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| **Risk Assessment** | | | | |
| Risk Assessment for the activity of: | Southampton University Taekwondo (SUTKD) Generic and Training.  Planning meetings, Social, Fundraising, Demonstrations, Awareness Stall/stand.  **Includes provisions for Phase 1 of the BT Framework for ‘returning to play’, as of 27th May 2021**  [**https://www.britishtaekwondo.org.uk/covid-19-guidance-and-resources/**](https://www.britishtaekwondo.org.uk/covid-19-guidance-and-resources/) **- amended guidance from our NGB BT** | | Date | 06/06/2021 |
| Unit/Faculty/Directorate | SUSU [SUTKD] | Assessor | Myles Kearsley | |
| Line Manager/Supervisor | President (Isra Ilyas) | Signed off | VP Activities/Sport or Activities Coordinator | |

| ***PART A*** | | | | | | | | | | | | | | | | | | | | | |
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| **(1) Risk identification** | | | | | **(2) Risk assessment** | | | | | | | | **(3) Risk management** | | | | | | | | |
| **Hazard** | **Potential Consequences** | | **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** |  | | |
| In person classes with COVID-19 precautions | | | | | | | | | | | | | | | | | | | | | |
| Risk of infection between pairs while members are training. | | Outbreak of COVID as members are not adhering to the rules regarding the end of lockdown. | | Infection between the different pairs of members training. | | **2** | | | **4** | | **6** | Strict adherence to the new policy of having members train in pairs until lockdown eases further throughout the summer period.  No multi-opponent sparring or any drills that would involve or encourage the cooperation of more than one other member. Individuals must stick to the same partner and sign up for sessions in pairs until restrictions ease and must stay 2m away from other pairs. | | | **1** | | **1** | | **1** |  | | |
| Risk of infection from shared equipment between pairs of members. | | Outbreak of COVID as members are not adhering to the rules regarding the end of lockdown.  Floors and mats are infected. | | Infection between the different pairs of members training. | | **2** | | | **2** | | **4** | Ensure that equipment, paddles, and pads, are not split or shared between pairs.  Ensure that all equipment is cleaned between use by different pairs and at the end of every session as normal.  Members bring their own equipment if possible.  Floor area should be wiped down. Training should end 15 minutes early so there is time to clean before the next session. | | | **1** | | **1** | | **1** |  | | |
| Lack of social distancing leading to infection of COVID-19 in members. | | Outbreak of COVID due to the density of members in the training hall. | | Members and people, they come into contact with public on the way home and members of their household. | | **4** | | | **3** | | **12** | 2m social distancing maintained when possible to eliminate this risk.  If not possible due to the nature of training, then substitute for a distance of 1m held at all times.  Physical controls would also include training back-to-back and side to side to avoid being face to face with other members.  An admin control can involve a review of the class size and membership to a session can be controlled to prevent an over admittance.  People are to maintain a distance of 2m from other pairs. | | | **2** | | **2** | | **4** | If possible, keep a distance of 10ft by 10ft for every member during a session as this is the government guideline for social distancing when carrying out exercise when indoors. | | |
| Risk of infection before and after session. | | Infection during transit to session.  Infection in the communal areas such as the changing rooms, reception, and lockers.  Using doors while entering and leaving the premises. | | Members, students also in the premises and public also using public transport. | | **3** | | | **3** | | **9** | Risks in transit can be eliminated if members avoid public transport where possible. Masks can also only come off once in training, in the training hall.  Members arrive already dressed, eliminating need for changing rooms. Stay 2m from receptionists. Also, wipe down any lockers that are used.  Doors that are not fire doors remain closed.  Any doors that require buzzers to open should be opened with foot or knee if possible. | | | **2** | | **2** | | **4** |  | | |
| Infection during session. | | Proximity during training could break social distancing.  Touching infected surfaces. | | Members. | | **5** | | | **4** | | **20** | BT advises physical controls in the form of maintaining social distancing as follows.  BT advises that social distancing of 10ft by 10ft per person is needed for warm-up and cool-down.  They also advise that basic techniques and poomsae have a 2m social distance per member.  Free sparring and full contact are not permitted as they require a break in social distancing.  1-3 step sparring and practicing techniques are allowed, given that members maintain distance.  Pad kicking is allowed but in pairs only – the same pairs are to remain until restrictions are eased, and they are to remain 2m away from other pairs.  Ventilation systems to be used during training.  For eliminating infection from surfaces have areas wiped down. | | | **2** | | **2** | | **4** |  | | |
