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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of** | **Playing Korfball** | | **Date**  required | 05/03/2021 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative** | Justin Mills | President | | | **N/A** |
| **Qualified/Experienced Individual\*** | Gemma McBain | Secretary/covid-19 Officer | | |  |

\* 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. Hand washing | * 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 | **1** | **5** | **5** | * Providing hand sanitizer around the environment, in addition to washrooms * Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people * Enhancing cleaning for busy areas * Setting clear use and cleaning guidance for toilets | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | * 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** | **5** | **10** | Social Distancing - Reducing the number of persons in any activity area to comply with the 2-metre gap, where possible recommended by the Public Health Agency  [https://www.publichealth.hscni.net/news/covid-19-coronavirus](about:blank)  [https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people](about:blank) | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance * Avoiding sharing equipment * Arranging one-way traffic through the location if possible * Switching to members engaging by appointment only / ticketed activities * All members must book in via the sport and wellbeing app for each session for track and trace purposes. * The club will keep a record of members attendance for up to 21 days for track and trace purposes. |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | * 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** | **5** | **15** | People should keep a distance of "one metre plus" this means staying a minimum of one metre apart, while observing precautions to reduce the risk of transmission. | **2** | **5** | **10** | Where it’s not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:   * Considering whether an activity needs to continue for the Club/Socs to operate * Keeping the activity time involved as short as possible * Using back-to-back or side-to-side sitting whenever possible * Staggering arrival and departure times * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ * Wearing a mask, when players are waiting to play and not able to be 2m apart, this will only be required when inside. * Adhere to the maximum capacity of the venues, for Team Southampton Hall this is 20 people, for Wide Lane the current maximum outdoor capacity is 30 people. |
| Covid-19 | 4. Movement around Buildings | * 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** | **5** | **15** | * Reducing movement by discouraging non-essential trips within buildings and sites. * Reducing task rotation and equipment rotation, for example, single tasks for the activity. * Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing. * Following any one way systems in place inside buildings. * Wear a face mask at all times, while moving about inside buildings. * At Wide Lane to access the toilets, as there is not a strict 1 way system, people should only enter the building individually, not as groups, and wait outside the building if they know the facilities are occupied. | **2** | **3** | **6** |  |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely | * 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 | **4** | **5** | **20** | * Ensure the RA is uploaded on Groups Hub and request your members download and read it. * Use your social media and Club/Society communication channel to make all the members aware about the changes in your activities and encourage the to take all the precautions. * Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them * Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity) * Implementation of a covid-19 officer to ensure all members comply with the guidance. | **2** | **5** | **10** | * Traditional Korfball will not take place, instead “Guarded Korfball” will be played to reduce face-to-face contact and risk of transmission of covid-19 * [https://www.englandkorfball.co.uk/home/covid-19/](about:blank) * Maximum of 30 people training outdoors * Government guidance advises that wherever possible students should remain where they are and not return to campus and/or halls of residence until in-person on-campus teaching resumes. We do recognise that some students may not be able to safely or successfully study away from campus. Therefore, if a student feels that they need to return on this basis, then they should return to campus, but follow the guidance upon their return to isolate until two negative COVID-19 tests have been received. It is essential for you to register for COVID-19 saliva testing, register here, <https://www.southampton.ac.uk/coronavirus/covid-testing.page> . We ask students to consider carefully as to if they should travel during this time and the government does not advise unnecessary travel. You may need to return earlier if you need support, or if you need to access IT equipment, library facilities or other facilities on campuses. |
| Covid-19 | 6. Protecting people who are at higher risk You should think about | * 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 | **4** | **5** | **20** | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category * Planning for people who are unable to engage in person * Provide meaningful alternative activity for those who are shielding * Helping members at increased risk to engage from home, either in their current role or an alternative role * Planning for members who need to self-isolate. | **2** | **5** | **10** |  |
