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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of**  required | **Futsal** | | **Date**  required | 13/05/2021 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative**  required | Theklis Stefani | President | | | **N/A** |
| **Qualified/Experienced Individual\***  required | Diego García | Vice President | | | **N/A** |

\* This can be a representative of an NGB, Partner Organisation or individual with relevant experience/qualification. Where an external individual is not available/appropriate a second sign-off within the Club or Society is acceptable where experience can be referenced.

**COVID-19: Advice, guidance and Risk Assessment for Clubs and Societies**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Please see below for a checklist guidance to help Clubs, Societies and students to understand how to participate to activities safely during the coronavirus pandemic.

Covid-19 Activities Check List for Clubs and Societies:

☐ *Read the latest Government updates and guidelines*

☐ *Appoint a lead on health and safety within your committee (This person needs to complete Health & Safety online training, the Risk Assessment completion training and be updated on the latest COVID-19 overview/guidance)*

☐ *Review and update existing Risk Assessments to include COVID-19 risk management or review and submit and additional COVID-19 Risk Assessment covering additional risks*

☐ *Share the results of the risk assessment with your members and on your website and Groups Hub, this has to be available for download.*

☐ *Check in advance if the facilities you want to use have reopened and their guidance for returning to activity*

☐*Register any activities that your club is planning to organise on SUSU website at least 5 working days before the activity will take place*

☐ *Check the RA of any venue/location or facility where the Club or Society intend to hold the event and share guidance with members*

☐ *The activity can go ahead once you have received the confirmation from SUSU staff.*

As a SUSU affiliated Club or Society, you must protect people from harm. This includes taking reasonable steps to protect your members and others from coronavirus. This risk assessment will help you manage risk and protect people. In this Risk Assessment we expect you to:

* Identify what activity or situations might cause transmission of the virus;
* Think about who could be at risk
* Decide how likely it is that someone could be exposed
* Act to remove the activity or situation, or if this isn’t possible, control the risk.
* This is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation. It is not likely to cover all scenarios and each Club or Society should consider their own unique circumstances.

**LINK FROM FOOTBALL ASSOSCIATION (our NGB) WITH THEIR RETURN TO PLAY GUIDANCE:**

https://www.thefa.com/news/2021/may/11/step-three-guidance-20210511

| **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 * All players participating. | **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** | * Encourage team members to regularly wash hands and if possible, bring their own hand sanitizers. |
| 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 * All players participating. | **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>   * Ensure that players keep the required distance with one another during warm-up. * Avoid unnecessary breaking of social distancing such as handshakes, huddles, face-to-face confrontation with one another (or with opponents), scoring celebrations etc. * All players should remain socially distanced during breaks in play. (E.g. Substitutes should be spread out and avoid sharing a bench if social distancing cannot be observed). * Maintain social distancing even after game/training session. * According to Government guidelines the Sports Hall is allowed one person per 3m2 box. As a futsal team we do not have a lot of players. * According to the FA, training sessions/matches should be limited to a maximum of 30 people, including coaches. | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance * 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 |

