|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Southampton University Ladies Hockey Club** | **Date** | 30/03/21 |
| **Committee Member (Name and Role)** | Lauren Thomas – Club Captain | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Tim Claridge - Coach |
|  |  | **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:

þ *Read the latest Government updates and guidelines*

þ *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)*

þ *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*

þ *Share the results of the risk assessment with your members and on your website and Groups Hub, this has to be available for download.*

þ *Check in advance if the facilities you want to use have reopened and their guidance for returning to activity*

þ*Register any activities that your club is planning to organise on SUSU website at least 5 working days before the activity will take place*

þ *Check the RA of any venue/location or facility where the Club or Society intend to hold the event and share guidance with members*

þ *The activity can go ahead once you have received the confirmation from SUSU staff.*

As a SUSU affiliated Club or Society, we must protect people from harm. This includes taking reasonable steps to protect our members and others from coronavirus. This risk assessment helps manage risk and protect people. In this Risk Assessment we:

* 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.

**Review and Revision**

This risk assessment is intended to be a living document and will be subject to continual review of its effectiveness and adequacy. In particular, the Health and Safety Lead for the club and the Lead Coach will review this Risk Assessment including the Further Controls and Action Plan specified after:

* Any changes to the UK government advice on the Return to Recreational Team Sport Framework

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

* Any changes to England Hockey’s Return to Play Guidance <http://www.englandhockey.co.uk/page.asp?section=2633&sectionTitle=Covid%2D19+Club+Support>
* Any comments or feedback received from players, umpires, officials or other relevant stakeholders
* In the absence of any of the above events every three months

|  |  |  |
| --- | --- | --- |
| Date | Issue | Comments |
| 01-Sep-20 | 1.0 | First Issue |
| 26-Mar-21 | 2.1 | Aligned with step 4 return to play guidance from England Hockey |
|  |  |  |

| **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 as well as encouraging members to use their own
* 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 – paper towels
 | **1** | **3** | **3** | * Avoid shaking hands at the end of matches as per England Hockey ‘Getting back on the pitch Document’

https://www.englandhockey.co.uk/media/news/hockeys-first-steps-back-for-summer-of-fun |
| 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, this includes whilst waiting to enter the pitch area before a match or training. If it is not possible to stand 2m apart they must be 1m with a mask on. <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>   | **1** | **4** | **4** | 1. Putting up signs to remind members and visitors of social distancing guidance
2. Avoiding sharing workstations and equipment
3. Arranging one-way traffic through the location if possible
4. Switching to members engaging by appointment only / ticketed activities
5. Discourage sharing lifts to/from training and matches, encourage cycling as an alternative. Awaiting updated guidance from government https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
6. Training groups must not exceed 30 players. More than one group can occupy the pitch, but the groups must remain socially distanced from one another
7. In all settings before and after the session, during team talks and, in any breaks, all participants should practise social distancing.
8. Spectators are not allowed outside of safeguarding roles – review on 12/04
9. In 11-a-side play, substitutes and coaches are permitted but must socially distance on the touchline or in the dugout.
10. During warmups and cool downs, participants should practice social distancing where possible
11. After activity participants must maintain government mandated social distancing for social interaction.
12. Changing rooms should not be used with the exception of use by disabled participants, for safeguarding purposes or for serious injury requiring emergency treatment
13. Maintain social distancing during any 1-1 coaching sessions

Points 5-13 are taken from England Hockey’s ‘getting back on the pitch’ document https://www.englandhockey.co.uk/media/news/hockeys-first-steps-back-for-summer-of-fun |
| 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
* Staggering arrival and departure times
* Reducing the number of people each person has contact with by using ‘fixed teams or partnering’
* Social distancing will not be possible during matches and most training sessions. However, SULHC will always follow England Hockey guidance and outside of these situations reasonable measures will be taken to maintain social distancing (see section 2 for more detail)
* Sharing cars is not currently permitted – awaiting guidance from government https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
* Wide Lane first aiders will be trained to operate safely by Sport and Wellbeing
 |
| 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 the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.
* Players must wear a mask when inside a University building.
 | **1** | **3** | **3** | * Adhere to one-way systems implemented at any venue we use
* Shower and change at home, changing rooms should not be used with the exception of use by disabled participants, for safeguarding purposes or for serious injury requiring emergency treatment
 |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely  | * 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** | **2** | **8** | * 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 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)
* Students have to book onto training sessions via the sport and wellbeing app in order to attend the session, failure to do so will result in them being asked to leave the session.

