|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | Southampton University Ladies Cricket Club  | **Date** | 16/09/2020 |
| **Committee Member (Name and Role)** | Melissa Story – President | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Graham Dodsworth, ECB level 2 coach  |
|  |  | **Signed off** | Image.jpeg |

**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 | 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** | * Providing hand sanitizer around the environment, in addition to washrooms
* Enforced and frequent cleaning and disinfecting of objects and surfaces that are touched regularly, especially shared equipment in-between use by different people
* Enhancing cleaning for busy areas
* Setting clear use and cleaning guidance for toilets
* Providing hand drying facilities – either paper towels or electrical dryers
 | **1** | **3** | **3** |  |
| 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** | 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** | * Putting up signs to remind members and visitors of social distancing guidance
* Avoiding sharing workstations and equipment
* Using floor tape or paint to mark areas to help people keep to a 2m distance
* Arranging one-way traffic through the location if possible
* Switching to members engaging by appointment only / ticketed activities
 |
| 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** | 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** | * Where it’s not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:
* Considering whether an activity needs to continue for the Club/Socs to operate
* Keeping the activity time involved as short as possible
* Using screens or barriers to separate people from each other
* Ensuring under NO circumstances that players come in contact with one another
* Using back-to-back or side-to-side sitting whenever possible
* Staggering arrival and departure times
* Reducing the number of people each person has contact with by using *‘fixed teams or partnering’*
 |
| 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** | * Reducing movement by discouraging non-essential trips within buildings and sites.
* Reducing task rotation and equipment rotation, for example, single tasks for the activity.
* Reducing the number of people in attendance at site inductions and consider either holding them outdoors wherever possible with social distancing or staggered attendance.
 | **2** | **3** | **6** |  |
| Covid-19 | 5. Explain clearly the changes you are planning to make to ensure everyone’s safety | * 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
 |  |  |  | * Ensure the RA is uploaded on Groups Hub and request your members download and read it.
* Use your social media and Club/Society communication channel to make all the members aware about the changes in your activities and encourage them 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)

  |  |  |  |  |
| Covid-19 | 6. Protecting people who are at higher risk | * 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 fill out compulsory membership form and clarify if they have any specific health conditions which may put them in the ‘at risk’ category
* Planning for people who are unable to engage in person
* Provide meaningful alternative activity for those who are shielding
* 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** |  |
| 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 high temperature, they will be sent home and advised to follow the stay at home guidance (14 days self-isolation).
* 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 other members, 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** | * 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
* Offering members the safest available roles in an activity
* Planning for members who need to self-isolate.
 |
| 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
 |  |  |  | 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.Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-  Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face and must cover the wearer’s mouth and nose.  |  |  |  | * Planning for people working and supporting the club at home who have someone shielding in their household; helping members at increased risk to participate from home, either in their current role or an alternative role.
* Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.
* **When travelling to training or games and when inside SUSU affiliated buildings face coverings should be used**

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** | * 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. 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 training/matches
* People can now go outside more than once a day for exercise alone or with their household, or with up to five people from outside their household providing they observe social distancing.
* Many facilities associated with outdoor sports and physical activities can reopen, if those responsible for them feel ready to do so and if they can do so safely. This includes basketball and tennis courts, playing spaces like golf courses (public and private), playing fields and water sports.

