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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of**  required | **Southampton Student Scout and Guide Organisation (SSAGO)** | | **Date**  required | 10/9/21 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative**  required | Jake Symcox | Southampton SSAGO Chair 2021 – 2022 | | | **N/A** |
| **Qualified/Experienced Individual\***  required | *Thomas Webster* | National SSAGO Executive Committee Secretary 2021-2022 | | | ***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.

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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. Minimising the spread of covid 19 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 | **2** | **3** | **6** | * All members are are to have a negative lateral flow test before arriving at camp * Wear masks if traveling on public transport and confined travel spaces * If in vehicles have windows open to maximise airflow | **1** | **3** | **3** |  |
| Covid-19 | 2.Minimising the spread of covid 19 during the camp | * Club/Socs Members * Other people on site | **2** | **3** | **6** | * try to minimise with members of the public * all people on-site should be taking actions to minimise the spread of covid * When going indoors (tents not included) members should be strongly encouraged to wearing masks * Have adequate tentage for members with extra for those who may want their own space * If a member develops Covid-19 symptoms send them home if possible | **1** | **3** | **3** | * Have spare tentage available for members if they develop Covid 19 symptoms and can’t travel home safely |
| Covid-19 | 3. Hygiene of people | * Club/Socs Members | **2** | **2** | **4** | * .Encourage regular hand washing * Have hand gel available at all times | **1** | **2** | **2** |  |
| Covid-19 | 4. Hygiene of toilets | * Club/Socs Members * Other people on site | **2** | **2** | **4** | * Handled by the site but members will be encouraged to thoroughly wash their hands | **1** | **2** | **2** |  |
| Covid-19 | 5. Hygiene of activity equipment | * Club/Socs Members * Other people on site | **2** | **3** | **6** | * Use hand gel before using equipment shared with other groups on site * Use hand gel after using equipment shared with other groups on site | **1** | **3** | **3** |  |
| Covid-19 | 7. First Aid | * Club/Soc Members * Other people on site | **3** | **3** | **9** | * Have access to first aid kits during the camp * Make sure the committee has access to 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. | **1** | **3** | **3** |  |
| Covid-19 | 9. Mental Health | * Club/Soc Members | **2** | **1** | **1** | * 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. | **1** | **1** | **1** |  |
| Covid-19 | 11. Risk from Public | * Club/Socs Members | **3** | **3** | **9** | * Avoid members of the public if possible * Wear face mask in enclosed areas with public * Social distance with members of the public * If social distancing isn’t possible or space is crowded wear masks | **1** | **3** | **6** |  |

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| ***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) | Chair | 15/05/21 | | 21/06/21 | Appropriate changes have been made | |
| 2 | Taking register and deleting after 4 weeks | Chair | 15/05/21 | | 21/06/21 | Use the records from the sign up form as the register and require members to fill it in | |
| 3 | Create way of reminding people about what to bring to a social | Committee member organising event | 15/05/21 | | 21/06/21 | working well - continue doing | |
| 4 | Have a way of reminding people what to bring to a social | Committee member organising event | 15/05/21 | | 21/06/21 | On the sign up form | |
| 5 | Create a standard sign up form which agrees individuals informing us on self-isolating, symptoms and contact details | Chair | 15/05/21 | | 21/06/21 | working well - continue doing | |
| 6 | Purchase hand sanitiser for socials | Quartermaster | 15/05/21 | | 21/06/21 | done and being brought to socials | |
| 7 | Purchase PPE for first aid kits | Quartermaster | 15/05/21 | | 21/06/21 | done and being brought to socials | |
| 8 | Complete the WIDE training | Welfare Officers | 15/05/21 | | 21/06/21 | Completed | |
| 9 | Keep up to date with local and government guidance as well as relevant governing bodies | Chair | 15/05/21 | | 21/06/21 | being done on a regulate basis - continue | |
| Responsible Committee members signature: | | | | | Responsible Assessor signature:  A picture containing insect  Description automatically generated | | |
| Print name: Jake Symcox | | | | Date: 10/9/21 | Print name: Thomas Webster  National SSAGO Executive Committee | | Date: 14/09/2021 |

**Assessment Guidance**

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| 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 |

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| **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** | | | | |



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| 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 |

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| 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. |