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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Irish Dance Society** | | **Date** | 24.08.2020 |
| **Committee Member (Name and Role)** | Isobel Keegan  (President) | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Carla Young  (Dance Teacher)  TCRG Diploma | |
|  |  | **Signed off** | A close up of text on a whiteboard  Description automatically generated | |

**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)** |
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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| COVID-19 | Hand washing/ hand hygiene | * Individuals/Society members * Any Vulnerable group members – Pregnant members, those with underlying health conditions | **1** | **5** | **5** | * Provide hand sanitizer in our rehearsal space, in addition to making washrooms available if necessary * Setting clear use and cleaning guidance for toilets * Ensuring hand drying facilities – either paper towels or electrical dryers in the SU building/rehearsal space * Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially the equipment in-between use by different members of the society * Enhancing cleaning for busy areas | **1** | **3** | **3** | * Could work with SU and UoS to display hand hygiene posters in any bathroom facilities * Ensure use of hand sanitiser/hand washing and educate on importance when overcoming any issues * Avoid any skin to skin contact between society members * Avoid sharing equipment unless completely necessary * Non-touch/foot pedal sanitizer dispensers on campus to reduce shared use |
| COVID-19 | Social Distancing | * Individuals/Society members * Vulnerable groups –Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in class | **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/covid-19-coronavirus/covid-19-information-public#meeting-outdoors>  <https://www.gov.uk/government/publications/review-of-two-metre-social-distancing-guidance/review-of-two-metre-social-distancing-guidance> | **2** | **3** | **6** | * **Putting up signs** to remind members and visitors of social distancing guidelines * Avoiding sharing of equipment unless essential * Using **floor tape** to mark areas to help people keep to a 2m distance * Arranging **one-way traffic** through the building if possible (with the help of the university) * Switching to members engaging by appointment/**sign up** only / ticketed activities |
| COVID-19 | Social Distancing – where unable to keep required distance | * Society Members * Vulnerable group members –Pregnant, those with underlying health conditions * Anyone else who physically comes in contact with you in classes | **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.  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884760/Our_plan_to_rebuild_The_UK_Government_s_COVID-19_recovery_strategy.pdf> | **2** | **5** | **10** | * When it is not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by: * Keeping the activity time involved as short as possible * Using marked out areas to separate people from each other * Staggering arrival and departure times * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ – or working in ‘bubbles’ |
| COVID-19 | Movement around Buildings | * Individuals/Society Members * Vulnerable group members –Pregnant members, those with underlying health conditions * Anyone else who physically comes in contact with you in class | **3** | **5** | **15** | * Reducing movement by discouraging non-essential trips within buildings and sites. * Reducing task rotation and equipment rotation, for example, single (marked-out) spaces given to each society member during class. | **2** | **3** | **6** | * Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas is a risk – to avoid this we will work with SUSU to ensure our area is one-way and sufficiently safe for members |
| COVID-19 | Explain the changes you are planning to make your activity safe | * Individual/Society Members * Vulnerable group members –Pregnant, those with underlying health conditions * Anyone else who physically comes in contact with you or the society | **1** | **1** | **1** | * Ensure the Risk Assessment Document is uploaded onto the Groups Hub and request your members download and read it. * Ensure it is available to committee members * 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 necessary precautions. * **Ensure every class 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/society) | **1** | **1** | **1** |  |
| COVID-19 | Protecting people who are at higher risk | * Individuals/Society Members * Vulnerable group members –Pregnant members, those with underlying health conditions * Anyone else who physically comes in contact with you in class | **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** | * Requirement for us as committee members to ensure we are aware of any underlying health conditions or factors which may put members at risk * Undertake a survey in order to ascertain whether we are managing safety and ensure we are providing a safe environment * Plan to involve those who may not be able to take part in in-person activity, that there may be an alternative, such as online resources/classes |