 \**Each specific sport should check the guideline of their National Governing Body i.e ECB* | **2** | **5** | **10** | * People can now go outside more than once a day for exercise in groups of up to six people, as long as people from different households observe social distancing by keeping two metres apart.
* All of this must be done safely and responsibly, and if someone is planning to exercise or take part in some activity in a small group they should familiarise themself with all the government guidance around social distancing and hygiene, in particular.
 |
| Covid-19 | 11. Travelling for matches  | * 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
 |  |  |  | * You can travel for physical activity. Ideally use your nearest, local appropriate venue to reduce pressure on public transport.
* You can travel to outdoor open space irrespective of distance.
* You should not travel with someone from outside your household unless you can practise social distancing - for example by cycling. It is not possible to practice effective social distancing in small vehicles. You should consider all other forms of transport before using public transport.
* Leaving your home - the place you live - to stay at another home is not allowed.
* Continue to review guidelines prior to traveling
 |  |  |  |  |
| Covid-19 | 12. Sharing equipment and kit  | * 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
 |  |  |  | * Follow sensible precautions and **clean equipment in between users with disinfectant wipes**, and to follow [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE)
* Avoid sharing cricket equipment where possible
* Each member is expected to supply their own pair of **batting inners** if they require using the club’s spare batting gloves. It will be their responsibility to wash these between weekly training sessions.
* **If playing kit is borrowed for matches, members will wash this before returning it to the club.**
 |  |  |  | * Where possible we recommend that you limit sharing of equipment, for example you should use your own tennis racquet, golf club or basketball, but if you have to share then practise strict hand hygiene.
* If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use, as well as all the equipment used.
 |
| Covid-19  | 13.Sharing cricket balls  | •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** | * As per the ECB guidelines suggest the use of hand sanitiser **every 6 overs or 20 minutes** whichever comes sooner.
* Clean the ball with antiseptic wipes regularly / between activities
* Every member should use their own ball where possible
* No saliva or sweat should be intentionally put on the ball at any time
 | **2** | **3** | **6** | * Avoid touching the face after touching the cricket ball until you sanitise your hands.
* If someone mistakenly puts saliva on the ball the ball must be cleaned immediately, and everyone must sanitise their hands
* Encourage use of sweatbands on wrists to limit contact with face and transmission of sweat onto the ball
 |
| Covid-19 | 14.Training sessions  | •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** | * As per the ECB guidelines we will train in groups **no larger than 30**
* All participants will be told to complete a personal symptom check before attending any session
* Everyone member will have their contact details recorded through a membership form to help with NHS track and trace
* When training, social distancing measures should always be adopted
* **People will have to sign up prior to the session so we can keep track of numbers**
 | **2** | **3** | **6** | * Batters should also run 2 meters apart when running up and down the pitch
* Ensure we follow all governing body guidelines https://www.ecb.co.uk/news/1717108/ecb-share-guidelines-for-the-return-of-recreational-cricket
 |
| Covid-19 | 15. Specific use of Building 42, Places Leisure Centre and Dummer Cricket Centre | 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** | * Follow the one-way system when entering and leaving the premises
* Use a facemask when in the building and at all times when not actively participating
* Everyone should sanitise hands regularly and keep distance from others
* **Do not arrive earlier than 5 minutes before the booking**
* Anyone with pre-existing health conditions should let the committee know via membership form
* **Members should come already changed**
 | **2** | **3** | **6** | * Everyone should follow all sport and wellbeing advice surrounding use of the TS sports hall and watch the induction video when out
* Everyone should follow all guidance laid out by the Dummer Cricket Centre - <https://seriouscricket.co.uk/cricket-centre-covid-19/>
* Everyone should follow all guidance and social distancing precautions advice from Eastleigh Leisure Centre - https://www.placesleisure.org/reopening/
* The session will finish 15 minutes early as per sport and wellbeing rules to allow for cleaning (12.30-2.15)
* We will sanitise all equipment used by the club
 |

|  |
| --- |
| ***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 | Ensure enough hand sanitiser and antiseptic wipes are purchased for training sessions  | President and Treasurer  | 05/10/2020 | 05/10/2020 |  |
| 2 | Ensure this risk assessment is shared with members and coaches and read thoroughly | Vice-President  | 01/10/2020 | 01/10/2020  |  |
| 3 | Gather information from any member with underlying health conditions  | President  | 01/10/2020 | 01/10/2020 |  |
| 4 | Ensure members planning to use shared club equipment buy batting inners  | Captains | 01/10/2020 | 01/10/2020 |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| Responsible Committee members signature:  | Responsible Assessor signature: Image.jpeg |
| Print name: Melissa Story: President  | Date:16/09/2020 | Print name: Graham Dodsworth | Date: 18/09/20 |

 **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. 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

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.

|  |
| --- |
| 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.  |