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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of**  required | **Southampton Student Scout and Guide Organisation (SSAGO) & Build-A-Rally Committee Parcel Packing** | | **Date**  required | 5th and 6th November 2020 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative**  required | Rebecca Burton | Build-A-Rally First Aid | | | **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*** |

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| 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 | * Committee members * 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). * Wear face masks during arrival and when departing. * Take a register of names when people arrive. Include information where it was, time, date, who’s taken the register. We will hold a paper copy which will be destroyed after 3 weeks. * Mandate hand sanitising on arrival and departure whether using own or provided. * Ask individuals if they have been experiencing symptoms on arrival with temperature checks. 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 * Make sure people don’t come if showing any symptoms. |
| Covid-19 | 2. Social distancing during the meeting | * Committee Members * 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 National Government advice. 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. * Due to being indoors, make sure the venue is well ventilated with opening windows. | **2** | **3** | **6** | * Give out reminders in advance both verbally * Make sure people don’t come if showing any symptoms. |
| Covid-19 | 3.Hygiene of people | * Committee Members * 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 | * Committee Members * Anyone else who physically comes in contact with you in relation to your activity | **3** | **3** | **9** | * Wash hands thoroughly after use. * Mandate hand sanitiser use when entering the social area. | **1** | **3** | **3** |  |
| Covid-19 | 5. Hygiene of activity equipment | * Committee Members * Anyone else who physically comes in contact with you in relation to your activity | **2** | **3** | **6** | * Encourage people to bring their own equipment where possible including pens, scissors and Sellotape and make sure clean when possible. * Minimise touch points. | **1** | **3** | **3** |  |
| Covid-19 | 6. Travelling to meetings | * Committee Members * 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. * 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 * 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 | * Committee Members * 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 | * Committee Members * 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.Infection remaining on surfaces for 72 hours | * Committee Members * Anyone else who physically comes in contact with you in relation to your activity | **3** | **3** | **9** | * Venue to be sanitised before and after use. * Items being packed in boxes to be cleaned before putting in boxes. * Gloves to be worn when handling food items/kit. | **1** | **2** | **2** | * Parcels to be sent out with enough notice before Rally to be isolated for 72 hours before use on weekend. |
| Weight of boxes | Heavy boxes may cause sprain to back | * Club/Soc Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions | **2** | **3** | **6** | * Individuals should bend with their knees when lifting full boxes off the floor, keeping back straight. * Individuals should avoid bending forwards as this causes more damage to back. * Boxes to be carried at chest height at elbow width, weight should not exceed 13kg |  |  |  | * If individual is struggling with weight while carrying, place on floor and take a rest |