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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton University Hospitals Rugby Club** | | **Date** | 19/03/2021 |
| **Committee Member (Name and Role)** | Declan Woodhouse (President) | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** |  | |
|  |  | **Signed off** |  | |

**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 – 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** | * Providing hand sanitizer around the environment, in addition to washrooms * Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people * Enhancing cleaning for busy areas * Setting clear use and cleaning guidance for toilets * Providing hand drying facilities – paper towels | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | * Club/Socs 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 | **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 <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> * If people are waiting to play and they are less than 2m apart they are required to wear a mask. 1m+ mask. | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance * Avoiding sharing workstations and equipment * Using floor tape or paint to mark areas to help people keep to a 2m distance * Arranging one-way traffic through the location if possible * Switching to members engaging by appointment only / ticketed activities * Everyone who wishes to play at Wide Lane and any sport and wellbeing facility will have a sports pass and will book in using the sport and wellbeing app to allow university track and trace of everyone playing sport |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | * Club/Socs 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 | **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. | **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: * Considering whether an activity needs to continue for the Club/Socs to operate * Keeping the activity time involved as short as possible * Using screens or barriers to separate people from each other * 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’ |
| Covid-19 | 4. Movement around Buildings | * Club/Socs 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 | **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** | * People must wear masks at all times when inside the building * Showers and changing rooms are not currently available |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely | * Club/Socs 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 |  |  |  | * Ensure the RA is uploaded on Groups Hub and request your members download and read it. * Use your social media and Club/Society communication channel to make all the members aware about the changes in your activities and encourage the 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) |  |  |  | * Training sessions will focus on building general fitness and rugby skills whilst slowing incorporating contact building to a maximum of 20 minutes * No scrums or mauls * Activities no longer than 15 minutes without a break to sanitise * Less than 3 seconds face to face exposure, with coaches and players remaining distanced during breaks * All as per RFU return to play stage D1 protocol <https://www.englandrugby.com/dxdam/76/76a7b5e3-4e2d-4d91-ae3f-973147a7e5de/STAGE%20D%20Guide%20To%20Activity.pdf> * <https://www.southampton.ac.uk/coronavirus/faq/student-travel.page> * Government guidance advises that wherever possible students should remain where they are and not return to campus and/or halls of residence until in-person on-campus teaching resumes. We do recognise that some students may not be able to safely or successfully study away from campus. Therefore, if a student feels that they need to return on this basis, then they should return to campus, but follow the guidance upon their return to isolate until two negative COVID-19 tests have been received. It is essential for you to register for COVID-19 saliva testing, [register here.](http://www.southampton.gov.uk/coronavirus-covid19/covid-testing/testing-programme/uos-students.aspx) We ask students to consider carefully as to if they should travel during this time and the government does not advise unnecessary travel. You may need to return earlier if you need support, or if you need to access IT equipment, library facilities or other facilities on campuses. |
| Covid-19 | 6. Protecting people who are at higher risk You should think about | * Club/Socs 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** | * 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 * Helping members at increased risk to engage from home, either in their current role or an alternative role * Planning for members who need to self-isolate. | **2** | **5** | **10** |  |
| Covid-19 | 7. Symptoms of Covid-19 | * Club/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.publichealth.hscni.net/> | **3** | **5** | **15** | * Planning for people who are unable to engage in person * Provide meaningful alternative activity for those who have someone shielding in their household * Helping members at increased risk to engage from home, either in their current role or an alternative role * Offering people the safest available roles in an activity * Planning for members who need to self-isolate. |
| Covid-19 | 8. Face coverings | * Club/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 |  |  |  | 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. |  |  |  | * 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 – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **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 – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | * Ensure regular review of Government guidelines before engaging in physical activities * Review of RFU’s guidance and roadmap (can be found at <https://www.englandrugby.com/dxdam/e7/e74055c0-8314-4250-91cb-034c0c6b423b/RUGBY%20ROAD%20MAP%202021%20MARCH%20-STAGE%204.pdf> ) * People can now go outside more than once a day for exercise alone or with their household, or with up to five people from outside their household providing they observe social distancing. * Many facilities associated with outdoor sports and physical activities can reopen, if those responsible for them feel ready to do so and if they can do so safely. This includes basketball and tennis courts, playing spaces like golf courses (public and private), playing fields and watersports.     \**Each specific sport should check the guideline of the Government and their Federation* | **2** | **5** | **10** | * People can now go outside more than once a day for exercise in groups of up to six people, as long as people from different households observe social distancing by keeping two metres apart. * All of this must be done safely and responsibly, and if someone is planning to exercise or take part in some activity in a small group,they should familiarise themself with all the government guidance around social distancing and hygiene, in particular. |
