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| **Risk Assessment** |
| **Risk Assessment for the activity of**required | **Freshers’ Meet and Greet** | **Date**required | 04/09/20 |
|  | **Name** | **Role** | **Experience/Qualification** |
| **Club or Society Representative**required | Anan Venkatesh | Secretary | **N/A** |
| **Qualified/Experienced Individual\***required | *Abbigale Reynolds* | *Loughborough Students’ Union Society Sabbatical, NUEL Community Events Coordinator* | *Working in societies for LSU for 2 years. Sign off on risk assessments in Loughborough. Written RAs for societies and NUEL events.* |

\* 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.

| **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 | Disease transmission, sickness and possible fatality | •Society Members •Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions •Anyone else who physically meets you in relation to your activity | **4** | **5** | **20** | * Always require social distancing – venue should be able to accommodate this. This is to comply with the 2-metre gap recommended by the Public Health Agency.
* Provide hand sanitiser at various locations around the venue.
* Clean and disinfect the objects and surfaces that are touched regularly e.g. tables, every time there’s a turnover of people
* Provided toilet usage rules, as well as hand drying facilities
* Ensure participants are aware of COVID-19 precautions taken and how to maintain them
* If a participant becomes unwell with a continuous cough or high temperature, they will be sent home and advised to follow the stay at home guidance
* If advised that a participant/member has developed COVID-19 and that they were recently in contact with member, the Committee shall contact SUSU Activities Team and will encourage affected individual 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.
* Restrict entry to prevent overcrowding of the venue
 | **2** | **3** | **6** | * Face masks if worn must be tight-fitting, so must be checked to see if worn correctly.
* Participants are encouraged to wear 3-ply masks
* Require sanitisation of console controllers between uses by different individuals
* Recommend also that those who are exhibiting a high temperature, a new and continuous cough, or a loss or change to their sense of smell or taste do not come.
* Keep a log of all who attend so that in the event of a positive case, they can be contacted through NHS Test and Trace. This information is to contain the participant’s name, a contact phone number, arrival time, and where possible, departure time. For this, we will encourage people to give us this information, however as per the Government guidance on the matter, the accuracy of the data is the responsibility of the individual who provides it. It is also only to be held for 21 days after the event to comply, after which it will be deleted. The data is to be used for the purpose of NHS Test and Trace and is to comply with GDPR.
* The Organisers’ personal data is also included in the above.
* To keep in compliance with the above data logs, we will ask that participants who are leaving the event notify us that they are doing so.
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| Tripping/slipping over/on objects on the floor | Would lead to the user being disoriented, possibly falling and causing minor injuries or property damage to themselves and/or their surroundings | The attendee/organiser | **1** | **2** | **2** | * Pathways around the building are kept clear. If not possible, objects that are trip hazards are to be taped down and clearly visibly marked or put in a floor cable cover in the case of wires.
 | **1** | **1** | **1** | * Not needed
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| Dizziness or Disorientation | Leads to falling, potentially causing light injuries to themselves | The attendee/organiser | **1** | **2** | **2** | * Have committee on hand to help in case someone appears unwell. Provide necessary assistance and remove them from the area until they are safe.
* Water to be kept on hand by organisers to help with assistance.
 | **1** | **1** | **1** | * Not needed
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| Offensive or Violent behaviour | With a console on site with multiplayer games as part of the plan, losing may cause tempers to flare and offensive or otherwise antisocial behaviour | The players of the game, and those nearby | **2** | **4** | **8** | * Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf), as well as the [Sportsmanship and Competitive Conduct Policy](https://drive.google.com/file/d/1W4zcFqyrSHXXfn6xdU7L5-FQXlvAUoOD/view?usp=sharing) of the Society
* Committee on hand to ensure tensions cool down. Separate participants involved in such behaviour, removing them from the premises if necessary.
* Avoid behaviour likely to provoke a disturbance or fights
 | **1** | **4** | **4** | * If the situation becomes very serious and results in the participant being arrested, then it will be made clear that they cannot be accompanied to the police station.
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
	+ Call emergency services as required
