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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Sign Language Classes**  | **Date** | **25/09/2020** |
| **Club or Society** | **Sign Language Society** | **Assessor** |  |
| **President or Students’ Union staff member** | ***Megan Speechley*** | **Signed off** |  |

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**This risk assessment will include 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.**

| ***PART A***  |
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| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **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** |
| Fire  | Injuries from the fire itself or from the panic when trying to leave the building  | Attendees to the lessons, and committee members present | **2** | **5** | **10** | Make sure all teachers are aware of the fire exits and assembly points of the building they are teaching in.Inform attendees of fire exits and escape routes at beginning of class. Smoke and heat detectors are installed and regularly checked in university buildings. Fire extinguishers present. | **1** | **5** | **5** | Make sure one of the committee members teaching each class acts as given leader role during the event of a fire  |
| Slips, trips and falls  | Risk of attendees or committee injuring themselves while moving around  | Attendees and committee | **4** | **3** | **12** | All aisles should be kept clear of obstructions and coats and bags kept under desks. Any spillages should be cleared up immediately  | **3** | **3** | **9** | Ensure that teachers are aware of the nearest trained first aider is to the lecture theatre they are teaching in, and how to easily contact them. Provide them with contact details to Highfield Security staff who can provide basic first aid if needed. |
| Electrical Equipment  | Injuries resulting from using electrical equipment  | Attendees and committee | **2** | **3** | **6** | Inform teachers of correct way to use computers and projectors Make sure students do not touch electrical equipment during class Teachers report any problems with equipment  | **1** | **3** | **3** |  |
| Litter  | Negative impact to the environment and potentially the spread of harmful substances to those present | Attendees and committee | **5** | **1** | **5** | To ask attendees to put personal rubbish in the bin, dispose of rubbish as it is made and have a committee member check the cleanliness of the lecture theatre after each lesson | **3** | **1** | **3** |  |
| Overcrowding  | Injuries from pushing and shoving or tripping over each other  | Attendees and committee  | **4** | **2** | **8** | Look at the list of interested members of the society who may attend lessons, and make sure to book the correct size lecture theatre, or potentially splitting into multiple groups  | **3** | **2** | **6** |  |
| Sensitive Content  | Attendees being upset but emotional and sensitive content during the classes  | Attendees  | **4** | **1** | **4** | Announce at the beginning of the class whether anything of a sensitive nature will be mentioned and that if anyone is affected they should feel free to leave until it is over  | **3** | **1** | **3** |  |
| 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** | * Groups of people who enter together and want to sit together may do so.
* However, each group must sit at least 2 seats away from other groups and individuals not in their groups, to ensure the groups of those who do not know each other are socially distanced from each other.
* Teachers must also stand 2 metres apart from those attending the lessons.
 | **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 (with an accompanying powerpoint slide).
* 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.
* We will stagger when people enter or exit the room, to make sure the groups stay socially distanced, and remind those who attend the lessons to come no earlier than 5 minutes before the start of the session, to prevent crowding outside the room
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| Covid-19 | 3. 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 share information on the precautions in place at our in-person lessons across our social media, email it to our members and show and discuss the precautions at the start of 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 | 4. 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.
* 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.
* 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** | * 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.
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| Covid-19 | 5. 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 when moving around the room, especially when entering or leaving the lesson.
* Everyone will now also be required at all times while seated in the room, following the universities new guidelines
* Our teachers will be provided with see-through face shields if they would like them, 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.
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| Covid-19 |  6. 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.
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| Covid-19 | 7. 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 | **8. 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.
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| Covid-19 | **9. 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 share our guidelines through an email to our membership list, posting them on our social media, and sharing them anywhere else we advertise (such as Bunfight or online taster sessions). They will also be recapped at all 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 | **10. 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.
 | **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** |
|  | Make sure one of the committee members teaching each class acts as given leader role during the event of a fire  | Megan Speechley ensuring the teachers are aware of this role | 05/10/2020 | 01/09/2021 | We did not run any in-person sessions in 2020-2021, so this was not applicable. This will therefore still be applicable in 2021-2022. |
|  | Ensure that teachers are aware of the nearest trained first aider is to the lecture theatre they are teaching in, and how to easily contact them. Provide them with contact details to Highfield Security staff who can provide basic first aid if needed. | Teachers | 5/10/2020 (or as soon as teachers find out which room they will be teaching in) | 04/01/2021 | We did not run any in-person sessions in 2020-2021, so this was not applicable. This will therefore still be applicable in 2021-2022. |
|  | Don’t provide anything containing nuts in case of contamination when servingDon’t provide anything without corresponding packaging so ingredients can be checked Make everyone who attends each lesson is aware that food is going to be servedAsk that food is not eaten in the lessons without prior warningIf food is going to be provided at a lesson, check the allergies of those present before providing it | Teachers and other committee members present | 5/10/2020 (however, this is over-ruled by our COVID-19 risk assessment during this period) | 04/01/2021 | We did not run any in-person sessions in 2020-2021, so this was not applicable. This will therefore still be applicable in 2021-2022, when COVID-19 guidelines allow. |
|  | We will post information on our social media and through email about the guidelines in place that everyone needs to follow. | Megan Speechley (President) and Jade Ward (Social and Promotions Secretary), who are in charge of our social media | 01/10/2021 | 18/12/2021 |  |
|  | 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 (with an accompanying powerpoint slide). | Teachers | 05/10/2021 | 18/12/2021 |  |
|  | 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. | Teachers | 05/10/2021 | 18/12/2021 |  |
|  | We will stagger when people enter or exit the room, to make sure the groups stay socially distanced, and remind those who attend the lessons to come no earlier than 5 minutes before the start of the session, to prevent crowding outside the room | Teachers | 05/10/2021 | 18/12/2021 |  |
|  | We will use our social media and email to continuously update our members on the situation if required. We will also 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. | Megan Speechley (President) and Jade Ward (Social and Promotions Secretary), who are in charge of our social media | 01/10/2021 | 18/12/2021 |  |
|  | 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. However, 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. | Megan Speechley (President), Talitha Wengraf-Townsend (Treasurer) and Teachers | 05/10/2021 | 18/12/2021 |  |
|  | 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, especially Megan Speechley (President) and Jade Ward (Social and Promotions Secretary), who are in charge of our social media | 01/10/2021 | 18/12/2021 |  |
|  | 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. | Teachers (and all other committee members) | 01/10/2021 | 18/12/2021 |  |
|  | No food will be allowed to be eaten during our lessons, even if the person is question has brought the food in themselves. | Teachers | 01/10/2021 | 18/12/2021 |  |
| Responsible committee member signature: | Responsible committee member signature: |
| Print name: Megan Speechley | Date:25/09/21 | Print name:  | Date: |

**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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| 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.  |

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 |