|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **University of Southampton Tennis Club** | | **Date** | 22/08/2020 |
| **Committee Member (Name and Role)** | Sophie Gilbert – President | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Nigel Allingham  LTA Accredited+ Master Performance Coach | |
|  |  | **Signed off** | Nigel Allingham | |

**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 * Anyone else who physically comes in contact with you in relation to your activity | **1** | **5** | **5** | * Providing hand sanitizer at the entrance to the courts for all players to use prior to entering * Wide lane will provide hand sanitizer in reception | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | * Club/Socs Members | **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>  Restricting the number of people who are able to attend each session. Have a sign up sheet to monitor the number of people who are attending  Restricting the number of people who are allowed in each court – the LTA recommends 2 -6 being optimal  The recommended ratio is 1:12 (Coach:Player) | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance * Using floor tape or paint to mark areas to help people keep to a 2m distance * Arranging one-way traffic through the courts – entering via one gate and then exit via the second gate * Switching to members engaging by signing up to attend each session * Finish sessions 15 minutes early to allow for equipment to be tidied up and allow for people to leave |
| Covid-19 | Social Distancing – Where people are unable to keep required distance | * Club/Socs 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.  Allowing no more than 12 players on a court at once, to try and maintain distance  Prior to starting each session advise all players in ways to social distance, along with saying what they should and should not do during the session  Such as not running down balls that may impact peoples ability to social distance, try to prevent touching tour face during the lesson | **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: * Staggering arrival and departure times |
| Covid-19 | 3. Explain the changes you are planning to make your activity Safely | * Club/Socs 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 * Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity) |  |  |  | * Create signs that can be put up surrounding the courts, so the members are again aware of the changes that have been made |
| Covid-19 | Protecting people who are at higher risk You should think about | * Club/Socs Members * 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 * Remind all players of the symptoms and that they are not to turn up to training symptoms if they are feeling unwell or if they are to be showing signs | **2** | **5** | **10** |  |
| Covid-19 | 4. Symptoms of Covid-19 | * Club/Soc 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 high temperature they will be sent home and advised to follow the stay at home guidance. * If members or someone in their household feels unwell prior to their training session or any other event ensure that they stay at home and do not turn up to the session * 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** | * Scan the QR codes around sport and wellbeing areas to register your attendance. Optional to do so. Allow for track and trace and to contact people if they have become infected * Use our social media channels and communications to remind players of the symptoms and what is expected of them if they were to show signs |
| Covid-19 | 5. Physical Activities | * Club/Socs 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. * The LTA allows coaching of larger groups in public outdoor spaces * LTA allows no more than 12 people on one court at a time * Allowed to meet more than one group of players per day as long as social distancing is maintained   \**Each specific sport should check the guideline of the Government and their Federation* | **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. * Prior to starting all people must undergo a personal symptom check to ensure that they are safe as staed by the LTA |
| Covid-19 | 6. Travelling for physical activity | * Club/Socs Members * Anyone else who physically comes in contact with you in relation to your activity |  |  |  | * 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 |  |  |  | * Encourage people to only turn up 5 minutes prior to their session starting |
| Covid-19 | **7. Sharing equipment (sport and non-sport)** | * Club/Socs Members * Anyone else who physically comes in contact with you in relation to your activity |  |  |  | * 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) * Clean all equipment that is available for shared use once it has been used for its session – equipment may only be used once then it must be cleaned * Clean equipment will be available upon request from Wide Lane reception, once cleaned dispose of rubbish in a separate smaller bag before binning |  |  |  | * Where possible we recommend that you limit sharing of equipment, encourage people to bring their own tennis racquet * If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use, as well as all the equipment used. * Sport and Wellbeing will not be lending out any equipment |
| Covid-19 | 8. Movement around Buildings | * Club/Socs Members | **3** | **5** | **15** | * Reducing movement by discouraging non-essential trips within buildings and sites. * Must wear face covering whilst in buildings * Follow signs for direction of travel and give way signs * Doors to be kept open where possible as stated on Wide Lanes risk assessment | **2** | **3** | **6** | * Buildings will be regularly cleaned by the Wide Lane Staff * Encourage people to not touch things unless necessary * Use paper towers to open doors * If players do not have a face mask they will be asked my a member of staff in the building if they would like to be given a mask |
| COVID – 19 | 9. Provision of first aid | * Club/Socs Members |  |  |  | * Sport and wellbeing have sought out additional protective gear * Wear gloves, aprons and a face shield to administer first aid * Sport and wellbeing have a dedicated section in their risk assessment related to the transmission of the virus through first aid |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | Buy bottles of hand sanitiser to provide on the courts | President | 26/09/2020 | | 28/09/2020 |  | |
| 2 | Social distancing – ensure the groups are suitable to allow for social distancing | President |  | |  |  | |
| 3 | Explanation of changes – post information of changes onto social media platforms. Email the changes to all members. Prior to starting each session, run over the changes with the group to ensure they fully understand | Social media secretary / captains of the squads | 29/09/2020 | | 03/10/2020 |  | |
| 4 | Symptoms – Remind everyone of the symptoms through postings on social media and in the session, tell everyone that if they present any symptoms that they are not to attend their sessions | Social media secretary / captains of the squads | 29/09/2020 | | 03/10/2020 |  | |
| 5 | Physical activities – regularly review the guidelines posted by the LTA ensuring the training sessions are following their rules. Also review the guidelines stated by the government and SUSU and Sport and wellbeing to ensure the sessions are in line with their rules | President | 05/10/2020 | | 09/10/2020 |  | |
| 6 | Travelling – explain the risks of travelling to sessions in cars. Encourage people to continue to social distance whilst travelling, as well as making use of the public transport available. Promote social distance travelling on our social medias | President / Social media sec | 05/10/2020 | | 09/10/2020 |  | |
| 7 | Sharing equipment – encourage as many people to bring their own racquet where possible. Put notice out at the beginning of term and throughout to remind people. If equipment has been used ensure people have washed their hands prior to starting and after. Then clean any equipment that has been used before it can be used again | President | 05/10/2020 | | 09/10/2020 |  | |
| 8 | Prior to entering buildings encourage people to follow the signs set up for travelling around any of the buildings. Ensure that players are wearing face masks if they enter any buildings | Captains | 05/10/2020 | | 26/10/2020 |  | |
| 9 | Prior to administering first aid ensure that those who are providing it are in the correct protective gear | Captains attending sessions | 05/10/2020 | | 09/10/2020 |  | |
| 10 |  |  |  | |  |  | |
| 11 |  |  |  | |  |  | |
| 12 |  |  |  | |  |  | |
| Responsible Committee members signature: S Gilbert | | | | | Responsible Assessor signature: | | |
| Print name: Sophie Gilbert | | | | Date:22/08/2020 | 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. |