| Spectators. | | Spectators could increase the risk of infection as an unnecessary increase in people in the Training hall. | | Members and spectators | | **2** | | | **3** | | **6** | Exclude all spectators. | | | **1** | | **1** | | **1** |  | | |
| Members unaware of new virus controls. | | Members can become lost in new layout, increasing time entering the premises means increasing risk of infection. | | Members and other users of the SU building | | **3** | | | **2** | | **6** | Pre- session communication about how the sessions will work.  Signage and tape on the ground directing members of the one-way system (if there is one established by SUSU).  Different entrances to ensure natural use of a one-way system. | | | **1** | | **1** | | **1** |  | | |
| Venue size affects social distancing. | | The floor dimensions for the Jublilee Sports Hall are 28.7m by 15.2m.  If not used correctly, this could lead to a lack of social distancing. | | Members and instructors. | | **4** | | | **4** | | **16** | With these dimensions, we have the room for 24 members in a session.  This enables all members to have a distance of 3m and the instructor to have a 2m corridor at the front and a 1m on the perimeter to check technique.  This means a cap on members is essential at 24. | | | **2** | | **2** | | **4** |  | | |
| Members arriving with contaminated hands. | | Infection through contact with surfaces. | | Members | | **2** | | | **3** | | **6** | Hand sanitiser is used on entry (60% alcohol). | | | **1** | | **1** | | **1** |  | | |
| Waste disposal. | | Waste is mismanaged and leads to a contamination. | | Members and instructors | | **3** | | | **3** | | **9** | Separate bins for potentially infected material. They need to be disposed of at the end of each session. | | | **1** | | **1** | | **1** |  | | |
| Use of toilets increases the risk of infection. | | Contact with infected surfaces in toilet before returning to Training hall. | | Members. | | **2** | | | **3** | | **6** | Hand sanitiser used every time entering Training hall. | | | **1** | | **1** | | **1** |  | | |
| Members have underlying health conditions. | | An at-risk member contracts COVID-19. | | Members | | **3** | | | **5** | | **15** | Communication to members that there will always be the risk of COVID-19 due to the nature of training.  Recommend that at risk members bring own mask and gloves if they wish. | | | **1** | | **5** | | **10** |  | | |
| Lack of PPE. | | Members may not have PPE and may require it. | | Members | | **2** | | | **2** | | **4** | Advising members that PPE may not always be available from SUSU or the club and it is essential that members come to training with their own masks. | | | **2** | | **1** | | **2** |  | | |
| Members leaving. | | Members leaving could increase risk of infection as all members could gather to get possessions and socialise at the end of a session.  Additionally, members could have contaminated their hands while in the session. | | Members and instructors | | **3** | | | **3** | | **9** | Members should leave immediately to decrease the time spent closer together socialising and gathering equipment at the end of the session.  Members have to sanitise their hands at the end of each session.  Members should wear a mask when leaving. | | | **2** | | **2** | | **4** |  | | |
| Instructor test and trace. | | Lack of a test and trace meaning that there is less control if there is an outbreak. | | Members and public | | **3** | | | **4** | | **12** | Implementation of a test and trace system. Keeping a list of names and telephone numbers.  Ensuring even new people just present for taster sessions also submit this information.  Book directly with the club to attend and use of an app to monitor this. | | | **2** | | **2** | | **4** |  | | |
| Post session review. | | Monitor sessions and evaluate the success of control measures implemented. | | Members (supposing measures are inadequate) | |  | | |  | |  | Work to improve the implementation with members and H&S.  Repeat this review until either the risk of COVID-19 diminishes or until control measures are fully implemented successfully.  Changes include the addition of the spillage entry at the bottom of the training activities section.  Most significant change from the last risk assessment is the addition of measure to mitigate the risk of Covid-19. | | |  | |  | |  |  | | |