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| 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 * All players participating. | **3** | **5** | **15** | People should keep a distance of "one metre plus" this means staying a minimum of one metre apart, while observing precautions to reduce the risk of transmission. | **2** | **5** | **10** | Where it’s not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:   * Considering whether an activity needs to continue for the Club/Socs to operate * Keeping the activity time involved as short as possible * Using 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 * All players participating. | **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** |  |
| 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 * All players participating. | **3** | **3** | **9** | * 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) * Everyone should self-assess for COVID-19 symptoms before every training session or match. * According to the FA guidance, we should keep a record of attendees at a match or training session, to support NHS Test and Trace. | **2** | **2** | **4** |  |
| Covid-19 | 6. Protecting people who are at higher risk You should think about | * Club/Socs Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity. * A member with a known condition. | **4** | **5** | **20** | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category * Planning for people who are unable to engage in person * Provide meaningful alternative activity for those who are shielding * Helping members at increased risk to engage from home, either in their current role or an alternative role * Planning for members who need to self-isolate. | **2** | **5** | **10** |  |
| Covid-19 | 7. Symptoms of Covid-19 | * Club/Soc Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity * All players that participate. | **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. * Committee Members will maintain regular contact with members during this time.      * If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/> | **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. * All players that participate. | **3** | **4** | **12** | * 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. * All of the players must wear face masks in areas in transit to our court. (e.g. Participants must wear a mask as they walk through the corridors/reception. Masks can only be taken off as soon as they arrive in the sports hall where we will play futsal. But it is very important that as soon as our futsal session finishes, all participants must put their masks on again as they walk to leave the building/campus.) This is done to protect both ourselves and the university’s staff. * Never share a mask with another team member. | **3** | **3** | **9** | * 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. * All players that participate. | **3** | **5** | **15** | * Make sure that the committee members promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE. * 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 * All players that participate. | **3** | **5** | **15** | * Ensure regular review of Government guidelines before engaging in physical activities * Minimize the amount of shouting by all participants during training/game since according to government guidelines, shouting increases the risk of infection in indoor areas. * There should be no spectators or any other people except those participating. * According to the FA and the latest government guidelines **(“the rule of six or 2 households”)** competitive training is permitted with groups limited to a maximum of 6 people. But for organized sports, there is **no limit on group numbers as long as we adhere to capacity restrictions** on indoor facilities. Maximum occupancy of each indoor facility should be limited by providing a minimum of 100 square ft per person. Taking into account the dimensions of Southampton Sports Hall, we will ensure that a maximum of 12 people attend training sessions in order to follow the guidlenlies. * Following the Stage Two government guidelines, our activities will be modified so that the time spent by two or more individuals within a 2-metre distance of one another, and level of face to face contact, is kept to a reasonable minimum. | **2** | **5** | **10** | * People can now go outside more than once a day for exercise in groups of up to six people, as long as people from different households observe social distancing by keeping two metres apart. * All of this must be done safely and responsibly, and if someone is planning to exercise or take part in some activity in a small group, they should familiarise themself with all the government guidance around social distancing and hygiene, in particular. |
| Covid-19 | 11. Travelling for physical activity | * Club/Socs Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **3** | **3** | **9** | * Use the nearest, local appropriate venue to reduce pressure on transport infrastructure. * Ensure that team players do not travel with someone from outside their household unless they can practise social distancing - for example by cycling. It is not possible to practice effective social distancing in small vehicles. * Encourage team members to minimise the use of public transport/ consider all other forms of transport before using public transport. * Limit car sharing. * Leaving your home - the place you live - to stay at another home is not allowed. * Continue to review guidelines prior to traveling | **2** | **2** | **4** | * Encourage team members to walk or cycle to our training sessions if possible. |
| 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 | **5** | **4** | **20** | * 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). * Advise participants to bring their own water bottles in a labelled or highly distinguishable container in order to eliminate the possibility of sharing. * Players should take their kit home to wash it themselves. * Wash hands before and after using equipment. * Goalkeepers should ensure they disinfect their gloves regularly in breaks in training/matches and thoroughly afterwards. * Where possible, coaches should only handle equipment in training. * Players should arrive changed and shower at home to avoid using of changing and shower facilities. * Instances of equipment sharing (gloves, pads, shin pads etc) will be minimised or eliminated where possible. | **4** | **3** | **12** | * Where possible we recommend that you limit sharing of equipment, for example players should use their own shin pads or gloves. * Avoid using football bips. * If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use, as well as all the equipment used. |
| Covid-19 | **13. Cleaning after physical activity.** |  | **3** | **3** | **9** | * After using the court, we can help in the process of cleaning by wiping/washing any equipment/area we used, that is to be used by another team. | **2** | **2** | **4** |  |
| Covid-19 | **14. Test and Trace** | * 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** | **3** | **9** | * According to the FA National Governing Body guidelines, we must [register for an official NHS QR code](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Flink.service.thefa.com%2Fu%2Fnrd.php%3Fp%3DiVViY8dtxo_4755_570151_1_2%26ems_l%3D733523%26d%3DMzQ3ODQ0Mzg%253D%257CaVZWaVk4ZHR4bw%253D%253D%257C&data=01%7C01%7Cts1g18%40soton.ac.uk%7C4ab70ac8e4e04d95d50e08d85ef95a48%7C4a5378f929f44d3ebe89669d03ada9d8%7C0&sdata=2zayG9DOUF8OuwEIgQCjJjHOOUIlz8Tx4KyAvCxIOeM%3D&reserved=0) and display the official NHS QR poster from 24 September 2020. We must print the poster and display it somewhere where our players can see it and scan it when they arrive (entrance). All players/visitors should be asked to scan the QR code as soon as they arrive, using the NHS COVID-19 app. * Display as many posters as needed to avoid queues forming. * The NHS COVID-19 app will allow our players to ‘check in’ to the Sports Hall by simply scanning the QR code. The information stays on the player’s phone and if there is an outbreak associated with the Sports Hall, a message will be sent to the relevant app users with necessary public health advice. This means we do not need ask our players to provide their contact details. | **2** | **2** | **4** | * QR code can be shown on a display screen, such us a TV or tablet. |
| Covid-19 | **Indoor Space** | * 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** | **3** | **9** | * Since training will be indoors (Team Southampton Sports Hall) it must be ensured that ventilation is as optimised as reasonable. * The fire door near the indoor hall will be kept open at all times to allow fresh air to enter the room. | **2** | **2** | **4** |  |

