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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.
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| 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.
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| 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.
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| 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.
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| 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.
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| 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
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