| ***PART A*** | | | | | | | | | | | | | | | | | | | | | |
| **(1) Risk identification** | | | | | **(2) Risk assessment** | | | | | | | | **(3) Risk management** | | | | | | | | |
| **Hazard** | **Potential Consequences** | | **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** |  | | |
| Online classes | | | | | | | | | | | | | | | | | | | | | |
| A member’s training environment is unsuitable for training. | A member injures themselves or damages property in training. | | Members | | **3** | | **2** | **6** | | Instructors remind members of the conditions they should be training in at the beginning of each session, and inform members that by participating, they are doing so at their own risk  Importantly, this should include: a non-slip floor that is not too hard in case of a fall. A 2m x 2m space.  Loose obstacles and hard surfaces and edges should be removed from the vicinity. | | | **2** | **2** | | | **4** | An important extra measure is the reminder for all members that they are participating at their own risk. This should be made clear by instructors. | | |
| A member participating and exercising when they should not. | A muscular injury is exacerbated. | | Members | | **2** | | **2** | **4** | | Members should be reminded to take certain kicks or exercises easy if they are injured.  At the beginning of each session, coaches are to remind members that by participating, they are doing so at their own risk  That they should avoid strenuous exercise if they have a pre-existing ache, pain, health concern or injury.  Members are training that have already been assessed in the club and concluded to be fully able to complete Taekwondo activity. | | | **2** | **2** | | | **4** |  | | |
| Space is used incorrectly within a home environment. | The chances of injuring oneself increases. | | Members that are training with another person.  Members that do not have the room to train multiple combinations. | | **2** | | **2** | **4** | | There should be no contact activity between 2 participating members and the sessions should be structured to reflect this.  Warm-ups should be light an on the spot.  Moreover, there should be no more than 2 kicks in a combination.  Limited dynamic stretching and mostly static stretching.  No kicks above hip level or spinning kicks. No heavy or endurance exercises.  Nothing that requires weight equipment.  Again, coaches to remind members that by participating, they are doing so at their own risk. | | | **1** | **1** | | | **1** |  | | |
| Non-members and those with expired BT taking part | By doing so it invalidates every single persons BT and the coaches BT | | Members, general public, coaches | | **3** | | **4** | **12** | | Committee to make a separate private Facebook group where only coaches, those who have paying membership and in date BT’s are to join. This prevents old members without valid insurance joining in and prevents invalidation of licenses.  Secretary to check at the beginning of each month whose BT license needs renewal that month and to remind them to do so and to provide guidance on how to. Secretary to also check for any expired licenses, and to remove those from the group until they have renewed this and had instructor approval. | | | **1** | **1** | | | **1** |  | | |
| Privacy of members in a session. | Members feel uncomfortable in online sessions. | | Members | | **4** | | **3** | **12** | | Sessions should be broadcast via a closed group which requires an invitation and password to enter.  The sessions should only be made available to registered BT members of the club.  The session should either be a live broadcast or a recorded session.  If members feel uncomfortable being recorded, then they have the option to turn off their camera. Members to be informed prior to recording to ask for consent.  The delivery of the session must be by a registered BT instructor with valid membership and disclosure clearance with BT and indemnity insurance. The same necessary qualifications as if the session were in person.  Content of training should reflect the normal range and type from regular sessions.  Lastly, any recording must be kept for 36 months after a session is broadcast to assist in any claim made. | | | **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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:   * Trips and Tours * Fundraising events e.g. Bake Sales * External Speaker Events | Relevant committee members – president to ensure complete. |  | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. |  | |  |  | |
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| Responsible manager’s signature: Isra Ilyas | | | | | Responsible manager’s signature: Myles Kearsley | | |
| Print name: ISRA ILYAS | | | | Date: 06.06.2021 | Print name: MYLES KEARSLEY | | Date:  06.06.2021 |

**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. |