| Covid-19 | 7. Symptoms of Covid-19 | * 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 | **4** | **5** | **20** | * If member becomes unwell with a new continuous cough or s high temperature, they will be sent home and advised to follow the stay at home guidance. * Committee Members will maintain regular contact with members during this time.      * If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. [https://www.publichealth.hscni.net/](about:blank) * Keeping a record of which members attend events to be able to contact them in the event another member starts showing symptons or tests positive for covid-19. | **3** | **5** | **15** | * Planning for people who are unable to engage in person * Provide meaningful alternative activity for those who have someone shielding in their household * Helping members at increased risk to engage from home, either in their current role or an alternative role * Offering people, the safest available roles in an activity * Planning for members who need to self-isolate. |
| Covid-19 | 8. Face coverings | * 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 | **4** | **5** | **20** | Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours  Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-   Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.  Wearers must be clean shaven. | **2** | **5** | **10** | * Planning for people working and support the club/Soc at home who have someone shielding in their household; helping members at increased risk to work from home, either in their current role or an alternative role; * Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.   Reference [https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm](about:blank) |
| 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 | **3** | **5** | **15** | * Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE * Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services | **2** | **4** | **8** | * Regular communication of mental health information and SUSU policies for those who need additional support. |
| Covid-19 | 10. Physical Activities | * 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** | **5** | **15** | * Ensure regular review of Government guidelines before engaging in physical activities * People can now go outside more than once a day for exercise alone or with their household, or with up to five people from outside their household providing they observe social distancing. * Many facilities associated with outdoor sports and physical activities can reopen, if those responsible for them feel ready to do so and if they can do so safely. This includes basketball and tennis courts, playing spaces like golf courses (public and private), playing fields and water sports.   Continuously check for any updates from governing body (EKA) or government on the guidelines to playing korfball. | **2** | **5** | **10** | * People can now go outside more than once a day for exercise in groups of up to six people, as long as people from different households observe social distancing by keeping two metres apart. * All of this must be done safely and responsibly, and if someone is planning to exercise or take part in some activity in a small group, they should familiarise themself with all the government guidance around social distancing and hygiene, in particular. |
| Covid-19 | 11. Travelling for physical activity | * 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 | **4** | **5** | **20** | * You can travel for physical activity. Ideally use your nearest, local appropriate venue to reduce pressure on transport infrastructure. * You can travel to outdoor open space irrespective of distance. * You shouldn’t travel with someone from outside your household unless you can practise social distancing - for example by cycling. It is not possible to practice effective social distancing in small vehicles. You should consider all other forms of transport before using public transport. * Leaving your home - the place you live - to stay at another home is not allowed. * Continue to review guidelines prior to traveling | **2** | **5** | **10** | * Only use public transport where necessary. * Follow all rules and guidelines for travel, such as wearing a face mask on public transport. |
| Covid-19 | 12. Sharing equipment (sport and non-sport) | * 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 | **4** | **5** | **20** | * We expect you to follow sensible precautions and clean in between users, and to follow [COVID-19 Secure guidelines](about:blank) | **1** | **5** | **5** | * Where possible we recommend that you limit sharing of equipment, for example you should use your own tennis racquet, golf club or basketball, but if you do, practise strict hand hygiene. * If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use, as well as all the equipment used. |
| Covid-19 | 13. Comply with governing body’s guidance on activity | * 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 |  |  |  | * [https://www.englandkorfball.co.uk/home/covid-19/](about:blank) * https://englandkorfball.co.uk/response-to-government-publication-for-easing-of-covid-19-restrictions/ * Check regularly for updates. * No sessions will take place before 12th April, to comply with government and governing body guidelines. |  |  |  |  |
| Covid-19 | 14. Lack of organisational awareness of Covid-19 Risks | * 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** | **5** | **15** | Covid-19 Officer  Club management have read, understood and will implement RTP plans and understood importance of adhering to them.  Awareness of up to date EK and Government guidance, including Test & Trace procedures | **1** | **5** | **5** | Appointment and registration of Covid-19 Officer  EK RTP Read and understood by Club management.  Covid-19 officer to maintain good communication with EK |
| Covid-19 | 15. Implementation of adapted rules and “Guarded Korfball” | * 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 |  |  |  | Ensure coaches have read and understood the changed rules and are able to effectively communicate these to the players |  |  |  | All attending reminded to adhere to the new rules  Active management of play to ensure these are being followed  Seek guidance from EK if needed |
