|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Live bridge sessions (teaching and social bridge) and online sessions (competitions and teaching) | | **Date** | 31/08/2020 |
|  | **Name** | **Role** | **Experience/Qualification** | |
| **Club or Society Representative** | Gabija Poskaite | President | N/A | |
| **Qualified/Experienced Individual\*** | Christine Ray | Bridge Teacher | More than 20 years of teaching experience, county and national level player | |

\* This can be a representative of an NGB, Partner Organisation or individual with relevant experience/qualification. Where an external individual is not available/appropriate a second sign-off within the Club or Society is acceptable where experience can be referenced.

**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 must 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 | * Members of the Club * 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 environment, in addition to washrooms – inform of the closest hand disinfection points and washing rooms. * 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 or electrical dryers | **1** | **3** | **3** | Further things to think about:   * Propping doors open as far as possible, to avoid unnecessary touching of the doorknob/doors and provide additional ventilation. * Consider the use of checklist for cleaning points * Asking players, visitors, staff and volunteers to wash or sanitise their hands on arrival |
| Covid-19  2. Social Distancing | * Members of the Club * 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** | 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>  Require masks to be worn for the activity | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance * Avoiding sharing workstations and equipment * Using floor tape or paint to mark areas to help people keep to a 2m distance * Arranging one-way traffic through the location if possible * Switching to members engaging by appointment only / ticketed activities |
| Covid-19  3. Social Distancing – Where people are unable to keep required distance | * Members of the Club * 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 "one metre plus" this means staying a minimum of one metre apart, while observing precautions to reduce the risk of transmission.  Require masks to be worn for the activity.  No movement, or limited movement bridge setting: either the same table plays with the same opposition for the entire session or if the duplicate is being played, E/W moves only when instructed. | **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 * Using screens or barriers to separate people from each other * Using back-to-back or side-to-side sitting whenever possible * Staggering arrival and departure times * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ * Consider asking players to collect outdoor clothing etc, and leave, socially distanced, by table number as instructed. |
| Covid-19  4. Movement around Buildings | * Members of the Club * 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. * Reducing task rotation and equipment rotation, for example, single tasks for the activity. * Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing. | **2** | **3** | **6** |  |
| Covid-19  5. Explain the changes you are planning to make your activity Safely | * Members of the Club * 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 |  |  |  | * 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). |  |  |  |  |
| Covid-19  6. Protecting people who are at higher risk You should think about | * Members of the Club * 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 * 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** |  |
| Covid-19  7. Symptoms of Covid-19 | * Members of the Club * 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 or 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 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 | * Members of the Club * 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 |  |  |  | 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. |  |  |  |  |
| Covid-19  9. Mental Health | * Members of the Club * 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 | * Members of the Club * 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 * Premises such as activity clubs, community centres and youth clubs can reopen, and should follow COVID-19 Secure guidelines. It is important to maintain social distancing and good hand hygiene in these circumstances. Outside of these formal activities, to help control the virus, you should limit your interactions with those you don’t live with. * 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. | **2** | **5** | **10** | * Perform activity in well ventilated rooms, with well-spaced tables, require wearing face masks at all times. Choose rooms with large tables to maintain 2m distance (or 1m+). * Limit 2 playing tables per room, unless large lecture room is used and 2 m distance can be maintained. * All of this must be done safely and responsibly, and if someone is planning to 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. * Make sure to keep the same partnerships and opposition, to avoid mixing. |
| Covid-19  11. Travelling for physical activity | * Members of the Club * 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. * 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. * Leaving your home - the place you live - to stay at another home is not allowed. * Continue to review guidelines prior to traveling. | **2** | **5** | **10** |  |
