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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Sign Language Society** | | **Date** | 24/08/2020 |
| **Committee Member (Name and Role)** | Megan Speechley, President | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Nicholas Karn, lecturer in History | |
|  |  | **Signed off** | ***Nicholas Karn*** | |

**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.

**Please note- this risk assessment overalls any corresponding actions or controls stated in the societies main risk assessment, until deemed otherwise by SUSU and the committee of Sign Language Society.**

**This risk assessment will form the overall basis of SignSoc’s response to Covid-19. However, we will be using a variety of university lecture spaces, and so these arrangements may have to be adapted to cover the universities specific requirements for these places, which take priority over our own arrangements.**

| **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 | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **1** | **5** | **5** | * We will encourage everyone to wash their hands, or use hand sanitiser, before entering the lecture theatre. * As our lessons will take part in university buildings, there will be washrooms available on site, and hand sanitiser available at building entrances. * We would also encourage everyone participating in the lessons to not touch each other, or any surfaces unnecessarily. * We will provide information on the NHS guide to hand washing on our social media before our lessons, to ensure everyone follows the correct guidelines. | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **2** | **5** | **10** | * Every person (or household bubble) is to sit at least 2 metres away from each other, following the 2-metre gap recommended by the Public Health Agency, and university advice for lay-out in their lecture theatres. * Teachers must also stand 2 metres apart from each other, and anyone they may be talking to (unless in the same household bubble)   [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** | * We will post information on our social media and through email about the guidelines in place that everyone needs to follow. * Our teachers will also remind everyone who enters the room that the guidelines must be followed, and recap them at the beginning of each lesson. * When not entering and leaving, all society members who are not part of the committee must remain in their seats, teachers will come to them if they have questions. * Attendees must follow signage put into place by the university when moving around the room. |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **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. We will insist everyone who attends our lessons wear face-coverings, unless medically unable to do so.  However, we will strive to always maintain a 2m distance when possible. | **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: * Making sure everyone is sitting side-to-side in the lessons. * Staggering when people enter or exit the room, to make sure they stay socially distance * Reminding those attending the lessons to come no earlier than 5 minutes before the start of the session, to prevent crowding outside the room |
| Overcrowding preventing social distancing | Introducing a ticketing system to lessons | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **4** | **5** | **20** | * We will only allow the maximum number of people to maintain social distancing into each room, as dictated by the university * To prevent too many people attending each lesson, we will introduce a ticketing system, where members of the society have to sign up online in advance to attend each lesson. We will only provide enough tickets to allow the number of people the university deems the maximum limit in each room (including the teachers and members of committee present) in. * No one else may enter the room if the tickets sold suggest the room will be at maximum capacity. * If not all tickets are sold, but more people arrive on the day, then we will only allowed those up to the maximum capacity in. | **2** | **4** | **8** | * If controlling the number of people who enter who don’t have a ticket (because not all tickets are sold) becomes difficult to manage, we will then only allow those with tickets to the lesson into the room |
| Covid-19 | 4. Movement around Buildings | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **3** | **5** | **15** | * Our ticketing system will reduce the number of people in attendance, and therefore reduce the amount of people moving around the building. * When coming to and leaving the lesson, everyone should follow the one-way system put in place by the university, following, obeying all signs in place around the buildings. * Only one person should use the lifts at a time, and only if they are carrying something heavy or have mobility difficulties. * In case of a fire, the one- way stair directions can be ignored (per university policy), however social distancing should still be kept at all times. * During the lessons, everyone should remain in their seats as much as possible. If there are any questions, teachers will come to them, maintaining the 2m distance. | **2** | **3** | **6** | * Asking those attending the lessons to only arrive 5 minutes before the lesson begins, to prevent overcrowding in corridors where movement will be required. |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **3** | **3** | **9** | * We will ensure the RA is uploaded on Groups Hub so members can download and read it. * We will create a poster containing all information on the precautions in place at our in-person lessons, which will be shared across our social media, emailed to our members and be shown (and talked through) at each lesson. * We will ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity) * All of our teachers will be made aware of every precaution required, so they are able to answer any questions asked of them. * We will answer all emails and social media messages about our precautions as soon as we can, as well as answering any in-person questions, to make sure everyone understands our precautions. | **1** | **3** | **3** |  |
