|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Wessex Sailing Club COVID 19 Risk assessment** | | **Date** | August 26 2020 |
| **Committee Member (Name and Role)** | Ceci Wollmann- Commodore  Jamie Harris- Vice-Commodore  Alex Colquitt- Team Race Captain  James Rudd-Jones- Team Race Captain  Cat Hunt- Yachting Captain  Rebecca Coles- Yachting Captain  Sebastian Hascilowicz- Casual Rep  Matthew Beardshaw- Casual Rep | **Assessor *(Name, Role and position to qualify sign off of document i.e 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:

* *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 | * Sailing Members | **1** | **5** | **5** | * Ensure each of the facilities we use have suitable hand washing areas with supplies and give warning to members when not available. * 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 - this will be done by the last person who sailed the boat with help and supervision given by the respective Captains and Representatives | **1** | **3** | **3** | Members to be sent and confirm they have read both the risk assessments and the induction sheet. They will be emailed to all members and posted on the social media channels. The induction sheet will have the requirements each member must follow in order to be able to sail. |
| Covid-19 | 2. Social Distancing | * Wessex Members * Anyone else who physically comes in contact with you in relation to your activity | **2** | **5** | **10** | Social Distancing –  Where possible, maintain at least 2m from each other.  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](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people ) | **2** | **3** | **6** | Follow guidelines set out by the RYA- limit number of household in each boat.  Use PPE when 2m is not possible- such as face coverings and additional hand sanitizer and washing before and after. |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | * Sailing Members * 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.  For smaller areas (such as the shed that holds the sails) only one member (or household if they live in the same house) will be allowed in at a time.  While sailing, group sailors with households and keeping sailing partners the same or similar.  Keep track of who sails with who and who is in contact with each other for tracking and tracing. We will follow the University and hold onto this data for at least 21 days. | **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: * Keeping the activity time involved as short as possible * Using PPE to help prevent spreading * 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’ |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely | * Wessex Sailing Members * 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. We will create a list for the respective captains and representatives to go through with new participants and remind continuing participants. * Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity) |  |  |  | We will be releasing (emailing and posting on social media) a Google form to sign to confirm each member has read the RA and induction sheet. |
| 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 * 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** | * Option to take their personal transport to the venues and to sail alone if they have RYA level3 accreditation * Hosting both in person and online events so everyone is able to attend such as online learning events and watching parties when other sailing events are on |
| Covid-19 | 7. Symptoms of Covid-19 | * Wessex Sailing Members * 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** | * Require members to not return until they have followed the government guidance on how long to quarantine (14 days) * Give warning and information to other members who have been in contact with that person found from the tracking and tracing |
| Covid-19 | 8. Face coverings | * Wessex Club Members |  |  |  | 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. |  |  |  | * 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 | * Wessex Members | **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. * Hosting both in person and online events so everyone is able to attend such as online learning events and watching parties when other sailing events are on |
| Covid-19 | 10. Physical Activities | * Wessex Sailing Members * 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.     \**Each specific sport should check the guideline of the Government and their Federation*  **We will continue to look at and follow the guidance provided by the RYA. This is updated often so we will monitor it regularly.** | **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 themselves with all the government guidance around social distancing and hygiene, in particular.   **Follow guidelines set out by the RYA- limit number of household**   * Currently, it is recommended that when distance between people is less than 1m for more than 15minutes they are considered ‘close contact’ * Reducing time spent, increasing space and facial coverings with help minimize * <https://www.rya.org.uk/SiteCollectionDocuments/clubs/RYA%20Sailing%20%26%20Racing%20in%20Mixed%20Households.pdf> |
| Covid-19 | 11. Travelling for physical activity | * Wessex Sailing Club Members |  |  |  | * 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. * Continue to review guidelines prior to traveling |  |  |  | * Households may share lifts together in one car * Crew and helm pairings may share lifts in one car * Taking more cars to the various locations and when cars are not possible we can recommend to members to take the public transport * biking as much as possible, make a detailed map for new members to follow * Wearing facemasks and using disinfectants such as hand sanitizer before and after close contact with others |
| Covid-19 | **12. Sharing equipment (sport and non-sport)** | * Wessex Sailing Members |  |  |  | * 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) |  |  |  | * Additionally, cleaning measures between equipment users will be implemented (water hoses and disinfectants- using soap approved by captains and representatives on boats) * Minimize sharing when possible, i.e. the same people use the same boat each week. The boats are numbered and will be recorded by the respective captains. |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | Following and keeping up to date with RYA (Sailing’s National Sporting body) recommendations | Commodore, Captains, Casual Reps | Ongoing | |  |  | |
| 2 | Tracking and Tracing- We will keep a record of who attends each sessions and try as best as possible to keep the same people sailing with each other and when possible in the same household | Commodore, Captains, Casual Rep | Ongoing | | November 2020 |  | |
| 3 |  |  |  | |  |  | |
| 4 |  |  |  | |  |  | |
| 5 |  |  |  | |  |  | |
| 6 |  |  |  | |  |  | |
| 7 |  |  |  | |  |  | |
| 8 |  |  |  | |  |  | |
| 9 |  |  |  | |  |  | |
| 10 |  |  |  | |  |  | |
| 11 |  |  |  | |  |  | |
| 12 |  |  |  | |  |  | |
| Responsible Committee members signature:  A close up of a logo  Description automatically generated | | | | | Responsible Assessor signature: | | |
| Print name: Cecilia Wollmann | | | | Date:Aug 27 2020 | Print name: | | Date |

**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. |