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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton University Kendo Society** | | **Date** | 16/04/2021 |
| **Committee Member (Name and Role)** | Alfred Taylor - President Adam Driver - Health and Safety Officer | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Chieko Fry | |
|  | | **Signed off** | 11/05/2021 | |

**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 in activities safely during the coronavirus pandemic.

Covid-19 Activities Checklist 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.

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| **Hazard** | **Action** | **Who might be harmed** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **L** | **S** |  | **Control measures (use the risk hierarchy)** | **L** | **S** |  |
| 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 | **1** | **5** | **5** | Hand sanitiser will be provided. Any shared equipment will either be allocated to one person or sanitised at the start and end of every session.  No sharing of Bogu/Tenuigui will be permitted | **1** | **3** | **3** |  |
| 2. Social Distancing | **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.  The size of the venu must be accounted for and the amount of people practicing must be limited to maintain social distancing | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance * Using masking tape to mark areas to help people keep to a 2m distance |
| 3. Social Distancing – Where people are unable to keep required distance | **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.  Measures are put in place to limit the number of people to a venue (In this case 6 for Glen Eyre main hall)\*\* | **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: * Keeping the activity time involved as short as possible * 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’ |
| 4. Movement around Buildings | **3** | **5** | **15** | Depending on venue availability, sessions may be held outdoors wherever possible with social distancing. \*\* | **2** | **3** | **6** |  |
| 5. Explain the changes you are planning to make your activity Safely |  |  |  | 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 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) |  |  |  |  |
| 6. Protecting people who are at higher risk You should think about | **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 Planning for members who need to self-isolate. | **2** | **5** | **10** |  |
| 7. Symptoms of Covid-19 | **4** | **5** | **20** | * If a 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/](about:blank) | **3** | **5** | **15** | * Planning for members who need to self-isolate. |
| 8. Face coverings |  |  |  | All participants should wear face coverings during practice as advised by the government and BKA. |  |  |  | * 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](about:blank) |
| 9. Mental Health | **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. |
| 10. Physical Activities | **3** | **5** | **15** | * Ensure regular review of Government guidelines before engaging in physical activities * Ensure that all physical activities adhere to the BKA COVID-19 Return to Practice Guidance attached\*\* | **2** | **5** | **10** |  |
| 11. Travelling for physical activity |  |  |  | * **Encouraging all members to use some form of face covering and be mindful of the public. Mandatory use of sanitation when arriving to session.** * You shouldn’t travel with someone from outside your household unless you can practise social distancing |  |  |  |  |
| 12. Sharing equipment (sport and non-sport) |  |  |  | * We will follow sensible precautions * This includes cleaning all shared equipment in between users, and following [COVID-19 Secure guidelines](about:blank) |  |  |  | * Where possible we recommend that you limit sharing of equipment. * If you are sharing equipment,, you should wash your hands thoroughly before and after use, as well as all the equipment used. |
| 13. Airborne transmission indoors | **2\*** | **5** | **10** | Ensuring ventilation through opening windows and doors.  Reducing the amount of face to face activity and volume/intensity of kiai as recommended by the BKA and face shields to possibly be made and used within the men (helmets).\*\* | **1** | **4** | **4** | These values are estimates due to no detailed experience with handling the virus, and with only so much we can do to reduce contamination. \* According to this news article, the infection rate in southampton as of July 31st is 2 per 100,000 putting the likelihood between the values 1 and 2: https://www.dailyecho.co.uk/news/18625929.coronavirus-infection-rate-southampton-falls/?ref=rss |
| 14. Hall\*\* and Environment | **2** | **2** | **4** | * Marking the areas with hazards (such as exposed nails or splintering wood) with items such as a cone or masking tape. Ensuring that no further damage is made to the hall, or causing injuries to practitioners. * Ensuring the sanitation of the hall before and after the session to reduce the risk of contraction of COVID by us or other users of the facilities |  |  |  |  |
| 15. NHS Track and Trace | **1** | **1** | **1** | * A register will be taken for each session, recording all in attendance * An online form will be required to fill in registering interest, with review before sessions to prevent overcrowding * Official NHS track and trace QR Codes have been generated and will be in use and enforced |  |  |  |  |

\*\*All above provisions are inline with the BKA (British Kendo Association) guidelines for return to practice. Indoor practice is still not allowed until May 2021 by their guidelines, though the provisions to be put in place when it is allowed are outlined above. The full BKA guidelines can be found here: [https://www.britishkendoassociation.com/phased-return-to-kendo-apr-2021/?fbclid=IwAR2yDYlSRcZdwJ2GAPAXiMCN7Bk-s3HiZ0UiCXcuUOwX999GtFfKaJ25xLc](about:blank)

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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 | Provisions of hand sanitiser for use at entrance to the hall | Adam Driver + Alfred Taylor | Week before indoor sessions are allowed  (10th May 2021) | | Before next indoor session  (Specific date tbc) |  | |
| 2 | Stock of antimicrobial wipes and/or spray for surfaces |  | |
| 3 | Sanitisation medium for shinai (bamboo swords) |  | |
| 4 | COVID-19 Briefing PDF to be produced and distributed to members | Before practice resumes | | Before next session (date tbc) |  | |
| Responsible Committee members signature: | | | | | Responsible Assessor signature: | | |
| Print name: Alfred Taylor | | | | Date:16/04/2021 | Print name: Chieko Fry | | Date : 11/05/2021 |

BKA advice for COVID-19 - [http://www.britishkendoassociation.com/wp-content/uploads/2020/06/COVID-19-Keiko-Guidelines.pdf](about:blank)

**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  2  3  4  5 |
| 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 |

