|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of**  required | **Southampton Student Scout and Guide Organisation (SSAGO)** | | **Date**  required | 15/08/20 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative**  required | Megan Riddell | Southampton SSAGO Chair 2020 – 2021 | | | **N/A** |
| **Qualified/Experienced Individual\***  required | *Adele Upton Brittany Long*  *Madeleine Brett Reuben Cone*  *Amy Franklin* | National SSAGO Executive Committee | | | ***Oversee the running of SSAGO clubs across the UK*** |

\* 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 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. Social distancing when arriving or departing | * 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 | **3** | **3** | **9** | * 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 Form before attending including contact details and information on how to stay safe * Take a register of names 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 3 weeks. * Make sure their contact details on our membership system are up to date. For those not on the membership system, collect contact details on register. * Mandate hand sanitising on arrival and departure whether using own or provided. * 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. | **2** | **3** | **6** | * Give out reminders in advance both verbally and a checklist via the sign up form. * Make sure people don’t come if showing any symptoms. |
| Covid-19 | 2. Social distancing during the meeting | * 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** | **3** | **9** | * 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. | **2** | **3** | **6** | * Give out reminders in advance both verbally and a checklist via the sign up form. * Make sure people don’t come if showing any symptoms. |
| Covid-19 | 3. Hygiene of people | * 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** | **3** | **9** | * 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. | **1** | **3** | **3** |  |
| Covid-19 | 4. Hygiene of toilets | * 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** | **3** | **9** | * 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. | **1** | **3** | **3** |  |
| Covid-19 | 5. Hygiene of activity equipment | * 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** | **3** | **6** | * 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 or bring pens and other necessary equipment for indoor socials and make sure clean when possible. * Limit the equipment used. * Minimise touch points. | **1** | **3** | **3** |  |
| Covid-19 | 6. Travelling to meetings | * 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** | **3** | **9** | * 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. | **2** | **3** | **6** | * Give out reminders in advance both verbally and a checklist via the sign up form. * Make sure people don’t come if showing any symptoms. * Given different options on travel to event so people can make their own decision. |
| Covid-19 | 7. First Aid | * 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** | **3** | **9** | * 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. | **2** | **3** | **6** | * Make sure people don’t come if showing any symptoms. * Reminders for people to use PPE when administering first aid. |
| Covid-19 | 8. Food and Drink | * 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** | **3** | **9** | * Bring your own refreshments and equipment. * Don’t share outside your household. | **1** | **3** | **3** |  |
| 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 | **2** | **3** | **6** | * Signpost to Welfare Officers if there are concerns about safety and safeguarding. These welfare officers have completed the WIDE training. * 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. | **1** | **2** | **2** |  |
| Covid-19 | 10. Local and national infection rates | * 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** | **3** | **9** | * 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. 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. | **1** | **3** | **3** |  |
| Covid-19 | 11. Risk from Public | * 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** | **3** | **9** | * 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. | **2** | **3** | **6** | * Remind people to keep distance from other including the public. * Use face coverings alongside government guidelines. * Clear communication if plans change. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | Guidance on managing an event (Arrival, departure, transport and venue) | Social Secretaries or committee member organising event | 01/10/20 | | 01/01/21 |  | |
| 2 | Taking register and deleting after 2 weeks | Chair | 01/10/20 | | 01/01/21 |  | |
| 3 | Create way of reminding people about what to bring to a social | Social Secretaries or committee member organising event | 01/10/20 | | 01/01/21 |  | |
| 4 | Have a way of reminding people what to bring to a social | Social Secretaries or committee member organising event | 01/10/20 | | 01/01/21 |  | |
| 5 | Create a standard sign up form which agrees individuals informing us on self-isolating, symptoms and contact details | Social Secretaries | 01/10/20 | | 01/01/21 |  | |
| 6 | Purchase hand sanitiser for socials | Quartermaster | 01/10/20 | | 01/01/21 |  | |
| 7 | Purchase PPE for first aid kits | Quartermaster | 01/10/20 | | 01/01/21 |  | |
| 8 | Complete the WIDE training | Welfare Officers | 01/10/20 | | 01/01/21 |  | |
| 9 | Keep up to date with local and government guidance as well as relevant governing bodies | Chair | 01/10/20 | | 01/01/21 |  | |
| Responsible Committee members signature:  A close up of text on a whiteboard  Description automatically generated | | | | | Responsible Assessor signature:  SSAGO Exec | | |
| Print name: Megan Riddell | | | | Date: 24/08/20 | Print name: Adele Upton, Brittany Long, Madeleine Brett, Reuben Cone, Amy Franklin  National SSAGO Executive Committee | | Date: 11/09/20 |

**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. |