|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Ultimate Frisbee** | **Date** | 15/03/2021 |
| **Committee Member (Name and Role)** | Freya ElliottPresident and Women’s Captain | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | James AllenCoachJonathan HawkinsSport & Wellbeing Supervisor |
| ***Return to play guidance from UKUltimate can be found here:***  | https://www.ukultimate.com/story/phased\_return\_play\_guidance | **Signed off** | ***J. Allen******J. Hawkins*** |

**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** | * Before the start of each training session, we will ask participants to use hand sanitiser, either player’s own, supplied by widelane or by the club. We will ask participants to regularly use hand sanitiser during the session. At the end of the session, we will ask participants to wash their hands with soap and water where possible or to use hand sanitiser.
* Frequently cleaning and disinfecting objects and surfaces e.g. discs and cones that are touched regularly, especially equipment in-between use by different people
 | **1** | **3** | **3** | Captains will be responsible for ensuring cleaning equipment and hand sanitiser is available at their training sessions and that participants at the session comply with the measures stated in this risk assessment. At joint sessions captains will coordinate responsibility for cleaning equipment etc. and risk assessment adherence  |
| Covid-19 | 2. Social Distancing | * Club/Socs 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
 | **2** | **5** | **10** | * The number of people at each training session will be dictated by Government guidance
* 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 * Comply with UKUltimate guidance on return to play in regards to social distancing in training sessions

https://www.ukultimate.com/story/return\_play\_update\_12th\_march * Travel & return to Southampton https://www.southampton.ac.uk/coronavirus/faq/student-travel.page

University - Government guidance advises that wherever possible students remain where they are and not return to campus and / or hall of resisdence until in-person on campus teaching resumes. We do recognise that some students may not be able to safely or successfully study away from campus.Therefore, if a student feels that they need to return on this basis, then they should return to campus, but follow the guidance upon their return to isolate until two negative COVID-19 tests have been received. It is essential for you to register for COVID-19 saliva testing.We ask students to consider carefully as to if they should travel during this time and the government does not advise unnecessary travel. You may need to return earlier if you need support, or if you need to access IT equipment, library facilities or other facilities on campuses. | **2** | **3** | **6** | * Numbers of members at training will be determined by government guidelines
* Follow guidelines around sharing equipment
* During Phase B of UKU return to play, equipment will be cleaned regularly and no-face to face drills will occur. Training sizes will be limited and social distancing must be maintained at all times.
* During Phase C there will be some close-contact between players, but marking must be 1m away
* Participants must stay 2 meters apart during phase B training.
* Following one-way traffic through the location if possible
* Attendance will be tracked for all trainings.
* Captains will be responsible for implementing the measures discussed in this section of the risk assessment
 |
| 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
* Anyone else who physically comes in contact with you in relation to your activity
 | **3** | **5** | **15** | * People should keep a distance of 2m at all times during phase B play.
* Some close contact allowed during phase C training
* We will follow guidance from UKUltimate around close-contact training
 | **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:
* Considering whether an activity needs to continue for the Club/Socs to operate
* Keeping the activity time involved as short as possible
* Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ until guidelines stipulate, we can have wider club training sessions
* Captains will be responsible for implementing the measures discussed in this section of the risk assessment
 |
| Covid-19 | 4. Movement around Buildings | * Club/Socs 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
 | **3** | **5** | **15** | * Reducing movement by discouraging non-essential trips within buildings and sites. We will encourage members to use the most direct route around a building to reach a training venue, whilst following any one-way systems or other restrictions within the building.
* Follow UKUltimate guidelines around indoor training sessions.
 | **2** | **3** | **6** | * Captains will be responsible for implementing the measures discussed in this section of the risk assessment
 |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely  | * Club/Socs 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
 | **2** | **5** | **10** | * 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 them 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)

