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| **Risk Assessment** |
| **Risk Assessment for the activity of**required | Making, delivery and pick up of craft kits  | **Date** | 07/10/2020 |
|  | **Name** | **Role** | **Experience/Qualification** |
| **Club or Society Representative**required | Helen Hadlington | President | **N/A** |
| **Countersigned by club or society representitive\***Required | Rachel Baylis | Secretary | **N/A** |

\* 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 | 1. Hand washing | Committee member providing kits, society members picking up kitsOther people in the locationOthers who come in to contact with members & committee later Keep in mind vulnerable groups (Elderly, Pregnant members, those with existing underlying health conditions) | **1** | **5** | **5** | 1: Ensure you are wearing a mask when you enter the building, and keep your mask on2: Clean Table with disinfectant wipe 3: Wash hands4: use hand sanitiser and unpack craft kits onto table, along with laptop/ paper with tick list of who has paid. Do not touch anything other than your laptop after set up5: Clean exposed areas of the table with disinfectant wipes between each pick upPre-paid pickups only, online payments onlyNo receipts provided, only online receipts sent  | **1** | **3** | **3** | Add a note to the event instructing people to use hand sanitiser provided before taking the kit. Ensure toilets with adequate handwashing facilities are near to the pick up locationDepending on demand and location, drop off outside houses could be arranged but only if reasonably practical  |
| Covid-19 | 2. Social Distancing | Committee member providing kits, society members picking up kitsOther people in the locationOthers who come in to contact with members & committee later Keep in mind vulnerable groups (Elderly, Pregnant members, those with existing underlying health conditions)  | **2** | **5** | **10** | Require all people picking up kits to book a slot, through a quick google form, ensuring the no. people coming and the committee at the desk is within the legal limit for the spaceProvide signs/ensure location has signs reminding people to que 2m away from each otherMake clear that only 1 person can approach the desk at a timeSet up a one way system to ensure people can remain socially distanced | **2** | **3** | **6** |  |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | Committee member providing kits, society members picking up kitsOther people in the locationOthers who come in to contact with members & committee later Keep in mind vulnerable groups (Elderly, Pregnant members, those with existing underlying health conditions)  | **3** | **5** | **15** | Location will be checked to ensure social distancing of 2m can be maintainedBut in the event of that not being possible: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.  Activity time will be shortFace people back to back if too close | **1** | **5** | **5** |  |
| Covid-19 | 4. Movement around Buildings | Committee member providing kits, society members picking up kitsOther people in the locationOthers who come in to contact with members & committee later Keep in mind vulnerable groups (Elderly, Pregnant members, those with existing underlying health conditions)  | **3** | **5** | **15** | Will hold outdoors if weather permitsIf not, timetabled slots will be put in place to ensure people are not waiting in ques, or in a building for more time than is requiredVenue will be checked to have hand sanitiser upon entry and exitPeople will be signposted to a separate entrance and exit where possible | **1** | **3** | **6** |  |
| Covid-19 | 5. Providing action plan for committee and members | Committee member providing kits, society members picking up kitsOther people in the locationOthers who come in to contact with members & committee later Keep in mind vulnerable groups (Elderly, Pregnant members, those with existing underlying health conditions)  | **4** | **5** | **20** | Ensure the RA is uploaded on Groups Hub and request your members download and read itSummary action plan will be provided in the event page, ensuring that members are aware of the consequences of not complying with guidance are not receiving their kit that day   | **2** | **5** | **10** |  |
| Covid-19 | 6. Protecting people who are at higher risk You should think about  | Committee member providing kits, society members picking up kitsOther people in the locationOthers who come in to contact with members & committee later Keep in mind vulnerable groups (Elderly, Pregnant members, those with existing underlying health conditions)  | **4** | **5** | **20** | On order form, ask members whether they are at a higher risk, if yes, have a conversation with them prior to each new activity they attend and ensure they are safe and put extra measures in place. i.e home delivery for vulnerable groups with 3 day wait before delivering and on their end before opening (standard for charity shop donations) List of materials is also always provided so that they can purchase materials separately if required | **2** | **5** | **10** |  |
| Covid-19 | 7. Symptoms of Covid-19  | Committee member providing kits, society members picking up kitsOther people in the locationOthers who come in to contact with members & committee later Keep in mind vulnerable groups (Elderly, Pregnant members, those with existing underlying health conditions)  | **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.publichealth.hscni.net/>  | **3** | **5** | **15** | Home delivery without face to face contact will be provided in the event of isolation or vulnerable groupsList of materials are also provided for each activity so they can be purchased independently  |
| Covid-19 | 8. Face coverings  | Committee member providing kits, society members picking up kitsOther people in the locationOthers who come in to contact with members & committee later Keep in mind vulnerable groups (Elderly, Pregnant members, those with existing underlying health conditions)  | **4** | **5** | **20** | 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 Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-  Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.  | **3** | **5** | **15** |  |
| Covid-19 |  9. Mental Health   | Committee member providing kits, society members picking up kitsOther people in the locationOthers who come in to contact with members & committee later Keep in mind vulnerable groups (Elderly, Pregnant members, those with existing underlying health conditions)  | **3** | **5** | **15** | Regular meetings where people can work on, and talk about kits will provide socialising and check in’s for society members and concernsIn person pick up’s will provide opportunity for check ins with membersCOVID rules will be strictly followed in order to alleviate any COVID-related anxiety, and drop off provided if member is too nervous to attend an in person pick up | **2** | **4** | **8** | Regular communication of mental health information and SUSU policies for those who need additional support.  |
| Covid-19 | Travelling to location | Committee member providing kits, society members picking up kitsOther people in the locationOthers who come in to contact with members & committee later Keep in mind vulnerable groups (Elderly, Pregnant members, those with existing underlying health conditions)  | **3** | **3** | **9** | Pick up on or near campus encourages students to not take an additional trip to collect – but to fit with any in person activities they may haveEncourage members to follow government guidelines when travelling to pick up kitCommittee member to travel using the safest possible method when pick up is arranged | **2** | **3** | **6** |  |
| Covid-19 | **12. Sharing equipment (sport and non-sport)**  | Committee member providing kits, society members picking up kitsOther people in the locationOthers who come in to contact with members & committee later Keep in mind vulnerable groups (Elderly, Pregnant members, those with existing underlying health conditions)  | **4** | **3** | **12** | Follow action plan described in point 1 (hand washing) to ensure handling of kit is as sanitary as possible. Kits are packed with gloved hands and while wearing a mask. Then left for 3 days (72 hours – following charity shop donation procedure)Kit will prevent sharing of needles, yarn, and other craft equipment the society usually lends to members | **1** | **3** | **3** |  |
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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 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
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| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| Responsible Committee members signature: | Responsible Assessor signature: |
| Print name: | Date: | Print name: | Date |

**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.  |