| Covid-19 | 6. Protecting people who are at higher risk | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **4** | **5** | **20** | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category if they wish to attend our in-person lessons * We will be either live-streaming and recording our in-person lessons, or creating live-streamed and then recorded sessions at home, to allow those who cannot attend lessons to still participate and learn everything those who attend in-person lessons can. * Through live-streams or live online lessons, people at home will still be able to engage with and ask questions to teachers. Recording each lesson will also make them more accessible to those who are not free at the time of the lessons. | **2** | **5** | **10** | * We would strongly encourage anyone who does not feel safe at/ can’t attend in-person lessons to attend out online lessons instead. * We will ensure our on-line lessons, in whichever format, will allow those taking part to learn and interact with our teachers in the same way as those who attend on-line lessons. * We will reply to emails and messages on our social media as quickly as possible, to be able to communicate with and answer questions of those who cannot attend lessons in person, outside of times where we live-stream lessons. |
| Covid-19 | 7. Symptoms of Covid-19 | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **4** | **5** | **20** | * If member becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow the stay at home guidance. * Anyone who develops any symptoms of Covid-19, or who has tested positive for Covid-19, should not attend any in-person lessons * If they have attended an in-person lesson in the past 14 days, then we will request them to contact the society or a committee member to inform them of this. This will be stated on all our social medias, and a reminder will be said at the start of every lesson. * Committee Members will maintain regular contact with members during this time. * Everyone who has attended an in-person lesson will have to give their name and contact details (such as their university email) to the society before they enter the room, either through the ticket booking system or recorded by the teachers present (for those who arrive without a ticket if there is available spaces), following the track and trace system. All members will be told what will happen to this information both when they provide it, and on our social media, as stated in our privacy notice. * 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) * The society will then follow SUSU guidelines on contacting those who they may have come into contact with during in-person lessons, using the details provided by those attending the lessons | **3** | **5** | **15** | * Our online lessons will provide for those unable to engage in person with our in-person activities (see above), which will apply to those with symptoms of Covid-19 * We will use our social media and email to continuously update our members on the situation if required * We will make it clear in all our social medias, emails and in-person activity that if anyone experiences symptoms they should not attend lessons, and if they have attended any lessons 14 days prior to testing positive to Covd-19 they should contact the society immediately and not attends any in-person lessons for at least 14 days. * In order to make sure we have all details needed to contact those who may have been exposed, everyone who attends a lesson will also be required to sign up to be a member of the society on the SUSU website, free of charge. |
| Covid-19 | 8. Face coverings | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **3** | **4** | **12** | * We will require everyone to wear a face covering (which they must provide themselves) for the entire duration of our lessons (unless medically unable to do so). This includes from the moment they enter the room until they leave the room. * Our teachers will be provided with see-through face shields to enable teaching through lip-reading and facial expressions. * In the case that someone needs to be able to lip-read to be able to communicate with other members, the removal of masks is acceptable however the 2m distance between them must be maintained. | **2** | **3** | **6** | * We will not be able to provide masks to members, as we have no facilities to be able to properly sanitise them between use. Members who attend sessions should provide their own. * Teachers will be issued with their own personal face shield from the society. They should not be shared with anyone else and should be properly sanitised between use. * Online activities (as discussed above) will be provided for those who are shielding or have someone shielding in their household. |
