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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of** | Volleyball activities | | **Date** | 16/10/2020 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative** | Pawel Kulski | President | | | N/A |
| **Qualified/Experienced Individual** | Ashley Cullen | Head Coach | | | Professional National Coach |

| **Hazard** | **Action** | **Who might be harmed** | **Inherent** | | |  | **Residual** | | | **Further controls** |
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| **Likelihood** | **Impact** | **Score** | **Control measures** | **Likelihood** | **Impact** | **Score** |
| Covid-19 | 1. Hand washing and general personal hygiene | Club members,  Members of staff in sports halls,  Vulnerable groups being in contact with the club members | 1 | 5 | 5 | * Providing hand sanitizer around the environment, in addition to washrooms * Frequent cleaning and disinfecting volleyball equipment * Setting clear use and cleaning guidance for toilets * Providing hand drying facilities – paper towels * No spitting, no wiping saliva or sweat with training shoes | 1 | 3 | 3 |  |
| Covid-19 | 2. Social Distancing | Club members,  Members of staff in sports halls,  Vulnerable groups being in contact with the club members | 2 | 5 | 10 | * Social Distancing - Reducing the number of people attending one session to 20 individuals. * Limiting shouting, high fives, winning gestures * Face Masks must be worn whilst inside any University building | 2 | 3 | 6 | * Reminding players of social distancing guidance at the trainings * Using the one-way traffic arranged in sports halls * Attending training sessions only after booking them in the UoS Sport app or at joinin.soton.ac.uk page |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | Club members,  Members of staff in sports halls,  Vulnerable groups being in contact with the club members | 3 | 5 | 15 | * People should keep a distance of "one metre plus" which means staying a minimum of one metre apart, while observing precautions to reduce the risk of transmission * During the breaks and when waiting to play, trainees should wear face masks if they are less than 2m apart from each other | 2 | 5 | 10 | * Using back-to-back or side-to-side sitting when on a bench * Reducing the number of people each person has contact with by using fixed teams |
| Covid-19 | 4. Movement around Buildings | Club members,  Members of staff in sports halls,  Vulnerable groups being in contact with the club members | 3 | 5 | 15 | * Reducing movement by discouraging non-essential trips within the sports hall | 2 | 3 | 6 | * Reducing the number of people waiting by setting up the net whenever possible before the start of the training |
| Covid-19 | 5. Explaining the changes planned to make volleyball activities safely | Club members,  Members of staff in sports halls,  Vulnerable groups being in contact with the club members | 3 | 2 | 6 | * Ensuring the RA is uploaded on SUSU Volleyball page and requesting club members to download and read it * Using Club’s social media communication channels to make all the members aware about the changes in the volleyball activities and encouraging them to take all the precautions * Ensuring every activity starts with a brief reminder of key COVID‑19 precautions and how to maintain them * Ensuring participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity) | 2 | 2 | 4 | * Creating a list of people attending each training session done by members of the club committee. The data should be kept for 21 days for the purpose of tracking and tracing potential spread of the virus |
| Covid-19 | 6. Protecting people who are at higher risk | Club members,  Members of staff in sports halls,  Vulnerable groups being in contact with the club members | 4 | 5 | 20 | * Asking 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 * Providing a meaningful alternative activity for those who are shielding * Helping members at increased risk to engage from home * Planning for members who need to self-isolate | 2 | 4 | 8 | * Maintaining a generally high level of personal hygiene at the trainings which will help to decrease the risk of transferring the virus onto members at higher risk |
| Covid-19 | 7. Symptoms of Covid-19 | Club members,  Members of staff in sports halls,  Vulnerable groups being in contact with the club members | 4 | 5 | 20 | * If a member becomes unwell with a new continuous cough or a high temperature 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 the member, the Club 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 | 2 | 5 | 10 | * Planning for people who are unable to engage in person * Providing a meaningful alternative activity for those who have someone shielding in their household * Helping members at increased risk to engage from home * Offering the individuals at risk the safest available roles in an activity * Planning for members who need to self-isolate |
| Covid-19 | 8. Face coverings | Club members,  Members of staff in sports halls,  Vulnerable groups being in contact with the club members | 4 | 3 | 12 | * Ensuring participants cover their faces with face masks before entering the sports hall and until arriving at the court where their training begins * During the breaks and when waiting to play, trainees should wear face masks if they are less than 2m apart from each other * Referees must be using only electronic whistles | 2 | 3 | 6 | * Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. |
| Covid-19 | 9. Mental Health | Club members | 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 members,  Members of staff in sports halls,  Vulnerable groups being in contact with the club members | 3 | 5 | 15 | * Ensuring a regular review of Government guidelines before engaging in physical activities * Sessions can hold a maximum of 20 people, including coaches. | 2 | 5 | 10 | * Club members should familiarise themselves with all the related to indoor sports government guidance around social distancing and hygiene |
| Covid-19 | 11. Travelling for physical activity | Club members,  Members of staff in sports halls,  Vulnerable groups being in contact with the club members | 3 | 4 | 12 | * When travelling by a minibus to play an away match, it is necessary for players to maintain a high level of personal hygiene in the vehicle * Teams travelling to the away matches should remain small in numbers in order to improve levels of social distancing * Continue to review guidelines prior to traveling | 2 | 3 | 6 | * Players travelling by the minibus should maintain a high level of personal hygiene in order to decrease the risk of transferring the virus |
| Covid-19 | 12. Sharing sport equipment | Club members,  Members of staff in sports halls,  Vulnerable groups being in contact with the club members | 3 | 4 | 12 | * Volleyballs and other sport equipment are to be cleaned and sanitised several times during every two-hour session and at least once after every one-hour session * Ensure the posts and net are set up correctly (at the required height and with the correct tension) to avoid further adjustment and thus to minimise fomite transmission | 2 | 4 | 8 | * Not sharing balls is impossible in volleyball. For that reason, it is essential for everyone to practice a high level of hand hygiene at every training. It involves washing hands with soap thoroughly before and after each training |

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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 |  |  |  | |  |  | |
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| 3 |  |  |  | |  |  | |
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| 10 |  |  |  | |  |  | |
| Responsible Committee Member’s signature: | | | | | Responsible Assessor’s signature: | | |
| Print name: Pawel Kulski | | | | Date: 16/10/2020 | Print name: Ashley Cullen | | Date: 16/10/2020 |

**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** | | | | |

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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 |

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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| 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. |