  | **1** | **3** | **3** |  |
| Covid-19 | 6. Protecting people who are at higher risk  | * Club/Socs 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
 | **4** | **5** | **20** | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category. This information should be handled confidentially.
* 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** | If members disclose that they are in an ‘at-risk’ category then we will review whether it is safe for them to continue trainings in person dependent on government guidelines.  |
| Covid-19 | 7. Symptoms of Covid-19  | * Club/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
 | **4** | **5** | **20** | * If member becomes unwell with a **new continuous cough, high temperature or sudden change to sense of smell and/or taste** they will be sent home and advised to follow the stay at home guidance.
* 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 a 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.
* Captains will be responsible for ensuring appropriate alternative activities for people that are shielding etc.
* Captains will be responsible for monitoring participants for Covid-19 symptoms and taking appropriate action to send home participants displaying symptoms
* Captains will take joint responsibility for maintaining contact with club members during this time
* Club captains will report to the club President should they be made aware of any member of the club testing positive for Covid-19. The President will take responsibility for contacting and liaising with SUSU.
 |
| Covid-19 | 8. Face coverings  | * Club/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
 | **2** | **5** | **10** | * We will remind participants to wear facemasks when travelling on public transport to training sessions (if this is permitted) and whilst moving through buildings to reach a training venue
* We will take guidance from UKUltimate about wearing facemasks during training
 | **1** | **3** | **3** | * 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
* Anyone else who physically comes in contact with you in relation to your activity
 | **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
* 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
* We will advise members of current rules around meeting people from outside their household to train outside of official team trainings.
* 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. We will check the appropriate risk assessments are in place when training at external facilities.
 | **2** | **5** | **10** | * Government guidance around household mixing outside of official club trainings will be shared with all members, should they wish to meet outside of trainings.
 |
| Covid-19 | 11. Travelling for physical activity  | * Club/Socs 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
 | **3** | **5** | **15** | * You can travel for physical activity. Ideally use your nearest, local appropriate venue to reduce pressure on transport infrastructure.
* From 29/03/21 you can travel to outdoor open space irrespective of distance.
* As traveling in cars with people outside the same household is not permitted, we will ensure participants are not sharing lifts to training sessions until this guidance is updated. We will encourage people to walk or cycle to trainings where possible. We will advise members on use of public transport to travel to training once Government advice is clearer.
* Leaving your home - the place you live - to stay at another home is not allowed. While this is likely to change before tournaments restart, committee will review this prior to tournaments so we know the rules about staying overnight at places that are not our homes.
* Continue to review guidelines prior to traveling
 | **2** | **2** | **4** |  |
| Covid-19 | **12. Sharing equipment (sport and non-sport)**  | * Club/Socs 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
 | **3** | **5** | **15** | * We expect you to follow sensible precautions and clean in between users, and to follow COVID-19 Secure guidelines
* We will follow UKUltimate guidelines in regards to sharing of equipment, based on which stage of return to play we are at. This will be regularly reviewed and applied to our clubs training sessions.
 | **2** | **4** | **8** | * During phase B, disc sharing is permitted but should be limited and shared discs will be cleaned regularly and strict hand hygiene followed. In later Phases C-E, regular cleaning of discs and hand hygiene will still be followed, but discs will be shared between more people.
* If you are sharing equipment, including discs, you should wash your hands thoroughly before and after use, as well as all the equipment used.
 |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| ***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 | Purchase of hand sanitiser and appropriate cleaning spray for sanitising equipment - cost TBC | - Freya Elliott- Michael Price- Barnaby Greenfield  | 29/03/2021 | Ongoing | Ensure cleaning equipment and hand sanitiser has been purchased and each captain is responsible for taking this to training sessions.  |
| 2 | Regular review of UKUltimate guidelines regarding return to play  | - Freya Elliott- Michael Price- Barnaby Greenfield  | Ongoing  | Ongoing  | Commencement of in-person training is expected to start from 29/03/21, training will be dependent on Government guidelines and UKUltimate guidance  |
| 3 | Regular review of UKUltimate guidelines regarding return to play | - Freya Elliott- Michael Price- Barnaby Greenfield | Ongoing  | Ongoing  | Commencement of in-person training is expected to start from 29/03/21, training will be dependent on Government guidelines and UKUltimate guidance  |
| 4 | Regular review of UKUltimate guidelines regarding return to indoor training sessions  | - Freya Elliott- Michael Price- Barnaby Greenfield | Ongoing | Ongoing | Commencement of indoor training will be dependent on guidelines issued by UKUltimate and the captains will discuss plans for this if guidelines change to allow training sessions to start  |
| 5 | Following approval, this risk assessment will be shared with members via email and social media groups for the club. Before members are allowed to attend training they will be asked to confirm that they have read the risk assessment and agree to adhere to it  | - Freya Elliott | Expected by 25/03/21 | Ongoing | We will be asking members to review the risk assessment following its approval by SUSU, prior to attending training |
| 6 | Ask members whether they are in any of the ‘at risk’ categories and review information  | - Freya Elliott- Michael Price- Barnaby Greenfield | 25/03/2021 | Ongoing | Discuss with members that have disclosed they are in an ‘at risk’ group how they wish to commence training |
| 7 | Monitoring of training attendees for Covid-19 symptoms and tracking of attendance at sessions so people can be traced easily should any participants test positive for Covid-19 | - Freya Elliott- Michael Price- Barnaby Greenfield | 29/03/2021 | Ongoing |  |
| 8 | Regular review of UKUltimate guidelines to see if they make the wearing of face masks advised during training  | - Freya Elliott- Michael Price- Barnaby Greenfield | Ongoing | Ongoing  |  |
| 9 | Information about mental health support given to members via email and club social media groups  | - Freya Elliott- Michael Price- Barnaby Greenfield | Ongoing | Ongoing |  |
| 10 | Regular review of UKUltimate guidelines regarding return to play  | - Freya Elliott- Michael Price- Barnaby Greenfield  | Ongoing  | Ongoing  | Commencement of in-person training is expected to start from 29/03/21, training will be dependent on Government guidelines and UKUltimate guidance  |
| 11 | Review of government guidelines regarding members of different households sharing vehicles  | - Freya Elliott- Michael Price- Barnaby Greenfield | Ongoing | Ongoing |  |
| 12 | Regular review of UKUltimate guidelines regarding return to play  | - Freya Elliott- Michael Price- Barnaby Greenfield  | Ongoing  | Ongoing  | Commencement of in-person training is expected to start from 29/03/21, training will be dependent on Government guidelines and UKUltimate guidance  |
| Responsible Committee members signature: F.Elliott | Responsible Assessor signature: J. Allen |
| Print name: Freya Elliott | Date: 15/03/21 | Print name: James Allen | Date 15/03/21 |

**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.  |