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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of**  required | **Punjabi Society Weekly Bhangra Classes** | | **Date**  required | 11/10/20 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative**  required | Benita Bahra | Bhangra Rep | | | **N/A** |
| **Qualified/Experienced Individual\***  required | **Harleen Jassal** | **President of Punjabi Society** | | | **SUSU COVID-19 Training Course** |

\* 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)** |
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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Covid-19 | 1. Hand washing | * Clubs/Soc Members * Vulnerable groups | **1** | **5** | **5** | * All participants are required to bring hand sanitiser. However, bhangra reps will bring enough hand sanitiser and wipes for all participants. * Bhangra reps will frequently clean and disinfect objects and surfaces that are touched regularly, especially equipment in-between use by different people * All participants will be required to clean their hands before and after classes | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | * Club/Socs Members * Vulnerable groups | **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 | **2** | **3** | **6** | * Participants will be reminded to socially distance during classes * All equipment will be removed * Participants are required to sign up to classes to maintain a reduced class size. If participants have not signed up, then they will be turned away * Class sizes will be reduced if there is not enough space for all participants to safely socially distance during classes * All windows will be kept open during classes * Arrival and departure times will be staggered to maintain social distancing |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | * Club/Socs Members * Vulnerable groups | **3** | **5** | **15** | * Non-essential trips within the building will be discouraged * Classes will be shortened * There will be markings on the floor using tape to ensure that participants are socially distanced | **2** | **5** | **10** | * Virtual classes will replace in-person classes |
| Covid-19 | 4. Movement around Buildings | * Club/Socs Members * Vulnerable groups | **3** | **5** | **15** | * Reducing movement by discouraging non-essential trips within buildings and sites. * Reducing task rotation and equipment rotation, for example, single tasks for the activity. * Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing. | **2** | **3** | **6** |  |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely | * Club/Socs Members * Vulnerable groups | **2** | **3** | **6** | * All participants must read the Risk Assessment before classes * Punjabi Society will post about changes to how classes will run on all social media platforms * Each class will begin with a reminder of COVID-19 precautions * Bhangra reps will check all participants’ temperatures at the beginning of each session using a temperature gun * All participants will be made aware of the consequences of not complying with guidance | **2** | **2** | **4** |  |
| Covid-19 | 6. Protecting people who are at higher risk | * Club/Socs Members * Vulnerable groups | **4** | **5** | **20** | * When signing up to our classes, participants must list any health conditions which may put them in the ‘at risk’ category, thus making the bhangra reps aware of these conditions * Classes will be streamed for those people who are unable to engage in-person | **2** | **5** | **10** |  |
| Covid-19 | 7. Symptoms of Covid-19 | * Club/Soc Members * Vulnerable groups | **4** | **5** | **20** | * Bhangra reps will check all participants’ temperatures at the beginning of each session using a temperature gun * If a participant becomes unwell with a new continuous cough or a high temperature, then they will be sent home and advised to follow the stay at home guidance. * The bhangra reps will maintain regular contact with members during this time. * If a participant has developed Covid-19, then other participants who were recently in contact with them will be informed and advised to self-isolate. 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. | **3** | **5** | **15** | * Plan for people who are unable to engage in-person (classes will be streamed so that they can still participate from home if they are well enough to do so) |
| Covid-19 | 8. Face coverings | * Club/Soc Members * Vulnerable groups | **2** | **5** | **10** | * All participants must wear a face covering when entering and exiting the class, as well as during the class (if possible) | **1** | **5** | **5** | * Planning for people working and support the club/Soc at home who have someone shielding in their household; helping members at increased risk to work from home, either in their current role or an alternative role; * 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> |
| Covid-19 | 9. Mental Health | * Club/Soc Members * Vulnerable groups | **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. |
| Covid-19 | 10. Physical Activities | * Club/Socs Members * Vulnerable groups | **3** | **5** | **15** | * Ensure regular review of Government guidelines before engaging in physical activities | **2** | **5** | **10** |  |
| Covid-19 | 11. Travelling for physical activity | * Club/Socs Members * Vulnerable groups | **2** | **5** | **10** | * Participants will be encouraged to travel to and from classes by walking/driving/cycling if possible (rather than public transport) * If participants travel to and from classes together and they are not from the same household then they will be encouraged to socially distance * Participants will be encouraged to continue to review guidelines prior to traveling * Punjabi Society will regularly post COVID-19 updates on their social media platforms, and participants will be encouraged to turn these notifications on so that they are immediately made aware of any changes | **2** | **3** | **6** | * If participants are unable to travel to and from classes safely then they will be encouraged to stream the classes from home |
| Covid-19 | **12. Sharing equipment (sport and non-sport)** | * Club/Socs Members * Vulnerable groups | **2** | **2** | **4** | * This year bhangra will not involve any equipment in order to reduce the spread of coronavirus | **1** | **1** | **1** |  |
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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 | Risk Assessments will be made available to all participants and members of Punjabi Society | Committee |  | |  |  | |
| 2 | All committee members must keep up to date with new Government guidelines | Committee |  | |  |  | |
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| Responsible Committee members signature: B K BAHRA | | | | | Responsible Assessor signature: H JASSAL | | |
| Print name: MISS BENITA KAUR BAHRA | | | | Date: 11/10/20 | Print name: MISS HARLEEN JASSAL | | Date: 11/10/20 |

**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. |