| Covid-19  12.1 Sharing equipment (sport and non-sport) | * Members of the Club * 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 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) * All equipment to be kept in 72hrs quarantine in between the use. Make sure to have enough equipment for all sessions and spread the sessions in the way to allow the 72hrs for the quarantine.   + Table covers can be washed after sessions. Overall, avoid table covers use if not necessary. * Scoring. Assign one person for scoring and using whiteboard, room’s computer or personal computer for it. Use Bridge Club’s whiteboard pens or regular pens and keep them for 72hrs before another use. Good idea to separate the pens for different sessions. * Bidding boxes. Storing bidding boxes for 72 hours prior to usage.Washing hands before putting bidding boxes on tables. Bidding boxes only being used by one player during the session. Assign names on the boxes with a sticker for the season.East and West taking their bidding boxes with them each time they move, if duplicate bridge is being played. * Encourage BBO (bridgebaseonline.com) use with personal laptops with well-spaced out sitting or from home if the COVID19 local infection rate increases. * Clearly inform the club during the session on the strategy of dealing cards (whether they are pre-dealt and where to box them). | **2** | **3** | **6** | * If you are sharing equipment you should wash your hands thoroughly before and after use, as well as all the equipment used. * Quarantine the equipment for at least 72hr if washing is not possible i.e. cards and bidding boxes. |
| Covid-19  12.2 Sharing equipment (sport and non-sport)  **CARDS and DEALING CARDS** | * Members of the Club * 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** | * Clearly inform the club during the session on the strategy of dealing cards (whether they are pre-dealt and where to box them). * Cards can’t be disinfected so should be quarantined for at least 72hrs. One deck handled only once during the session. Keep a good hand hygiene when storing and when distributing boards to tables.   For pre-dealt hands (encouraged):   * One set of boards for each table. Each board will only be used once, by the four players seated at the table at that time. Each hand of playing cards is only handled by one player. * North will place each board on the table handling it by the North end. * North will handle the board by the North end to retrieve it and place it on the table and to return it to the bag after play.   Hands dealt at the spot (avoid, but if not possible then follow the following steps):   * Separate deck is being dealt by the same person. * After handling cards, all ‘hands’ are being discarded to the box provided. For this reason, different colour decks should be provided for each table. * Decks can be later arranged by one person in the committee, keeping good hygiene and later carefully washing their hands. Allow 72hrs after use of the deck. | **1** | **3** | **3** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | Casual bridge session to be organized in the university premises, where disinfection/washing equipment should be present at no extra cost. Saying that, check accessibility to disinfection stations before booking the room and inform SUSU for portable disinfection liquid for cleaning. Make a list of cleaning points before, during and after the session. | | President | First activity -  05/10/20 |  |  | |
| 2 | Signage should be provided by the university. Book large rooms, to make sure 4 players can sit at the same table with 2m distance (B100 workshop rooms, or similar would be the best for that). | | President | First activity - 05/10/20 |  |  | |
| 3 |  |  | |
| 4 |  |  | |
| 5 | Upload RA on Groups Hub and on Social media.  Prepare the word script for the changes, which would be mentioned during each of the sessions. With each event remind to bring face masks and not to come if any symptoms appear (on WhatsApp and FB) | | President, Committee | 31/08/20  Continuous |  |  | |
| 6 | Move as many sessions online. Sort out teaching online. Make a form to fill to identify members at risk groups, self-isolating or shielding. | | President | Welcome week |  |  | |
| 10 | Each week review the government, university and the English Bridge Union guidance, update RA as necessary and inform the committee. | | Secretary | Continuous |  |  | |
| 11 | Email bodies which are responsible for competitions to set the dates for competitions early. Suggest online matches instead of live ones. | | Secretary | Continuous |  |  | |
| 12 | Get disinfection liquid from SUSU for the equipment i.e. pens, bidding boxes, card sleeves. Disinfection liquid promised at no cost by the SUSU. Get more card decks to avoid cross contamination. COST 36gbp | | President | First activity  05/10/20 |  |  | |
| Responsible Committee members signature: | | | | | Responsible Assessor signature: | | |
| Print name: Gabija Poskaite | | Date: 31/08/2020 | | | Print name: Christine Ray | | Date: 31/08/2020 |

**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** | | | | |

|  |  |
| --- | --- |
| 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.

|  |  |  |
| --- | --- | --- |
| 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. |