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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Kathak and Bharatnatyam Dance Classes** | | **Date** | 21/08/2020 |
| **Committee Member (Name and Role)** | Vainavi Patel - Treasurer | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Prerna Baliga – President of SKBD | |
|  |  | **Signed off** | ***P Baliga*** | |

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **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 | Hand washing | - Clubs/Soc Members  - Vulnerable groups | **1** | **5** | **5** | - Ensure all members either wash hands in the nearby bathroom or use hand sanitizer before and after class  - Frequently clean any objects and surfaces that are touched | **1** | **3** | **3** |  |
| Covid-19 | Social distancing | - Club/Socs members  - Vulnerable groups | **3** | **5** | **15** | Social Distancing - Reducing the number of persons in any activity area to comply with the 1 metre plus or 2-metre gap recommended by the Public Health Agency | **2** | **3** | **6** | - Remind members to social distance during the class  - Avoid sharing equipment  - Reduce class sizes if the space is not big enough  - Keep classes a suitable length of time  - Stagger arrival and departure time |
| Covid-19 | Movement around buildings | - Club/Socs members  - Vulnerable groups | **2** | **5** | **10** | - Reduce movement by discouraging non-essential trips within the building  - Consider online classes to avoid people moving around campus and in buildings | **2** | **3** | **6** |  |
| Covid-19 | Explain the changes you are planning to make to all members | - Club/Socs members  - Vulnerable groups | **2** | **3** | **6** | - Request members to download and read the Risk Assessment  - Use social media to make all existing and potential members aware of the changes to the class and encourage them to take 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) | **2** | **2** | **4** |  |
| Covid-19 | Protecting people who are at higher risk | - Club/Socs members  - Vulnerable groups | **3** | **5** | **15** | **-** Ask members to clarify if they have any health conditions that may place them ‘at risk’  - Plan for those unable to engage in person/shielding/self-isolating | **2** | **5** | **10** |  |
| Covid-19 | Symptoms of Covid-19 | - Club/Socs members  - Vulnerable groups | **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  - If advised that a member has developed Covid-19 and that they were recently in contact with members, 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 | **2** | **5** | **10** | - Plan for people who are unable to engage in person, who are shielding or self-isolating |
| Covid-19 | Face coverings | - Club/Socs members  - Vulnerable groups | **2** | **5** | **10** | - Advise all members to wear face coverings when entering and exiting the building and during class if possible | **1** | **5** | **5** | - Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual |
| Covid-19 | Mental Health | - Club/Socs members  - Vulnerable groups | **2** | **5** | **10** | - 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** | **3** | **6** | - Regular communication of mental health information and SUSU policies for those who need additional support. |

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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 | Provide Risk Assessment for members to download and read | Committee | 28/09/2020 | 05/10/2020 |  | |
| 2 | All committee members keep updated with new Government guidelines | Committee | 28/09/2020 | 05/10/2020 |  | |
| Responsible Committee members signature: V Patel | | | | Responsible Assessor signature: P Baliga | | |
| Print name: Miss Vainavi Patel | | | Date: 21/08/2020 | Print name: Miss Prerna Baliga | | Date: 21/08/2020 |

**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** | | | | |

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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 |

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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| 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. |