|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Squash** | **Date** | 24/08/2020 |
| **Committee Member (Name and Role)** | Sophie Sawyer (President) | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Alex Paczy-Smith (Level 1 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 | * 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 SUSU building (currently found just before entering the court gallery), in addition to washrooms
* 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 – either paper towels
 | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Other people using the building
 | **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>   | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance
* Avoiding sharing equipment
* Using signs on floor to mark the one-way traffic through the building
* Switching to members engaging by appointment only / ticketed activities
* Following England Squash guidance on the number of people allowed on court and under which conditions – currently 2 people on court at a time
* Players should turn up in kit and no earlier than 5 minutes before they are due to start play.
* Players should exit the building immediately following the end of play
 |
| 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
* Other people using the building
 | **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. Anyone present who is not playing needs to wear a mask if they are not 2m apart. | **2** | **5** | **10** | * Members should maintain distance on court recommended by England Squash guidelines
* Social activities can operate in spaces which are large enough to allow appropriate distancing and/or with reduced numbers
* Staggering arrival and departure times
* Reducing the number of people each person has contact with by using ‘fixed teams or partnering’
 |
| Covid-19 | 4. Movement around Buildings | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Other people using the building
 | **3** | **5** | **15** | * Reducing movement by discouraging non-essential trips within buildings and sites.
* Reducing equipment rotation
* Reducing the number of people in attendance at site, in line with England Squash guidelines (e.g. number of players who can be on court)
 | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance
* Avoiding sharing equipment
* Using floor tape or paint to mark areas to help people keep to a 2m distance
* Follow the one-way traffic through the building, wearing a mask whilst following this system
* Switching to members engaging by appointment only – booking onto the session via the sport and wellbeing app to allow for track and trace
 |
| Covid-19 | 5. Wipe down the walls and handles between bookings.  | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Other people using the building
 | **1** | **5** | **5** | * Ensure the RA is uploaded on Groups Hub and request your members download and read it.
* Use social media and Club/Society communication channel to make all the members aware about the changes in activities and encourage them to take all the precautions.
* Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity)
* Wipes to be available at the courts

  | **1** | **3** | **3** | Include other recommendations on the website, i.e. for members to bring towels for sweat to prevent them wiping their hands on walls. |
| Covid-19 | 6. Protecting people who are at higher risk  | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Other people using the building
 | **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** | In instances such as club night, vulnerable people will be offered extra precautions, e.g. a separate court with different activities to minimise contact  |
| Covid-19 | 7. Symptoms of Covid-19  | * Club/Soc Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Other people using the building
 | **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.
* The committee will maintain track and trace records of session attendees for 21 days
* 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.
 |
| Covid-19 | 8. Face coverings  | * Club/Soc Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Other people using the building
 | **2** | **5** | **10** | 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** | **3** | **6** | * 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
* Other people using the building
 | **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.
 |
| Covid-19 | 10. Physical Activities   | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Other people using the building
 | **3** | **5** | **15** | * Ensure regular review of Government guidelines before engaging in physical activities
* Squash courts are now open under government guidelines. Play can only take place if the participants follow the advice from England Squash
* Where people are allowed to meet in groups of 6 outside, and at a safe distance, social activities will adhere to this, and adapt as the guidance changes.
 | **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
* Other people using the building
* Other users of public transport
 | **3** | **5** | **15** | * 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.
* Continue to review guidelines prior to traveling
 | **3** | **3** | **9** | Continue to wear face coverings on public transport as advised by the government.Try to walk or cycle to activities where possible.Maintain distance with people outside of your household. |
| Covid-19 | **12. Sharing equipment (sport and non-sport)**  | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
 | **3** | **5** | **15** | * Members can only use club balls and rackets when they have been disinfected. They must be disinfected once again when being returned.
* Members will be encouraged to use their own equipment where possible
* Non-sport social activities will be likely to have no equipment sharing, as activities will be arranged such that it isn’t necessary
 | **2** | **3** | **6** | * Where possible we will limit sharing of equipment, but if necessary, practise strict hand hygiene.
* If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use, as well as disinfecting all the equipment used.
* Different households handling the same ball is discouraged
 |
| Covid-19 | **Reducing sweat droplets** | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
 | **3** | **5** | **15** | * Attempt to use sweat bands where possible
* Regularly change playing kit
* Wiping hands on walls is strictly prohibited
 |  |  |  |  |
| Covid-19 | **Staying hydrated safely** | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
 | **3** | **5** | **15** | * Bring own fluids/refreshment and use own water bottle at all times
* No use of communal water fountains unless to fill a water bottle
 | **2** | **3** | **6** |  |

|  |
| --- |
| ***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 | Provide wipes for equipment (£78.00) | Squash Club | 28/9/20 | 15/12/20 |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| Responsible Committee members signature: | Responsible Assessor signature:  |
| Print name: Sophie Sawyer. Date: 24/08/20 |  | Print name: Alex Paczy-Smith (Level 1 coach) | Date:24/08/20 |

**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.  |