|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of**  required | **Mixed Martial Arts Training** | | **Date**  required | 9/09/2020 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative**  required | Daniel Callaghan | Health and Safety Officer | | | **N/A** |
| **Qualified/Experienced Individual\***  required | Laura Smith | President | | | Liaison with qualified coaches and governing bodies. |

\* This can be a representative of an NGB, Partner Organisation or individual with relevant experience/qualification. Where an external individual is not available/appropriate a second sign-off within the Club or Society is acceptable where experience can be referenced.

**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* Completed

☐ *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)* Pending SUSU advice

☐ *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* Completed

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

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

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

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

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

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 and making members aware that there are no changing facilities. * 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** | * Implement kit renting system and mandatory kit cleaning before and after sessions to limit cross-contamination between people. * Ensure hygiene standards of all spaces are adequate, refer to RA for the location. * Encourage members to practice good personal hygiene and provide alcohol gel for before and after equipment use. * Cleaning and disinfecting mat space between sessions. |
| 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>  Introduce a limit to the number of people attending a session, and weekly sign ups to training. | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance * Avoiding sharing equipment * Arranging one-way traffic through the location if possible * Switching to members engaging by appointment only / ticketed activities * Having a register on the door of people who attend the session, including contact details, and turning away those who have not signed up in advance. All data must be kept for 21 days. * Having our own track and trace system through keeping records of all who attended training in the last 21 days. * Ensuring our members sign up to sessions in Sports and Wellbeing spaces through the UoS app/S&W booking system. * Limiting capacity to sessions to ensure safe social distancing. Session capacity: Martial Arts room – 8 people; Team Southampton Hall – 20 people. Glen Eyre Hall – 30. Cube – 30. |
| 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** | According to the guidance of our governing bodies, UKBJJA and UKMTF, the only individuals allowed to train close contact are those from the same home bubble. All other members will remain fully socially distanced and at least 3 metres apart from other members.  Members found to not be from the same home bubble will be barred from training, and face further punitive measures. We are validating the home sharing process by requesting data access from Halls services, and conducting random ‘spot checks’ where we ask members to provide a photo of them together at home. Failure to do so within a 15 minute period will incur further investigation.  We are making our members aware that to train close contact, they MUST have someone of the same home bubble to train with. If they do not, they are not allowed to train close contact, and must do solo drills at a safe social distance. We are encouraging wearing masks for those unimpeded by underlying health conditions. | **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  Our Brazillian Jiu-Jitsu and Muay Thai training is essential to our functioning as a club, and as such we have implemented the home bubble procedures to ensure we are practicing safely in accordance with our NGB guidance. * Ensuring all members remain socially distanced from other home bubble pairs. * Using back-to-back or side-to-side sitting whenever possible * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ with members from the same household. |
| 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. Encourage members to bring their own water. * Reducing task rotation and equipment rotation, for example, single tasks for the activity. * Following the one-way systems implemented by Sports and Wellbeing/SUSU facilities, and wearing face masks at all times inside the building until the training destination is reached. * Ensuring members are readily dressed for the activity beforehand, as changing rooms/showers are unavailable. * Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing. | **2** | **3** | **6** | Hosting sessions outside wherever possible, with clearly delineated 3m marking through use of skipping ropes and ensuring only home bubble pairs train together. |
| 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 |  |  |  | * 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) |  |  |  | Inform the society of changes to the routine running of the club as discussed in this risk assessment (e.g. registering to sessions on the google sheets/S&W app, bubble requirements, etc.) via the Facebook page and group. |
| 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** | **5** | **10** | Members who are high risk will have a designated training session in public space with a maximum of 10 members to reduce possible transmission.  We urge high risk members or those who live with high risk individuals to shower after training and practice all government guidance, including wearing a mask during training. |
| 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/> | **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 people the safest available roles in an activity * Planning for members who need to self-isolate.   Use thermometer testing on entry to training, denying entry with high temperature.  Provide additional sanitising equipment to members. |
| 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 | **1** | **3** | **3** | 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  We are encouraging high risk members to train at home and enabling them to use our sterile equipment. We have also encouraged high risk (or those in contact with high risk people) to contact us, as we are looking into high-risk only sessions with individuals who have no contact with the other members of the society. | **1** | **1** | **1** | * 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; * The coach will only demonstrate techniques with one assistant at a safe distance * 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>  Urge members in households with high risk individuals to wear face coverings. Encourage wearing face masks for all members of the club. |
| 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.   Regularly check in on members and provide additional posts raising awareness of mental health resources and help. |
| 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* | **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 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 |  |  |  | * 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 |  |  |  |  |
| 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 |  |  |  | * 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) * If equipment is shared between bubble groups, both groups must use alcohol gel before and after using the equipment, and the equipment must be thoroughly cleaned with disinfectant spray and wipes before changing over. |  |  |  | * Where possible we recommend that you limit sharing of equipment, for example you should use your own gloves, pads and shin guards. * If you are sharing equipment (gloves, pads), you should wash your hands thoroughly before and after use, and thoroughly disinfect the equipment before putting it away. |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | Develop kit renting system and urge members to purchase their own equipment.  Renting kit will be a deposit of the cost of the equipment (gloves £30, pads £40). Members will receive this money back when they deposit the used equipment at the end of the year. MUST be in usable condition for refund of deposit. | Laura Smith and Lucy Steadman | 10/09/2020 | | 13/09/2020 | Kit renting system ready to roll out for Freshers week. | |
| 2 | Purchase necessary alcohol gel, sanitising equipment and thermometer guns for use before training sessions.  TOTAL: £127 | Bruno Batista and Laura Smith | 10/09/2020 | | 13/09/2020 | Thermometers and sanitising equipment ordered and received. | |
| 3 | Search for external venues for training and inspect hygiene standards.  Exile Gym: £20/hour  4 hours / week = £80/week  £80 x 12 weeks = £960 | Laura Smith | 12/09/2020 | | 13/09/2020 | Exile Gym provide suitable social distancing and hygiene measures, approved by governing body | |
| 4 | Inform the society about new health and safety measures. | Laura Smith | 07/09/2020 | | 13/09/2020 | Completed. | |
| 5 | Urge members to regularly wash their hands, wear masks and bring a partner from their home bubble to train with. | Laura Smith | 10/09/2020 | | 12/09/2020 | Completed. Will be in progress throughout the year as we remind members of new measures. | |
| 6 | Develop bubble training sessions. | Laura Smith | 12/09/2020 | | 13/09/2020 | Completed. Ready for use. | |
| 7 | Develop session registering scheme. | Lucy Steadman | 12/09/2020 | | 13/09/2020 | Completed. Ready for use. | |
| 8 |  |  |  | |  |  | |
| 9 |  |  |  | |  |  | |
| 10 |  |  |  | |  |  | |
| Responsible manager’s signature: Daniel Callaghan | | | | | Responsible manager’s signature: Laura Smith | | |
| Print name: DANIEL CALLAGHAN | | | | Date: 09/09/2020 | Print name: DANIEL CALLAGHAN | | Date: 09/09/2020 |

REVIEWED: 09/10/2020 LAURA SMITH

REVIEWED: 16/10/2020 LAURA SMITH

**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. |