|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Zumsoc+** | | **Date** | 13/05/2021 |
| **Committee Member (Name and Role)** | Nia Williams – President | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Nia Williams, President, Zumba Instructor (qualified with B1 Zumba Training) | |
|  |  | **Signed off** | Emma Jenkins, Vice President, Zumba Instructor (qualified with B1 Zumba Training) | |

**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.

Link to guidance from NGB: EMDUK

<https://emduk.org/important-information-from-emd-uk-on-coronavirus-covid-19/#toggle-id-1>

**At least five weeks after Step 2, no earlier than 17th May:**

* Indoor group exercise classes will be allowed to resume.

**Please note we are still awaiting confirmation from DCMS on the numbers.** Updated guidance has been stated to be updated on 22nd March. [Please follow our Facebook page here for up-to-date guidance.](https://www.facebook.com/ExerciseMoveDanceUK/" \t "_blank)

At Step 3, the government has mentioned they may ease limits on social contact. It will remain important for people to consider the risks for themselves, taking into account whether they and those they meet have been vaccinated or are at greater risk. As national governing body for group exercise, we would advise that you maintain social distancing in group exercise classes as set out in our guidance when mixing with others outside of your household.

After consulting the Facebook page, they state the limit of capacity is how many people can fit in the room allowing each individual to have 2m x 2m of space. I believe these spaces are already marked out on the floor in the Activities Room.

| **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 * Providing hand drying facilities – either paper towels or electrical dryers | **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 recommended by the Public Health Agency  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance * Remind members to social distance at the beginning of each society event * Avoiding sharing workstations and equipment * Using floor tape or paint to mark areas to help people keep to a 2m distance * Arranging one-way traffic through the location if possible * Switching to members engaging by appointment only / ticketed activities so we can put a cap on the maximum number of participants. |
| 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: * Considering whether an activity needs to continue for the Club/Socs to operate * Keeping the activity time involved as short as possible * Using screens or barriers to separate people from each other * 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’ |
| 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. | **2** | **3** | **6** | * We are prepared to run online classes if movement around campus is not allowed. |
| 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** | **3** | **12** | * 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) |  |  |  |  |
| Covid-19 | 6. Protecting people who are at higher risk | * 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 (participants must sign a health and safety waiver when they join). * Planning for people who are unable to engage in person (we will be running sessions via Zoom) * 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 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. * We will keep a sign-in sheet of everyone who has attended each class in order to aid with Track and Trace.      * 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/> | **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. |  |  |  | * 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> |
| 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 * We will continue to check the guidelines provided by Zumba, and Government guidelines. | **2** | **5** | **10** | * After the 29th March 2021, group exercise classes are allowed to go ahead outside with no more than 30 participants including the instructors. |
| 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 | **3** | **5** | **15** | * You can travel for physical activity. Ideally use your nearest, local appropriate venue to reduce pressure on transport infrastructure. Our classes will take place on campus so there shouldn’t be far to travel. * 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 |  |  |  |  |
| 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 | **1** | **5** | **1** | * We expect you to follow sensible precautions and clean in between users, and to follow [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE) * Zumba does not require shared equipment; therefore this is not a likely risk for us. |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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 |  |  |  |  |  | |
| 11 |  |  |  |  |  | |
| 12 |  |  |  |  |  | |
| Responsible Committee members signature: Nia Williams | | | | Responsible Assessor signature: | | |
| Print name: NIA WILLIAMS | | | Date: 13/05/2021 | Print name: | | Date |

**Assessment Guidance**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.

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

|  |  |  |
| --- | --- | --- |
| 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. |