive in cold – virus dies by drying out and by heat, which some fibres can enhance.   Do not share garments. If the club does not have enough lifejackets currently for all members, renting or buying more needs to happen. | 2 | 3 | 6 |  |
| Working environment | Poor wellbeing. Increased risk of viral spread if infection present. | 2 | 3 | 6 | * Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). * Measures can be taken to control temperature extremes and/or humidity levels. * Natural ventilation is available in the workplace where possible, e.g. windows or open doorways. * Ventilation systems have been adequately maintained and serviced. | 1 | 3 | 3 |  |
| Travelling to the boat hard | Risk of viral infection if using public transport or there is increased contact with others. Increased potential for viral spread further | 3 | 4 | 12 | * Sufficient parking restrictions to maintain social distancing measures in place. * Members will be advised to use their own transport where possible, i.e. walk/ cycle/ drive * Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc * If public transport is unavoidable, members should be aware of the risk they are adding to themselves and others, so should act accordingly by wearing appropriate PPE. | 1 | 4 | 4 |  |
| Entry and exit to and from buildings/site | High risk contact spots can spread the infection quickly to anyone who touches them. | 3 | 3 | 9 | * Access and exit from a building should be enabled without the need for physical touching where possible. * Hand sanitiser pumps should be available in every building (changing rooms and boat shed) * Signs displayed reviewed and replaced as necessary. * Members and staff will not be allowed to enter the building unless in an emergency. | 1 | 3 | 3 | All members are responsible for telling boatman if hand sanitiser pumps run out. |
| Water | Poor water management can lead to legionella – severe illness. Can make the employee much more susceptible to other illnesses and viruses such as Covid-19 | 3 | 5 | 15 | * Tanks and taps inspected and maintained. * Suitable controls in place to reduce the risk of legionnaires disease. * weekly flushing of all hot water outlets as per normal departmental procedures. Or when completing weekly empty building checks for Planon. * Drinking water facilities safe for use i.e. bottled water for personal use. | 1 | 4 | 4 |  |
| Toilet use | Spreading of COVID19 | 3 | 5 | 15 | * Members and staff to access toilets in the changing rooms but be mindful of others using the facilities and form an orderly queue outside if occupied. Social distancing and good personal hygiene must be maintained. * A slipway for toilet access is not presently possible. * Toilet facilities will be regularly cleaned as before. | 1 | 3 | 3 |  |
| Use of the worktop for repairs (Boatman) | Spreading of COVID19 | 3 | 5 | 15 | * Tools are stored at the back of the boat shed and are only to be used by the Boatman unless if sanitised before and after use. * Any tools used from other areas of the workshop must be sanitised before and after each use. | 1 | 3 | 3 |  |
| First aid provision | Spreading of Covid-19 | 3 | 4 | 12 | * Updates from RLSS / RYA / HSE for qualified first aiders to be implemented and recorded * Specific PPE is required (face masks & shields & gloves) | 2 | 3 | 6 |  |
| Virus transmission of other activity not covered in this RA | Spreading of Covid-19 |  |  |  | * Covered by a specific separate Risk Assessment * With no risk assessment= no activity |  |  |  | * All Club Activity * All school / college activity * All Team Building Activity |

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| ***PART G – Approval*** | | | | | |
| **Declaration by responsible manager:** I confirm that this is a suitable & sufficient risk assessment for the activities identified above and that all residual risks can be reduced to as low as is reasonably practicable (green). | | | | | |
| **Signed** | Alex Dalgliesh | **Print name** | ALEX DALGLIESH | **Date** | 09/09/2020 |
| **Declaration by Faculty/Directorate senior manager authorised by the Dean/COO:** I approve this assessment, confirm it is included within University insurance and accept the risks identified. | | | | | |
| **Signed** |  | **Print name** |  | **Date** |  |
| **Declaration by Dean/COO:** I approve this assessment but understand some of the activities are excluded from University insurance and/or acknowledge that the residual risks remain high. | | | | | |
| **Signed** |  | **Print name** |  | **Date** |  |

* The boat shed, touching things
* The workshop area, life jackets that are shared? Should they be named for each person to avoid sharing?
* The fuel store, touching the same things in there?
* Shouting near others? Keeping distance?

**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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| 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. |

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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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| --- | --- |
| Likelihood | |
| 1 | Rare |
| 2 | Unlikely |
| 3 | Possible |
| 4 | Likely |
| 5 | Very Likely |

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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| ***PART H – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | Print name: | | Date |

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| ***PART I - Approval*** | | | | | | | |
| **Declaration by users:** I confirm that I have read this risk assessment, understand the controls outlined herein and will report to the responsible manager any incidents that occur or any shortcomings I find in this assessment. | | | | | | | |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
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