| Covid-19 | 9. Mental Health | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **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. * The committee members will make clear that while they are willing to help as much as they are able with those struggling with mental health, we are not trained professionals and it may be wise to seek more professional help if required, with reference to university and SUSU support services. |
| Covid-19 | 10. Travelling for physical activity | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **4** | **5** | **20** | * All in-person lessons and normal activities will take place in university buildings, which is the nearest and most appropriate venue with easy access for most students * Where possible, we would encourage those attending the lessons to walk or use private transport to lessons. They should not travel with someone from outside their household or social bubble without practising social distancing. * If using public transport, we would encourage all of our members to follow the guidelines in place for using that public transport, such as wearing a mask, sanitising hands and maintaining a safe social distance. * We would encourage members to continue to review guidelines prior to traveling | **2** | **4** | **8** |  |
| Covid-19 | **11. Cross-contamination from someone using the room at other times.** | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **4** | **5** | **20** | * As we will be using university spaces, we will follow all university guidelines on allowing the room to be sanitised and fully cleaned before any society members enter the room, to try and prevent cross-contamination from those before us. * We will leave the room in enough time to allow the room we are using to be sanitised by the university again before another group uses the room. | **3** | **4** | **12** | * We would encourage our members to try and prevent touching as many surfaces as possible. Where surfaces are touched, we would encourage members to sanitise their hands before and after this. * We would encourage those who are shielding to use our on-line lessons instead of those in-person. |
| Covid-19 | **12. Emergency updates regarding the changing situation due to Covid-19** | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **4** | **3** | **12** | * Due to the nature of Covid-19, and changes in government guidelines, changes may need to be made to lessons at short notice. * Once government guidelines have changed, the committee should aim to have a meeting (either in-person or online) within the next 24 hours (or before the next in-person lesson, whichever is sooner) to discuss changes to our lessons in light of this, which should be put in place in a time-period following government guidelines. Due to extraordinary circumstances, these meetings do not have to follow the guidelines in the society constitution for the time-period between announcing and having a meeting, however they should be called in the same way. * Once a decision has been made, the Covid-19 risk assessment should be updated. * All members of the society should then be made aware of these changes. This should be done through our social media, emails, our on-line lessons, and if still possible, our in-person lessons. If lessons have to be cancelled or less people are allowed to attend a lesson, then the tickets for the lessons should be adjusted appropriately as soon as possible. * Therefore everyone must sign up to be a member on the SUSU website so we can easily send out emails to all those who may come to lessons to update them if anything is needed. | **4** | **2** | **8** |  |
| Covid-19 | **13. Someone not following our guidelines** | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **3** | **5** | **15** | * We will make very clear what precautions are expected in our lessons. We will create a poster of our guidelines which will be emailed out to our membership list, posted on our social medias and anywhere else we advertise (such as Bunfight or online taster sessions), and recapped at all in person (and potentially online) lessons- to ensure everyone follows the rules. We will also make this risk assessment available to any members who request it. * Anyone who does not follow the rules will no longer be able to attend in person lessons or will be asked to leave for the safety of others. | **2** | **5** | **10** | * We will make all teachers and attending committee members aware of how to contact university campus security, in case this is required if someone is refusing to follow guidelines. |
| Covid-19 | **14. Food and drink** | * Members of the society who participate in our in-person lessons. * Especially vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Teachers and other committee members who attend our in-person lessons | **4** | **4** | **16** | * No food is to be shared during our lessons, as this could lead to a spread of the virus. * This means no food is to be provided by anyone on the committee, or anyone else present at in-person lessons, and includes sharing food between people in the same household. * Drinks can be drunk; however, they must be provided by the person drinking them, and must not be shared by anyone in the room. Face coverings may be removed to drink them; however they must be put back on immediately. * This overrules the rules on food and drink stated in the original society risk assessment. | **2** | **4** | **8** | * No food will be allowed to be eaten during our lessons, even if the person is question has brought the food in themselves. |