| Covid-19 | 16. Infected surfaces in the building e.g. door handles, chairs and benches | •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 |  |  |  | Regular disinfection of heavily used areas and surfaces.  Hand sanitiser available on court and entrance to building. Use separate  entrances and exits to the court where possible.  Liaison with venue management to ensure cleaning protocols are undertaken |  |  |  | All attendees reminded to;  Avoid touching high contact surfaces e.g. door handles, benches, chairs.  Use hand sanitiser  frequently during practice  All attendees reminded of the following:  Not share water bottles.  Korfballs and posts should be washed or wiped down before, during (every 20 minutes) and after the session.  Have 2 match balls for games, one can be wiped down as the game continues.  Ball wiping by officials at all major stoppages (at the end of quarters/ time-outs). |
| Covid-19 | 17. Transport to and from sessions | •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 |  |  |  | Ensure those attending sessions follow current government guidelines.  No car sharing between different households |  |  |  |  |
| Covid-19 | 18. Toilets and changing rooms | •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 |  |  |  | Liaise with venue to ensure these are cleaned regularly.  Suitable hand washing equipment available in toilets and changing rooms.  Venues should operate a 1 in, 1 out rule when toilets have restricted access.  No sharing of towels |  |  |  | All attendees reminded of the following:  Arrive changed, ready to play.  Avoid showering and changing at venue where possible.  Wash hands thoroughly for 20 seconds and use an alcohol-based hand gel after going to the toilet. |
| Covid-19 | 19. Increased risk to individuals with underlying medical conditions and those from BAME groups | •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 |  |  |  | Staff should make sure any participants within high risk group have all risk assessment information available so they can make an informed choice about joining the session.  Make events as inclusive and safe as possible. |  |  |  | Those individuals with underlying medical conditions to seek advice if needed |
| Covid-19 | 20. Risk to those returning to participate after being affected severely by Covid-19 | •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 |  |  |  | Follow medical guidance  Make events as inclusive and safe as possible. |  |  |  | Depending on the severity of the COVID-19 symptoms certain individuals may need to consult a doctor to get approval to return to playing sport. |
| Covid-19 | 21. Social distancing not being adhered due to first aid or injury treatment required | •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 |  |  |  | First Aider to ensure face covering is worn and hands and equipment is sanitised before and after treatment. |  |  |  | First Aider familiar with good practice guidelines for minimising risk while first aiding. |
| Covid-19 | 22. Detriments to mental health | * Clubs/Socs Members |  |  |  | Clubs to promote mental health & well-being awareness to club members.  Clubs to have a dedicated Welfare Officer.  Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE  Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services |  |  |  | Regular communication of mental health information and an open-door policy for those who need additional support.  Regular communication of mental health information and SUSU policies for those who need additional support. |
| Covid-19 | 23. Infection being passed directly from person to person | •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 |  |  |  | Signs detailing COVID-19 symptoms at venue/court entrance.  Encourage attendees to scan the coronavirus NHS QR code displayed at the venue  All participants (including officials) should be screened and attendance  documented. Any individual who answers positively to the screening questions and or has a high temperature should be advised to return home and self-isolate in  line with government advice. Screening data to be kept within the club for 21 days before confidentially  destroying in-line with GDPR.  Screening should be set up away from building entrances/exits.  Maximum of X people per court including players, coaches, officials & volunteers.  Ensure two adults are present at all practices involving under 18s.  Practice in small groups in training whenever possible, with that group working together throughout to reduce risk of transmission. |  |  |  | All attendees reminded of the following:  To lower the frequency  of bodily contact, players/ teams must have no handshakes, celebrations/ high fives.  Players reminded not to help one another off the floor, to reduce touching of hands.  Player huddles / team talks must allow for social distancing of 1m+.  Wash hands thoroughly for 20 seconds after going to the toilet and use alcohol- based hand rub.  Avoid shouting at all times due to the increased risk of aerosol transmission.  Social distancing rules apply if not on the court in a playing capacity.  No congregating once training or game has ended.  Clear signage to ensure a singular flow of people in and out of the venue. |

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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 |  |  |  | |  |  | |
| 2 |  |  |  | |  |  | |
| 3 |  |  |  | |  |  | |
| 4 |  |  |  | |  |  | |
| 5 |  |  |  | |  |  | |
| 6 |  |  |  | |  |  | |
| 7 |  |  |  | |  |  | |
| 8 |  |  |  | |  |  | |
| 9 |  |  |  | |  |  | |
| 10 |  |  |  | |  |  | |
| Responsible Committee members signature: Justin Mills | | | | | Responsible Assessor signature: Gemma McBain | | |
| Print name: Justin Mills | | | | Date:  19/10/2020 | Print name: Gemma McBain | | Date 19/10/2020 |

**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** | | | | |

|  |  |
| --- | --- |
| 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 |

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.

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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. |