|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **UoS Filipino Society** | **Date** | **30/08/2021** |
|  | **Name** | **Role** | **Experience/Qualification** |
| **Club or Society Representative** | **Cassandra Morcilla** | **Secretary** | **N/A** |
| **Qualified/Experienced Individual\*** | **Ella Babaran** | **President** |  **Presidents Training**  |

\* 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **Lik eli ho od** | **Im pa ct** | **Sc ore** | **Control measures (use the risk hierarchy)** | **Lik eli ho od** | **Im pa ct** | **Sc ore** |
| Covid-19 | 1. Hand washing | * Club/

Socs Members* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else

whophysically com es in contact with you in relation to your activity | **1** | **5** | **5** | * We will provide hand sanitizer at all events, in addition to washrooms and other facilities.
* We will frequently clean and disinfect high touch surfaces and objects in between use.
 | **1** | **3** | **3** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **Lik eli ho od** | **Im pa ct** | **Sc ore** | **Control measures (use the risk hierarchy)** | **Lik eli ho od** | **Im pa ct** | **Sc ore** |
| Covid-19 | 2. Social Distancing | * Club/

Socs Members* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else

whophysically com es in contact with you in relation to your activity | **2** | **5** | **10** | Social Distancing – We will maintain a 2 meter distance at all events and reduce number of individuals per group, to comply with public health guidelines.https:// [www.publichealth.hscni.net/](http://www.publichealth.hscni.net/) news/covid-19-coronavirus https://[www.gov.uk/government/](http://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
* Placing social distancing markers at all events to help individuals keep a safe distance from one another
* Using a one way traffic system at events if possible.
* Switching to members engaging by appointment only / ticketed activities
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **Lik eli ho od** | **Im pa ct** | **Sc ore** | **Control measures (use the risk hierarchy)** | **Lik eli ho od** | **Im pa ct** | **Sc ore** |
| 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

whophysically com es in contact with you in relation to your activity | **3** | **5** | **15** | * Perform covid-19 screening prior to entry at all events; if showing signs of covid—19, send individual home and advise them to self isolate.
* Where social distancing is not possible, all individuals must wear a face covering that covers their nose and mouth at all times.
 | **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
* Minimizing contact time at events where social distancing is not possible.
* Using barriers or shields to limit the transmission of covid.
* Using back-to-back or side-to-side sitting whenever possible.
* Staggering arrival and departure times
* Placing individuals in fixed teams or groups to limit the number of people each person has had contact with
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **Lik eli ho od** | **Im pa ct** | **Sc ore** | **Control measures (use the risk hierarchy)** | **Lik eli ho od** | **Im pa ct** | **Sc ore** |
| Covid-19 | 4. Movement around Buildings | * Club/

Socs Members* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else

whophysically com es in contact with you in relation to your activity | **3** | **5** | **15** | * Discourage non-essential trips to other areas within event venues.
* 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** | * If movement around buildings is still required, limit the amount of people allowed out per trip
* Ensure the use of face masks
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **Lik eli ho od** | **Im pa ct** | **Sc ore** | **Control measures (use the risk hierarchy)** | **Lik eli ho od** | **Im pa ct** | **Sc ore** |
| Covid-19 | 5. Explain the changes you are planning to make your activity safe | * Club/

Socs Members* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else

whophysically com es in contact with you in relation to your activity | **2** | **5** | **10** | * 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 them 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) | **1** | **5** | **5** | * Explaining changes can be communicated online but if for some reason it has to be done in person, keep a distance of at least 2m
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **Lik eli ho od** | **Im pa ct** | **Sc ore** | **Control measures (use the risk hierarchy)** | **Lik eli ho od** | **Im pa ct** | **Sc ore** |  |
| 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

whophysically com es in contact with you in relation to your activity | **3** | **5** | **15** | * 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 ( eg. online events)
 | **2** | **5** | **10** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **Lik eli ho od** | **Im pa ct** | **Sc ore** | **Control measures (use the risk hierarchy)** | **Lik eli ho od** | **Im pa ct** | **Sc ore** |
| Covid-19 | 7. Symptoms of Covid-19 | * Club/

