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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Ballet society** | | **Date** | 16/09/20 |
| **Committee Member (Name and Role)** | Cristina Beams (president) | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Stacey Barnett (Ballet teacher) | |
|  |  | **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.

| **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 | 1. Hand washing | * Ballet Society 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 * Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially 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** | * Making sure students are aware of the hand sanitizer points located outside the MPS and the importance of hand hygiene * Ensure all students wash hands upon entry to the MPS * Ensure the Ballet committee clean and disinfect the equipment and surfaces that are regularly touched, such as ballet barres and door handles, in-between use by different people |
| Covid-19 | 2. Social Distancing | * Ballet Society 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   * Making sure everyone stays in their designated space on the barre and in the center to maintain a safe distance and explaining this before each class (total predicted 15-25) | **2** | **3** | **6** | * Putting up signs in and around the MPS to remind members and visitors of social distancing guidance. * Avoid touching equipment other than a member designated barre spot. * Using floor tape or paint to mark areas to help people keep to a 2m distance. * Arranging one-way traffic through the MPS. * Ensuring members sign up prior to the class so class sizes can be calculated and restricted to not exceed distancing measures |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | * Ballet Society 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, such as frequent hand washing and wearing face coverings (mask or visor) | **2** | **5** | **10** | Where it’s not possible for people to be 2m apart, these factors will manage the transmission risk by:   * Considering whether a class needs to continue for the ballet society to operate. * Keeping the activity time involved as short as possible. * Staggering arrival and departure times. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’. * Reducing class sizes to ensure a safe distance. |
| Covid-19 | 4. Movement around Buildings | * Ballet Society 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 holding them outdoors wherever possible with social distancing. | **2** | **3** | **6** | * Have a one-way system to and from the MPS if possible. * staggering entrance and exit times to prevent mass movement. * Use of floor tape around/outside the MPS to encourage safe distancing and queuing whilst waiting to enter the MPS |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely | * Ballet Society 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 encourage members to download it and read it prior to the class. * Use social media and emails to make all members aware about the changes in 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). |  |  |  | * Add a COVID and precautions reminder to our weekly email to reassure the members of our measures |
| Covid-19 | 6. Protecting people who are at higher risk | * Ballet Society 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. * 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. * Planning for members who need to self-isolate. | **2** | **5** | **10** |  |
| Covid-19 | 7. Symptoms of Covid-19 | * Ballet Society 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 a 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 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** | * Planning for members who need to self-isolate.   Plan virtual ballet classes to ensure a meaningful alternative is met for people that fall into this category:   * People who are unable to engage in person * Those who have someone shielding in their household and have to stay at home * Those at increased risk * Those that need to self-isolate |
| Covid-19 | 8. Face coverings | * Ballet Society 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. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.  Wearers must be clean shaven. |  |  |  | * Planning for people working and support the ballet society at home who have someone shielding in their household; helping members at increased risk to take class from home * 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 | * Ballet Society 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 members will identify the USD wellbeing officer to members so they can gain support * 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 | * Ballet Society 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 * Dance studios are now open and guidance should be followed as recommended by the Government <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities> | **2** | **5** | **10** | * People are now able to meet inside 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 physical activity | * Ballet Society 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 |  |  |  | * Government guidelines highlight that members can travel for physical activity, if using appropriate transportation. * Ensure we promote of correct forms of travel to the activity, such as walking and cycling instead of public transport if possible. * If members have to use public transport, make sure they are aware of how to travel appropriately. * Continue to review government guidelines regarding transport to physical activity. |  |  |  |  |
| Covid-19 | 12. Sharing equipment | * Ballet Society 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 |  |  |  | * Wipe down the barres in between uses as well as at the beginning and the end of class. * leave sufficient time in between classes to ensure that the barres have been cleaned properly before use * Follow sensible precautions and follow [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE) |  |  |  | * Where possible limit sharing of equipment and practise strict hand hygiene. * Wash your hands thoroughly before and after using the barres, as well as all the equipment used. * Ensure committee members have washed their hands before moving the barres at the start/end of class. * Give members the option whether they want to use the barres or not so they feel comfortable |

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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 | Ensure that all members wash their hands upon arrival into the MPS | Cristina Beams | 1/10/20 | 1/12/20 |  | |
| 2 | Make sure that windows are open throughout class to allow ventilation | Cristina Beams | 1/10/20 | 1/10/20 |  | |
| 3 | Make sure class is paid for via bank transfer to avoid handling of money | Cristina Beams | 1/10/20 | 1/10/20 |  | |
| 4 | Ensure sign ups are taken place before class to control numbers and safe social distancing | Cristina Beams | 1/10/20 | 1/10/20 |  | |
| 5 | Ensure members have downloaded and read the RA prior to coming to class | Cristina Beams | 1/10/20 | 1/10/20 |  | |
| 6 | Make sure that committee members regularly clean the barres in between classes | Cristina Beams | 1/10/20 | 1/10/20 |  | |
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| 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. |