Southampton SSAGO COVID-19 Risk Assessment

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| **Risk assessment written on:** | 15/08/20 |  |  |  |  |
| **Risk assessment approved by committee:** | 24/08/20 | **Signature:** | A close up of text on a whiteboard  Description automatically generated | **Name:**  **Role:** | Megan Riddell  Southampton SSAGO Chair |
| **Risk assessment approved by National SSAGO Exec (Experienced individual):** | 11/09/20 | **Signature:** | SSAGO Exec | **Name:**  **Role:** | Adele Upton  Brittany Long  Madeleine Brett  Reuben Cone  Amy Franklin  National SSAGO Executive Committee |
| **Risk assessment approved by SUSU:** |  | **Signature:** |  | **Name:**  **Role:** |  |

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| **Hazard** | **Who is at risk?** | **How are risks already controlled?**  **What extra controls are needed?** | **What has changed?** |
| Maintaining social distancing when arriving or departing | Everyone | 15-minute-long arrival time to allow spacing and staggered leaving  Specify how they reach the location and how they leave (e.g. through side gate or which university building door).  Wear face masks during arrival and when departing.  Get those attending to complete a Google Form before attending including university email address, instructions on how to keep themselves safe and make clear that it’s only for those attending  Take a register of first name and initial of last name only when people arrive. Include information on the event, where it was, time, date, who’s taken the register. We will hold a paper copy which will be scanned onto drive. Both will be deleted/destroyed after 2 weeks.  Make sure their contact details on our membership system are up to date in case track and trace is required. For those not on the membership system, collect mobile number and university email address when they arrive.  Mandate hand sanitising on arrival and departure whether using own or provided. In university buildings, use at the door or SSAGO will provide for outdoor socials.  Ask individuals if they have been experiencing symptoms on arrival. Turn them away if they have experienced COVID-19 symptoms and advise them to isolate and seek a test. |  |
| Maintaining social distancing during the meeting | Everyone | Limit group size to fit with guidelines issued by Girlguiding and Scouting. Don’t exceed the limit.  Make sure activities are non-contact and all attendees observe social distancing.  No singing or shouting.  Encourage the wearing of face masks when individuals can’t maintain social distancing.  If people aren’t following social distancing rules, the individual scenario will be referred to committee members to act upon.  Have as many outdoor socials as possible. When socials are indoors, make sure the space is well ventilated with opening windows. |  |
| Hygiene of people | Everyone | Do not attend socials if you have suspected symptoms or have been told to self-isolate.  Wash hands prior to arrival.  Use hand sanitizer on arrival, departure and when touching items.  Give clear expectations of these procedures. |  |
| Hygiene of toilets | Everyone | Use before attending socials particularly those outdoors and not on campus.  Wash hands thoroughly after use.  Mandate hand sanitiser use when entering the social area.  Follow university guidelines when using toilet facilities. |  |
| Hygiene of activity equipment | Everyone | For socials encourage people to bring their own equipment where possible. For example,   * bringing chairs and picnic blankets for outdoor socials to be placed at 2m distance from each other * bring pens and other necessary equipment for indoor socials and make sure clean when possible.   Limit the equipment used.  Minimise touch points. |  |
| Travelling to meetings | Everyone | Discourage car sharing and public transport when not with your own household.  When travel is needed, wear face masks on journeys and try to avoid travelling in groups if possible.  Ensure the vehicle is as well ventilated as possible. |  |
| First Aid | Everyone | First aid kits to be available at every social.  Make sure first aid kits have face coverings, disposable gloves and mouth-to-mouth shield.  Where possible have individuals treat themselves.  If contact is needed between individuals have face coverings and gloves to be worn.  Wash your hands after completing first aid or sanitise if hand washing is not possible.  If COVID-19 symptoms are suspected by someone at a social, end the social. |  |
| Food and Drink | Everyone | Bring your own refreshments and equipment.  Don’t share outside your household. |  |
| Local and national infection rates | Everyone | Don’t hold face-to-face socials when local guidance does not permit regardless of national levels.  Follow the Government, Guiding, Scouting, SSAGO, SUSU and National Youth Association guidance. |  |
| Mental Wellbeing | Everyone | Signpost to Welfare Officers if there are concerns about safety and safeguarding.  Be aware of people’s anxieties about returning to face-to-face meetings and how this might affect their behaviour.  Have a variety of face-to-face (as many outdoor socials as possible) and virtual socials so individuals can choose which to attend. |  |
| Risk from Public | Attendees and Public | Choose a location that is unlikely to be busy.  Have the committee member(s) who is running the social arrive early and assess the area. Make relevant adjustments if necessary. |  |