Socs Members* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else

whophysically com es in contact with you in relation to your activity | **4** | **5** | **20** | * If any member develops symptoms of covid-19 – they will be sent home and be advised to follow public health guidelines
* 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 willcontact 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/](http://www.publichealth.hscni.net/) | **3** | **5** | **15** | * Planning for people who are unable to engage in person ( eg. online events)
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **Lik eli ho od** | **Im pa ct** | **Sc ore** | **Control measures (use the risk hierarchy)** | **Lik eli ho od** | **Im pa ct** | **Sc ore** |
| Covid-19 | 8. Face coverings | * Club/

Socs Members* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else

whophysically com es 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 behaviors
* We will provide face masks for all attendees at our events and will encourage individuals to wear them at all times during our events.
 | **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/](http://www.hse.gov.uk/) news/face-mask-ppe-rpe- coronavirus.htm |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **Lik eli ho od** | **Im pa ct** | **Sc ore** | **Control measures (use the risk hierarchy)** | **Lik eli ho od** | **Im pa ct** | **Sc ore** |
| Covid-19 | 9. Mental Health | * Club/

Socs Members* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else

whophysically com es 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 will share relevant resources to members ( ie. 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.
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **Lik eli ho od** | **Im pa ct** | **Sc ore** | **Control measures (use the risk hierarchy)** | **Lik eli ho od** | **Im pa ct** | **Sc ore** |
| Covid-19 | 10. Physical Activities | * Club/

Socs Members* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else

whophysically com es in contact with you in relation to your activity | **3** | **5** | **15** | * We will regularly review Government guidelines before engaging in physical activities
* People can now go outside more than once a day for exercise alone or with their household,

.* 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 watersports.\**Each specific sport should check the guideline of the Government and their Federation* | **2** | **5** | **10** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **Lik eli ho od** | **Im pa ct** | **Sc ore** | **Control measures (use the risk hierarchy)** | **Lik eli ho od** | **Im pa ct** | **Sc ore** |
| Covid-19 | 11. Travelling for physical activity | * Club/

Socs Members* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else

whophysically com es 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.* Continue to review guidelines prior to traveling
 | **2** | **5** | **10** | * If there is no other option but to use public transport, keep your face mask on for the entirety of the journey
* Sanitise hands after using public transport - either by purchasing your own bottle or using sanitiser which should be provided by the society
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **Lik eli ho od** | **Im pa ct** | **Sc ore** | **Control measures (use the risk hierarchy)** | **Lik eli ho od** | **Im pa ct** | **Sc ore** |
| 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

whophysically com es in contact with you in relation to your activity | **4** | **5** | **20** | * Equipment must be disinfected before and after use when sharing.
 | **2** | **5** | **10** | * 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, practice 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.
 |
| Members getting lost when traveling between venues. | Confusion where to go. | The person that is lost | **2** | **1** | **3** | Committee members contact information to be available to all attendees in the event that someone is lost.  | **1** | **1** | **2** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **Lik eli ho od** | **Im pa ct** | **Sc ore** | **Control measures (use the risk hierarchy)** | **Lik eli ho od** | **Im pa ct** | **Sc ore** |
| Accidents and injuries | During the bunfight and other events, the surroundings may be hectic and busy and objects such as tables or chairs may be blocking the way of people causing accidents. | students visiting the bunfight, members of the public e.g. committee members. | **1** | **1** | **2** | Ensure equipment is tidy and safely out of the way. | **1** | **1** | **2** |  |
| Fire | Fire alarms may go off and there may also be a fire. | all attendees | **1** | **1** | **1** | Ensure there is a clear path to the fire exits.Committee members should also be aware of all fire instructions and allocation of fire extinguishers. | **1** | **1** | **1** |  |

***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 | Purchase PPE ( Facemasks, Hand sanitizer, Disinfecting Wipes, Thermometer) and first aid kit - £50 | Any Committee Member | 30/08/2021 | 01/09/2021 | The Society aims to have PPE available before the first event to be able to provide them to attendees who may need it the day of the events to limit the transmission of COVID-19.  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| Responsible Committee members signature:Print name: Date:**Cassandra Morcilla 30/08****Ella Babaran /2020** | Responsible Assessor signature: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 |  |
| 2. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 3. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 4. Admin controls | Examples: training, supervision, signage |  |
| 5. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

**LIKE** 5

**LIH**

**OOD**

4

3

2

1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 | 10 | 15 | 20 | 25 |
| 4 | 8 | 12 | 16 | 20 |
| 3 | 6 | 9 | 12 | 15 |
| 2 | 4 | 6 | 8 | 10 |
| 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

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