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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **ABACUS badminton with 12 attendees** | **Date** | **05/10/2020** |
| **Club or Society** | **ABACUS** | **Assessor** |  |
| **Line Manager/Supervisor** | **Li Yang** | **Signed off** |  |

| ***PART A***  |
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| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **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 | Contracting the virus – will affects your respiratory system, with symptoms can range from mild e.g. a loss of or change in taste or smell to fatal e.g. death. Also transmitting the virus to another host. | * 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
 | **4** | **5** | **20** | * If member becomes unwell with a new continuous cough or s 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.publiche alth.hscni.net/​
 | **3** | **5** | **15** | * Regular reviewing of the Government guidelines before engaging in physical activities or any events
* Face coverings are worn at all time during the event and after
* Equipment e.g. tables, banners etc are disinfected before and after the event/ gathering
* Practice strict social distancing when possible- if not screens/barriers will be put in place
* Hosting events/gatherings outside if possible, of not the number of people will be reduced in attendance at site inductions
* Arranging one-way traffic through the locations if possible
* Temperature checks will be done before entering the
* Participant will have to tell us if they have done the covid test, if so, they will email us the results along with evidence i.e. a text from NHS informing them if the test was positive or negative
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| Net posts, nets and net cords | Injured club/soc members with bruising or grazing by tripping over the post, getting tangled in the cords | * Clubs/Soc Members
 | **2** | **1** | **2** | * Ensure net posts, nets and net cords are in suitable condition
* Ensure net posts are stable and suitably mounted
* Ensure net post) are correctly positioned on the courts
* Ensure net cords are adequately tied back
 | **1** | **1** | **1** |  |
| Muscle injury  | Club/soc members could strain or pull (a) muscle(s) | * Clubs/Soc Members
 | **1** | **2** | **2** | * Appropriate and suitable clothing & footwear should be worn.
 | **1** | **1** | **1** | * Participants should do some warmup and stretches beforehand but also after
 |
| Sharing equipment i.e. rackets | Could potentially get Covid  | * Clubs/Soc Members
 | **3** | **4** | **12** | * Sharing rackets are inadvisable but if needed rackets should be, make sure your hands are washed thoroughly before and after but also thoroughly disinfected the racket before handing to the next person
 | **1** | **3** | **3** | * If possible, limit the sharing of equipment e.g. bring your own rackets etc but if you do, practice strict hand hygiene
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| Slippery floor especially on the court area, collisions | Club/soc members can slip and injure themselves, and members colliding with each other  | * Clubs/Soc Members
 | **2** | **2** | **4** | * Make sure the floor is dry from the cleaning and there aren’t any spillages
* Restrict fluids on the court area
* A separate waiting area away from the courts so the area remains clutter free
 | **1** | **2** | **2** | * Give a heads up to participants about awareness of where other people are
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| Injury from accidental racquet hits  | Club/soc members accidentally hitting themselves or someone around them | * Clubs/Soc Members
 | **2** | **3** | **6** | * Participants should already be socially distancing unless they’re in the same household/bubble
 | **1** | **3** | **3** | * Give a heads up to participants about awareness of where other people are
* Ensure that if people are not playing, they are away from the court area
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| Aggressive behaviour | One or more club/soc members could get physical resulting a major injury  | * Clubs/Soc Members
 | **1** | **4** | **4** | * Try and deescalate the situation
* Contact security if needed
 | **1** | **2** | **2** |  |

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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 | Double check to make sure all the equipment is set up properly  | The sports sec/whom is running the session | On the day of the event | Day of the event |  |
| 2 | Make sure participants are wearing face masks before and entering the facilities. But also, during when some club/soc members are not playing on the courts.  | The sports sec/whom is running the session | On the day of the event | Day of the event |  |
| 3 | Ensure all equipment are disinfected before and after, provide hand sanitation (if there isn’t any) and practice social distancing | The sports sec/whom is running the session | On the day of the event | Day of the event |  |
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| Responsible manager’s signature: Li Yang | Responsible manager’s signature: Cathy Xu |
| Print name: Li Yang | Date: 09/10/2020 | Print name: Cathy Xu | Date: 09/10/2020 |

**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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| 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.  |

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 |