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| Adverse weather | Injury, Illness, Slipping, Burns | Event organisers and attendees | **3** | **3** | **9** | * Organisers to check the weather is not dangerous and suitable for activities on the day
* **Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts**
* In the case of extremely hot weather, warn attendees to bring/use an appropriate level of sunscreen and to hydrate well
 | **3** | **1** | **3** | * If adverse weather is too extreme to guarantee safety, event should ultimately be cancelled, and would-be attendees informed of this e.g. via social media posts.
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| Fire | Serious or fatal injuries from smoke inhalation, burns or structural damage from the fire | Attendees | **3** | **5** | **15** | * Building has fire safety systems installed such as fire extinguishers, sprinklers to mitigate impact of fire if it occurs
* Fire exits are clearly marked, and escape routes are to be known by organisers beforehand. These are to be shared with attendees prior to the event via social media or some other form of contact. **Action organisers**
* Electrical equipment is to be checked by organisers to ensure no faults. Faulty electrical equipment is to be removed from the premises, with attendees required to report any such faults to organisers and being instructed not to use it.
 | **1** | **5** | **5** | * Fire register to be kept of all entries to and exits from the venue. Attendees are therefore required to notify organisers on exiting and entering the venue for safety reasons.
* In the event of a fire committee should collect the register, escort all members safely from the building and ensure all rooms and the register is checked to evacuate all members
* Emergency Services to be called as required. Similarly for First Aid services at the venue.
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Fire – daisy chaining | Major injury or fatality from excessive daisy chaining causing fire and electrocution risks from excessive power draw | Attendees | **3** | **5** | **15** | * Ensure cables are properly rated and comply with British standards. RCDs and surge protectors must be used. Limit use of extension cabling to the minimum by moving positions of equipment close to the sockets where possible.
* Where not possible, check rating of extension leads to ensure that the maximum power draw limit is never exceeded.
 | **1** | **5** | **5** | * Replace RCDs and surge protectors as necessary.
* Ensure that the total power needed for the event is spread throughout all the power sockets in the building to minimise risk.
* Organisers to check all cables prior to event
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| Fire/electrocution – drinks near electrical equipment | Spillage of drinks onto electrical equipment can lead to shorting, leading to fire or electrocution in a potentially fatal manner. | Attendees and organisers | **3** | **5** | **15** | * Require a minimum distance around any exposed sockets or electronic equipment (e.g. PCs) where no open drinks may be. This rule will be enforced by the organisers
* All fluids must be consumed away from equipment, and spills must be cleaned up quickly, after ensuring that the electrical equipment and power supply is turned off, and people are moved away from the area
 | **1** | **5** | **5** | * Organisers to keep watch over electrical equipment to ensure this rule is enforced.
* In case of incident, follow SUSU Incident reporting policy and call for Emergency Services and First Aid as required.
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| Lifting and carrying heavy equipment with incorrect form | May lead to bodily harm, e.g. a pulled muscle.  | The individual(s) doing the lifting. | **3** | **4** | **12** | * Organisers are aware of the correct method of lifting. A presentation before setup is given to ensure that proper lifting technique is demonstrated. Organisers supervise each other to avoid attempts to lift unsafe weights
 | **1** | **4** | **4** | * In event of injury, First Aid services are requested. If needed, Emergency Services will also be called, and the incident reported in accordance with SUSU reporting policy.
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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 | Organisers to ensure they have shared and read Expect Respect policy with members | Organisers | 2020-10-02 | 2020-10-03 |  |
| 2 | All major incidents to be logged with SUSU the next day | Organisers | 2020-10-03 | 2020-10-04 |  |
| 3 | Fire exits of venue to be known by organisers, and routes shared with attendees prior to the event | Organisers | 2020-10-02 | 2020-10-03 |  |
| 4 | Check weather on day of event and notify attendees of extreme weather prior to the event. | Organisers | 2020-10-02 | 2020-10-03 |  |
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| Responsible Committee members signature:  | Responsible Assessor signature: |
| Print name: Anan Venkatesh | Date: 04/09/2020 | Print name: Abbigale Reynolds | Date: 10/09/2020 |

**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.  |