| COVID-19 | Symptoms of COVID-19 | * Individuals/Society Members * Vulnerable group members –Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in class | **4** | **5** | **20** | * If member becomes unwell with symptoms - a new continuous cough or high temperature they will be sent home and advised to follow the stay at home guidance. * The SU building will be checking the temperature of students on entry.   <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>   * Committee Members will maintain regular contact with these members during this time. * Compile our own track-and-trace by ensuring all class members are noted on a register and we have a relevant university email address for contact purposes * If advised that a member has developed COVID-19 and that they were recently in contact with member, the committee will contact SUSU Activities Team (Corin) 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 activity for people who are unable to engage in person * Provide meaningful alternative activity for those who have someone shielding/with symptoms and isolating 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 | Face coverings | * Individual/Society Members * Vulnerable groups –Pregnant members, those with existing underlying health conditions * Anyone else who physically comes into contact with you in class |  |  |  | * 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. * If required to wear masks during activity, this information will be provided to society members (either through email bulletin or social media)   **Students will be encouraged to wear masks on campus.** |  |  |  | * Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.   <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>   * Work with SUSU in ensuring that appropriate education is available on HOW to appropriately wear a mask/face covering for your own/others’ safety |
| COVID-19 | Mental Health | * Individuals/Society Members * Vulnerable groups – anyone particularly affected by COVID-19, whether family grief, social isolation or other factors | **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. * Regular support shown on social media sites/ensure that dance societies are a safe space * Designated Welfare Representative within USD Committee alongside a welcoming and approachable committee within our society itself |
| COVID-19 | Physical Activities | * Individuals/Society Members * Vulnerable groups – Elderly, Pregnant members, those with underlying health conditions * Anyone else who physically comes in contact with you in class | **3** | **5** | **15** | * Ensure regular review of Government guidelines before engaging in physical activities   <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>   * People can now go outside more than once a day for exercise alone or with their household, or with up to five people from outside their household providing they observe social distancing. * *Each specific sport should check the guideline of the Government and their Federation.* | **2** | **5** | **10** | * People can now go and exercise in groups varying in size based upon space size, 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 themselves with all the government guidance around social distancing and hygiene, in particular.   Examples of dance classes running during the COVID-19 pandemic:   * BASE Dance Studio * <https://www.basedancestudios.com/covid-19> * Studio 68 Dance Studio * <https://studio68london.net> * DM Studios (Southampton) * <https://www.dm-studios.co.uk/terms-and-conditions/> * Studio 17 * <http://dancestudio17.co.uk/southampton-dance-studio/for-dance-teachers/> * Motion Studios Bristol * <https://www.motionstudiosbristol.com/studio-timetable> * Street Envy Bristol * <https://www.streetdanceenvy.co.uk/blog> * The Island Bristol * <https://theislandbristol.com/spaces/dance-space/> |
| COVID-19 | Travelling for physical activity | * Individuals/Society Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in class | **4** | **1** | **4** | * You can travel for physical activity. Ideally use your nearest, local appropriate venue to reduce pressure on transport infrastructure.     <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>     * 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. Consider all other forms of transport before using public transport. * Continue to review guidelines prior to travelling. | **4** | **1** | **4** | * Educate our members, ensuring they are up-to-date on any current or changing guidelines * Work with SUSU in ensuring activity is accessible to members whether they are able to come to class or not. |
| COVID-19 | **Sharing equipment**  **(dancing shoes)** | * Individuals * Specifically, vulnerable groups –Pregnant members, those with underlying health conditions * Anyone who physically comes in contact with this equipment | **3** | **1** | **3** | * We will 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) * Ensure ‘quarantine period’ if use of shoes is necessary. | **2** | **1** | **2** | * Where possible we will avoid or limit sharing of equipment, for example; bringing your own dance shoes (as many of our members do), but if we choose to, to practise strict hand hygiene. * If we are sharing equipment, washing your hands thoroughly before and after use, as well as all the equipment used should be encouraged |

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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 | Hand Hygiene/COVID-19 control | Committee | | Start of term/Activities | 10/2020 |  | |
| 2 | Buy hand sanitiser | Committee – particular responsibility to President and Vice-President | | Start of term/Activities | 10/2020 |  | |
| 3 | Keep members up to date | Committee  - Social Secretary via social media  - Secretary via email | | As necessary | 10/2020 |  | |
| 4 | Mental Health Awareness | Committee alongside Welfare Rep | | As necessary | 10/2020 |  | |
| 5 | Buy floor tape in order to mark out social distancing | Committee - President | | Start of term/Activities | 10/2020 |  | |
| 6 | Ensure all society members have cleared the rehearsal space before the next class | Committee – Secretary (register) | | Start of term/Activities | 10/2020 |  | |
| Responsible Committee members signature:  A picture containing table, sitting, food, water  Description automatically generated | | | | | Responsible Assessor signature:  A close up of text on a whiteboard  Description automatically generated | | |
| Print name:  ISOBEL KEEGAN | | | Date:  24.08.2020 | | Print name:  CARLA YOUNG | | Date:  29.08.2020 |

**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. |