  | **2** | **2** | **4** | * Ensure all members have seen and are familiar with England Hockey’s return to play video

<https://www.youtube.com/watch?v=E-8Bax0-wNA&feature=emb_logo><https://www.southampton.ac.uk/coronavirus/faq/student-travel.page>  |
| Covid-19 | 6. Protecting people who are at higher risk You should think about  | * 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 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** | **4** | **8** | * Host virtual social events for those who cannot attend in person activities due to being higher risk
 |
| 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 s 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 that 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/>
 | **2** | **5** | **10** | * 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 people the safest available roles in an activity
* Planning for members who need to self-isolate.

If a member of the club develops symptoms, we will follow the England Hockey recommended pathway described below* Encourage the participant reporting symptoms to stay away from Hockey activity until the required self-isolation period has finished
* Ask them to contact NHS Test and Trace if they haven’t already
* Inform other participants who may have come into contact with the person with suspected or confirmed symptoms
* Contact the other club or organisation, COVID Officer if a match was held with someone with suspected or confirmed symptoms. This is relevant if the match was within the 48 hours prior or 7 days after the symptoms of the participant developed.
* Inform England Hockey
 |
| 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
 | **3** | **2** | **6** | 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.  | **2** | **2** | **4** | * Planning for people working and support the club/Soc at home who have someone shielding in their household; helping members at increased risk to work 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.

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** | **2** | **4** | * Regular communication of mental health information and SUSU policies for those who need additional support.
* All members are made aware of the existence of the Welfare Secretary who undergoes SUSU WIDE training
* The club promotes an inclusive and friendly atmosphere, members are encouraged to talk about their mental wellbeing with friends
 |
| 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 engaging in physical activities
* 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 watersports.

 \**Each specific sport should check the guideline of the Government and their Federation*   | **1** | **4** | **4** | * England Hockey have received permission from The Government to progress to step 4 of their return to play. SUMHC will follow all the regulations outlined in their ‘Getting back on the pitch’ document linked below
* https://www.englandhockey.co.uk/media/news/hockeys-first-steps-back-for-summer-of-fun
* Members will all be required to sign a register and give contact details at training and matches in order to enable Test and Trace
* Where activities are held at Wide Lane, members will have to sign a register provided by the club as well as providing their details to Sport and Wellbeing staff. Members must also wear face coverings while inside at Wide Lane
* Where training is held at Wide Lane, all players will depart 15 minutes before the end of the booked slot.
* When inside at Wide Lane members will stay 2m away from any staff members wherever possible
 |
| Covid-19 | 11. Travelling for physical activity  | * 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** | **4** | **16** | * You can travel for physical activity. Ideally use your nearest, local appropriate venue to reduce pressure on transport infrastructure.
* You can travel to outdoor open space irrespective of distance.
* You shouldn’t 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
 | **4** | **1** | **4** | * Car sharing is currently not-permitted, as such members will be encouraged to cycle or use public transport – we are awaiting government guidance and will adapt our advice to members if the guidance changes
* https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
 |
| Covid-19 | **12. Sharing equipment (sport and non-sport)**  | * 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** | **4** | **8** | * We expect you to follow sensible precautions and clean in between users, and to follow [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE)
 | **1** | **4** | **4** | * 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 do, 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.
* Water bottles or other refreshment containers should in no circumstances be shared. Participants are advised to bring their own drinks or refreshments, in a named container
* It is rarely necessary to share sticks. However, occasionally the club lends communal sticks to new players who don’t have their own. If this situation arises the stick will be thoroughly disinfected before and after being given to the player.
* Handling balls should be kept to a minimum at all times. One person should load the balls back into their bag at the end of the session, ideally sanitising their hands before and washing them thoroughly afterwards. Balls will be disinfected between training sessions.
* Short corner face masks should be assigned to individuals at the beginning of the season and shared as little as possible. If this is necessary they should be thoroughly disinfected after use
 |