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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 | We will post information on our social media and through email about the guidelines in place that everyone needs to follow. | Megan Speechley (President), Matthew D’Souza (Secretary) and Katie Thompson (Social and Promotions Sec) | 05/10/20 | | 05/11/20 |  | |
| 2 | Teachers will remind everyone who enters the room that the guidelines must be followed, and recap them at the beginning of each lesson. | Teachers | 5/10/20 | | 05/11/20 |  | |
| 3 | When not entering and leaving, all society members who are not part of the committee must remain in their seats, teachers will come to them if they have questions. | Members who attend in person lessons and teachers | 5/10/20 | | 05/11/20 |  | |
| 4 | Attendees must follow signage put into place by the university when moving around. | All members of the society who attend in-person lessons | 5/10/20 | | 05/11/20 |  | |
| 5 | Where it’s not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:   * Making sure everyone is sitting side-to-side in the lessons. * Staggering when people enter or exit the room, to make sure they stay socially distance   Reminding those attending the lessons to come no earlier than 5 minutes before the start of the session, to prevent crowding outside the room | Teachers, and those who attend in-person lessons | 5/10/20 | | 05/11/20 |  | |
| 6 | Tickets will be issued to control the number of people who take part in in-person lessons. If not all tickets have been sold, then people who turn up on the day may be allowed in, up to the maximum capacity.  If controlling the number of people who enter who don’t have a ticket (because not all tickets are sold) becomes difficult to manage, we will then only allow those with tickets to the lesson into the room | Teachers and Megan Speechley (President) | 5/10/20 | | 05/11/20 |  | |
| 7 | We would strongly encourage anyone who does not feel safe at/ can’t attend in-person lessons to attend our online lessons instead and we will ensure our on-line lessons, in whichever format, will allow those taking part to learn and interact with our teachers in the same way as those who attend on-line lessons.  We will reply to emails and messages on our social media as quickly as possible, to be able to communicate with and answer questions of those who cannot attend lessons in person, outside of times where we live-stream lessons. | Teachers, Megan Speechley (President), Katie Thompson (Social and Promotions Sec) | 5/10/20 | | 05/11/20 |  | |
| 8 | We will use our social media and email to continuously update our members on the situation if required  We will make it clear in all our social medias, emails and in-person activity that if anyone experiences symptoms they should not attend lessons, and if they have attended any lessons 14 days prior to testing positive to Covd-19 they should contact the society immediately and not attends any in-person lessons for at least 14 days. | All committee members, especially teachers, Katie Thompson and Megan Speechley, which will affect all members of the society. | 5/10/20 | | 05/11/20 |  | |
| 9 | In order to make sure we have all details needed to contact those who may have been exposed, everyone who attends a lesson will also be required to sign up to be a member of the society on the SUSU website, free of charge. | Members of the society, all committee members to remind them | 5/10/20 | | 05/11/20 |  | |
| 10 | Teachers will be issued with their own personal face shield from the society. They should not be shared with anyone else and should be properly sanitised between use. | Izabela Piechowka (Treasurer) and teachers | 5/10/20 | | 05/11/20 |  | |
| 11 | Regular communication of mental health information and SUSU policies for those who need additional support. The committee members will make clear that while they are willing to help as much as they are able with those struggling with mental health, we are not trained professionals and it may be wise to seek more professional help if required, with reference to university and SUSU support services. | All committee members | 5/10/20 | | 05/11/20 |  | |
| 12 | We would encourage our members to try and prevent touching as many surfaces as possible. Where surfaces are touched, we would encourage members to sanitise their hands before and after this. | Everyone present at in person lessons | 5/10/20 | | 05/11/20 |  | |
| 13 | We will make all teachers and attending committee members aware of how to contact university campus security, in case this is required if someone is refusing to follow guidelines. | Megan Speechley (President) to inform committee members. | 5/10/20 | | 05/11/20 |  | |
| 14 | No food will be allowed to be eaten during our lessons, even if the person is question has brought the food in themselves. | Teachers and society members | 5/10/20 | | 05/11/20 |  | |
| Responsible Committee members signature: | | | | | Responsible Assessor signature:Nicholas Karn | | |
| Print name: Megan Speechley | | | | Date:30/8/2020 | Print name: Nicholas Karn | | Date 11 September 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** | | | | |

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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| 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. |