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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of**  required | **Shorinji Kenpo training sessions** | | **Date**  required | 23/09/2020 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative**  required | Philippa Wakefield | Secretary | | | **N/A** |
| **Qualified/Experienced Individual\***  required | ***Adrien Starr*** | ***Chief Instructor*** | | |  |

\* 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. Club Preparation | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **1** | **5** | **5** | **- Developing a written Covid-19 risk assessment prior to training**  **- Nominated committee member taking part in health and safety training session**  **- Participants will be asked to consider if their underlying health conditions, and we may caution against participation** | **1** | **1** | **1** |  |
| Covid-19 | 2. Test & Trace | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **3** | **4** | **12** | **- We will support test and trace efforts by collecting written information of who is attending each training session (which we will hold for 21 days), such that they can be contacted if another member becomes ill.**  **- Members need to book into the sport and wellbeing sessions via the app, such that who attends the sessions can be known by SUSU and they can be contacted if needed.** | **3** | **1** | **3** |  |
| Covid-19 | 3. Pre-attendance official symptom check | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **3** | **5** | **15** | **- Prior to attending a session all members will have to fill in an indemnity form self-assessing for any Covid-19 symptoms (e.g. high temperature, new or continuous cough, loss or change to your sense of smell or taste, new unexplained shortness of breath). If they have displayed any symptoms, they will be advised to follow UK Government Public Health guidelines.**  **- We will also be using a no-touch thermometer to check individuals temperatures prior to training.** | **3** | **2** | **6** |  |
| Covid-19 | 4. Travel to and from sessions | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **4** | **3** | **12** | **- Participants are encouraged to follow best practice for travel including minimising use of public transport and limiting car sharing and to walk or cycle if they can.** | **4** | **1** | **4** |  |
| Covid-19 | 5. Arrival at veunues | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **4** | **4** | **16** | **- We will limit the time spent congregating at the venue before and after our sessions, encouraging our members to not socialise outside our venue before the session and encouraging households to arrive in groups and stay together.** | **4** | **2** | **8** | - Members will need to wear a mask when arriving to venues and they can only remove the mask once they have arrived at their destination. |
| Covid-19 | 6. Social distancing | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **3** | **4** | **12** | **- We will adhere to social distancing throughout our sessions with members bringing their own mats so that we can ensure that there is a visual reminder to stay a fixed distance apart**  **- There will be no skin contact between individuals during training and we will stagger our sessions to lower the density of members in each class** | **2** | **2** | **4** | - Members will be wearing face masked at all times while not actually training and are encouraged to wear training masks if they so wish.  - Members will remain socially distanced during breaks in our sessions each bringing their own water bottle clearly labelled. |
| Covid-19 | 7. Use of equipment | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **4** | **4** | **16** | **- The sharing of equipment will be avoided where possible** | **1** | **2** | **2** | - Members will be told to bring their own individual roll mats to the session to avoid cross-contamination of mats  - Members will be told to bring a towel to sessions to wipe up any sweat they may leave  - Members will be advised to bring hand sanitizer or wipes to the sessions but where necessary a limited amount will be provided to new members who have not brought their own. |
| Covid-19 | 8. Adherence to measures | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **2** | **5** | **10** | **- We will clearly outline the new measures prior to and during the sessions and any failure to comply will result in that member being told that they cannot attend our sessions.** | **2** | **1** | **2** |  |
| Covid-19 | 9. Shouting | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **4** | **4** | **16** | **- We will be not be preforming kiai during our sessions and will be advising our members to not shout within enclosed spaces.** | **1** | **2** | **2** |  |
| Covid-19 | 10. Injury treatment | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **3** | **4** | **12** | **- Injuries during practice will be treated as participant wellbeing is utmost.** | **3** | **2** | **6** | - Increased frequency of cleaning and disinfecting of all surfaces and equipment as well as personal hygiene and regular hand washing  - Face masks are to be worn when treating an injury  - After treating an injury cleaning hands thoroughly, avoiding touching mouth, eyes and nose.  - First aiders will keep a record of each participant they have come into contact with. |
| Covid-19 | 11. Movement on site | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **4** | **4** | **16** | **- All venues will have entry and exit and parking arrangements to venues that ensure social distancing can be maintained**  **- At the end of sessions we will be dismissing members one household group at a time to minimise contact with other household groups** | **3** | **1** | **3** | - Members will be required to wear face masks when moving about the venue and will be encouraged to keep clear of university staff to protect them. |
| Covid-19 | 12. Changing rooms and showers | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **4** | **3** | **12** | **- If these facilities remain closed, exceptions may be made where safety and safeguarding measures require their use e.g. supporting disabled athletes, children needing a change of clothing etc.**  **- Members will be advised to wear comfortable, weather appropriate clothing so that changing into uniforms will not be necessary** | **2** | **2** | **4** |  |
| Covid-19 | 13. Toilets | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **4** | **5** | **20** | **- Signage will be in place to raise awareness of good handwashing techniques, increased frequency of handwashing and to avoid touching your face, to cough or sneeze into a tissue or into your arm** | **4** | **2** | **8** |  |
| Covid-19 | 14. Ventilation | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **4** | **4** | **16** | **- High ventilation in indoor facilities is paramount top reduce transmission** | **2** | **2** | **4** | - Fixing doors open, and opening windows where appropriate |
| Covid-19 | 15. Payment | - Club members  - Vulnerable groups – Elderly, pregnant, those with underlying health conditions  - Anyone that comes into physical contact with our club in relation to our training | **5** | **4** | **20** | **- All payments will be made electronically in advance to the club account with an accompanying email sent clarifying the payment that was made and for what** | **1** | **2** | **2** |  |

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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 |  |  |  | |  |  | |
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| 11 |  |  |  | |  |  | |
| 12 |  |  |  | |  |  | |
| 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. |