|  |
| --- |
| ***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 | All members should be made familiar with new guidelines via Facebook posts by the Club Captain. Team captains will be responsible for ensuring that there are no handshakes after matches.  | Club Captain and Team Captains | 29/03/21 | 12/04/21 |  |
| 2 | Team captains will be responsible for ensuring that training groups do not exceed 30 and that social distancing is observed on the side-lines during matches (this is also partially the responsibility of the umpires during a match). Team captains will also be responsible for enforcing social distancing during team talks, breaks in play, warmups and cool downs. Before and after matches the club has no way of enforcing how members behave but they will all be informed of regulations and risks via Facebook posts by the Club Captain.  | Team Captains, Umpires, Club Captain | 29/03/21 | 12/04/21 |  |
| 3 | Team Captains will keep records of who should travel in each car to avoid mixing groups as far as possible. Equally they will be responsible for advising their teams on how to minimise risk of transmission in the car, this will be further reinforced with Facebook posts from the Club Captain.  | Club Captain and Team Captains  | 29/03/21 | 12/04/21 |  |
| 4 | Team Captains will be responsible for making sure their team adheres to one way systems at home and away venues. Equally they will advise their teams to avoid changing rooms as much as possible. All new regulations will be outlined by Facebook posts from the Club Captain.  | Club Captain and Team Captains  | 29/03/21 | 12/04/21 |  |
| 5 | The England Hockey return to play video has already been shown to the club via Facebook. It will be posted again when we return to preseason along with a post from the Club Captain outlining the new regulations. | Club Captain | 29/03/21 | 12/04/21 |  |
| 6 | The social secretaries have already made three plans for the term depending on how much is feasible with COVID restrictions in place. This includes a variety of virtual events which can continue for those who are shielding/isolating.  | Social Secretaries | 29/03/21 | 12/04/21 |  |
| 7 | See above If members develop symptoms of COVID-19, they should be encouraged by all to self-isolate and follow government advice. | Social SecretariesAll members | 29/03/21 | 12/04/21 |  |
| 8 | Team Captains will be responsible for ensuring that everyone in their team has a face covering with them when travelling to an away game. This expectation will be reinforced by Facebook posts from the Club Captain outlining the new regulations.  | Club Captain and Team Captains | 29/03/21 | 12/04/21 |  |
| 9 | The Vice Club Captain has completed SUSU WIDE training and made it known to the club that they are available to contact in regard to mental health via Facebook and in person. The VCC will also ensure that the various relevant committees and helplines are known to the club members and easily accessible.  | Vice Club Captain | 29/03/21 | 12/04/21 |  |
| 10 | The Club Captain will outline the new England Hockey regulations to the club via Facebook. A register will be taken to record the attendance of all players and coaches attending training sessions. All players will sign the England Hockey Participation agreement before undertaking any activity <https://forms.office.com/FormsPro/Pages/ResponsePage.aspx?id=NvkYmuiQxU--asEa8eSc6g-NqKCAUipGoe_luyiEaiZUMlE4NUVKRDZENzJGNUtNVEE5NVlXME9ETC4u> | Club Captain  | 29/03/21 | 12/04/21 |  |
| 11 | See point three  | Club Captain and Team Captains | 29/03/21 | 12/04/21 |  |
| 12 | Team Captains will be responsible for ensuring that water bottles and sticks are not shared during matches or in training. New short-corner face masks may have to be purchased in order to assign them to individuals. These cost approximately £40 each. Balls will be soaked in chlorate disinfectant for five minutes between training sessions. Chlorine tablets cost roughly £15 per 200 tablets, and a bin to soak the balls costs £10.  | Team Captains and TreasurerTeam captains/coach  | 29/03/21 | 12/04/21 |  |
| Responsible Committee member’s signature:  | Responsible Assessor signature: |
| Print name: Lauren  | Date: 29/03/21 | Print name:Tim Claridge | Date29/03/21 |

**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.  |