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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of**  required | Chamber Choir auditions | | **Date**  required | 10/10/2020 – 11/10/2020 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative**  required | Rosie Sewell | Secretary | | | **N/A** |
| **Qualified/Experienced Individual\***  required | Simon Pettite | Musical Director | | | Many years’ experience conducting professional choirs |

\* 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*

☐ *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 | * Auditionees * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * The committee members in charge of the auditions. | **1** | **5** | **5** | * Providing hand sanitizer around the environment, in addition to washrooms. Hand sanitiser will be available on entry and exit to the room. * The door handles will only be touched by one delegated member, to avoid cross contamination. The doorhandle will also be frequently disinfected throughout the day. * Enhancing cleaning for busy areas * Toilets will not be available for use. | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | * Auditionees * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * The committee members in charge of the auditions. | **2** | **5** | **10** | Social Distancing - All involved with the auditions (auditionees and committee members) will be required 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>    This will be strictly monitored by the H&S leads (Adele, President and Rosie, Secretary) | **2** | **2** | **4** | * Signs to remind members and visitors of social distancing guidance * Avoiding sharing workstations and equipment * There will be one-way traffic through the location * Auditionees can only engage by appointment, meaning entry times will be staggered. |
| Covid-19 | 4. Movement around Buildings | * Auditionees * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * The committee members in charge of the auditions. | **3** | **5** | **15** | * Reducing movement in and out of the buildings by having an audition rota, meaning numbers in the building are limited at 4 at any one given time. * Reducing use of equipment by having one committee member in charge of opening doors and using the keyboard across both days. * Ask auditionees to wait outside to be collected instead of gathering inside. | **2** | **3** | **6** |  |
| Covid-19 | 5. Further changes we are making to make our activity safe | * Auditionees * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * The committee members in charge of the auditions. | **2** | **5** | **10** | * Ensure the RA is uploaded on Groups Hub and request all committee members download and read it in advance of auditions. * Use social media and Club/Society email communication to make all the auditionees aware about the Covid-secure changes, and ask them to participate. * Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from Chamber Choir) * We will also have a 5 minute cleaning break every half an hour to disinfect and clean the room. | **1** | **3** | **3** |  |
| Covid-19 | 6. Protecting people who are at higher risk | * Auditionees * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * The committee members in charge of the auditions. | **4** | **5** | **20** | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category * Run online auditions for auditionees that are at higher risk and therefore unable to audition in person. | **2** | **4** | **8** |  |
| Covid-19 | 7. Symptoms of Covid-19 | * Auditionees * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * The committee members in charge of the auditions. | **4** | **5** | **20** | * If member becomes unwell with a new continuous cough or s high temperature they will be asked not to attend an audition. * If advised that a member has developed Covid-19 and attended an audition. , 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. | **2** | **5** | **15** | * Planning for people who are unable to engage in person * Provide opportunity for auditionees to audition from home via online means if they need to self-isolate. * Offering people the safest available roles in an activity |
| Covid-19 | 8. Face coverings | * Auditionees * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * The committee members in charge of the auditions. | **3** | **5** | **15** | A mask should be worn walking to, from and around the audition room, and only taken off once sat down or stood still.   * The auditionee should only take the mask off when singing as part of the audition. * The committee members should only take masks off when sat at 2m apart. | **2** | **4** | **8** | * 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 | 10. Physical Activities | * Auditionees * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * The committee members in charge of the auditions. | **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. * We will ensure there are never more than 4 people from different households in the audition room at one time. | **2** | **3** | **6** |  |
| Covid-19 | 11. Travelling to auditions | * Auditionees * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * The committee members in charge of the auditions. | **3** | **5** | **15** | * Discourage committee members and auditionees from travelling with someone outside of their household, and ask them to consider other forms of transport to public transport. | **2** | **5** | **10** |  |
| Covid-19 | **12. Sharing equipment** | * Auditionees * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * The committee members in charge of the auditions. | **2** | **5** | **10** | * We will be using a keyboard during the audition for aural tests. Only one committee member will use this keyboard, and will disinfect it after every 3 auditionees. * We will not distribute any hard copies of sightreading or aural tests, and instead ask the auditionee to click a link we send via email on their own device. | **1** | **3** | **3** |  |

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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 |  |  |  | |  |  | |
| 2 |  |  |  | |  |  | |
| 3 |  |  |  | |  |  | |
| 4 |  |  |  | |  |  | |
| 5 |  |  |  | |  |  | |
| Responsible Committee members signature: Rosie Sewell | | | | | Responsible Assessor signature: Simon Pettite | | |
| Print name: Rosie Sewell | | | | Date: 08/10/2020 | Print name: Simon Pettite | | Date: 08/10/2020 |

**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. |