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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 | All players are informed about and encouraged to regularly wash hands and if possible, bring their own hand sanitizers. | President | 15/09/2020 | |  |  | |
| 2 | All players are regularly informed about the importance of keeping the mandatory distance. | President | 15/09/2020 | |  |  | |
| 3 | All players are regularly informed about the importance of keeping the mandatory distance. | President | 15/09/2020 | |  |  | |
| 4 | All players are informed about how they are expected to move around the building. (one way in, one way out). | President | 15/09/2020 | |  |  | |
| 5 | All players are informed about the changes that we need to incorporate into our training in order to stay safe. The Risk Assessment will be uploaded, and regularly uploaded if any changes must be done, so that all players have access to it. All players must read the RA and be aware of what it says. | President | 15/09/2020 | |  |  | |
| 6 | All medical conditions (people who are more vulnerable) are made aware of. | President | 15/09/2020 | |  |  | |
| 7 | All players are informed about needs to be done if they show COVID-19 symptoms. | President | 15/09/2020 | |  |  | |
| 8 | All players are informed about the importance of wearing a mask for their own safety and other people’s safety as well. All players are provided or own a face mask. 5£ per washable mask (0.20p per disposable face mask) | President | 15/09/2020 | |  |  | |
| 9 | All players are informed about the importance of mental health and about the relevant support services that the university provides. Create healthy environment with good team spirit, where all players are treated well and have fun. | President | 15/09/2020 | |  |  | |
| 10 | All players are regularly informed about the type of activities that they are allowed to engage into according to government guidelines. Ensure that we stay up to date with government guidelines and that our training sessions/physical activity does not break the government guidelines at all times. | President | 01/10/2020 | |  |  | |
| 11 | All players are informed about how we are expected to travel to training sessions/games following the government guidelines. All players are advised to use the safest way. | President | 15/09/2020 | |  |  | |
| 12 | All players are informed about how we should use/share equipment in order to stay safe. | President | 15/09/2020 | |  |  | |
| 13 | All players are encouraged to voluntarily help in cleaning the court after training in order to help in the process of maintaining our facilities clean and safe. | President | 15/09/2020 | |  |  | |
| 14 | Contact SUSU to ensure that the Team Southampton Sports Hall has the required number of QR code posters. | President | 24/09/2020 | |  |  | |
| Responsible Committee members signature: | | | | | Responsible Assessor signature: | | |
| Print name: Theklis Stefani  Diego García | | | | Date:01/10/2020 | 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** | | | | |

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. |