| Covid-19 | 11. Travelling for physical activity | * Club/Socs 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 |  |  |  | * You can travel for physical activity. Ideally use your nearest, local appropriate venue to reduce pressure on transport infrastructure. * You can travel to outdoor open space irrespective of distance. * You shouldn’t travel with someone from outside your household unless you can practise social distancing - for example by cycling. It is not possible to practice effective social distancing in small vehicles. You should consider all other forms of transport before using public transport. * Leaving your home - the place you live - to stay at another home is not allowed. * Continue to review guidelines prior to traveling |  |  |  |  |
| Covid-19 | **12. Sharing equipment (sport and non-sport)** | * Club/Socs 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 |  |  |  | * We expect you to follow sensible precautions and clean in between users, and to follow [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE) |  |  |  | * Where possible we recommend that you limit sharing of equipment, for example you should use your own tennis racquet, golf club or basketball, but if you do, practise strict hand hygiene. * If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use, as well as all the equipment used. * Equipment such as tackle bags shields and pads will be sanitised after each individual players use * All other equipment including rugby balls will be cleaned and sanitised after a maximum of 15 minutes activity as per RFU guidance |
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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 | Players will be asked to use hand sanitizer provided at the beginning and end of every session and at regular intervals throughout the session | All members attending training that day - overseen by Elliott Ayling and Declan Woodhouse | 29/03/21 | 29/05/21 | Check government guidelines and also assess if more hand sanitiser is required to be bought to ensure continued adherence to government advice. Continue with the same plan or an adapted version if successful | |
| 2 | Ensure social distancing at the beginning of the session and during any demonstrations that may be required to explain drills.  During activity we will comply with Government and RFU guidelines on the number of people and the drills allowed nationally during training. | All members attending training that day – overseen by Elliott Ayling and Declan Woodhouse | 29/03/21 | 29/05/21 | Check government and RFU guidelines to ensure that we are keeping up to date in keeping with the correct level of precautions. Continue with the same plan or an adapted version if successful | |
| 3 | We will ensure that the time players are at a distance from each other that is not complying with social distancing is kept to the absolute minimum during practice. | All members attending training that day – overseen by Elliott Ayling and Declan Woodhouse | 29/03/21 | 29/05/21 | Continue with the same plan or an adapted version if successful and use this to lead future training sessions to ensure that we keep compliant. | |
| 4 | Our sessions are held all outside and nay sessions that may occur indoors we will adhere to social distancing and ensure that all equipment is wiped down with antiseptic spray after an individual has used it | All members attending training that dsay – overseen by Elliott Ayling and Reece Savage | 29/03/21 | 29/05/21 | Continue with the same plan or an adapted version if current programme shows to be successful and use this to lead future training sessions to ensure that we keep compliant. | |
| 5 | We will ensure that this risk assessment is available to be downloaded by all our members. We will also ensure that at the beginning of every session reminders on correct social distancing measures are given and members understand that non- compliance with this will result in them no longer being able to take part | All members attending training that day – overseen by Elliott Ayling and Declan Woodhouse | 29/03/21 | 29/05/21 | Continue with the same plan or an adapted version if current programme shows to be successful and use this to lead future training sessions to ensure that we keep compliant. | |
| 6 | All members will be asked if they have any high-risk conditions or are currently shielding so we are able to take the necessary precautions with these members | Elliott Ayling and Declan Woodhouse | 29/03/21 | 29/05/21 | Update and see if any members circumstances have changed that we need to be made aware of. | |
| 7 | Any member who has recently had any COVID-19 symptoms will be asked to not take part in training and sent home. Our welfare sec will then ensure that they are followed up regularly while they isolate and as a committee, we will ensure that the appropriate next steps are taken. | Elliot Ayling, Declan Woodhouse and Rhys Richards | 29/03/21 | 29/05/21 | Continue with the same plan or an adapted version if current programme shows to be successful and use this to lead future training sessions to ensure that we keep compliant. | |
| 8 | Face masks will not be necessary during our trainings, so this Risk assessment point is not applicable for SUHRFC. |  | 29/03/21 | 29/05/21 | In the event that it does become necessary we will ensure that the members are able to access the correct face coverings for their involvement in club activities | |
| 9 | Our committee members will all promote mental health information to our members and on our social media pages. In addition, our welfare sec will be able to identify people who may be at higher risk and enable them to reach out and get further professional help if required | All committee members | 29/03/21 | 29/05/21 | Continue with the same plan or an adapted version if current programme shows to be successful and use this to lead future training sessions to ensure that we keep compliant. | |
| 10 | Ensure that before our sessions we keep up to date on the correct current RFU guidelines as shown in the RFU roadmap that can be found at <https://www.englandrugby.com/dxdam/e7/e74055c0-8314-4250-91cb-034c0c6b423b/RUGBY%20ROAD%20MAP%202021%20MARCH%20-STAGE%204.pdf> and adapt our sessions to ensure compliance with these. | Elliott Ayling and Reece Savage | 29/03/21 | 29/05/21 | Continue with the same plan or an adapted version if current programme shows to be successful and use this to lead future training sessions to ensure that we keep compliant. | |
| 11 | Travelling to activity will be kept as short as possible and we will ensure that our members are complying to the correct social distancing protocols. This in particular is relevant to the same households sharing cars and not giving lifts to other members outside of their household. | All members | 29/03/21 | 29/05/21 | Continue with the same plan or an adapted version if current programme shows to be successful and use this to lead future training sessions to ensure that we keep compliant. | |
| 12 | Any sharing of equipment will be kept to a minimum. With the nature of our sport however there will be some cross contact however good use of hand hygiene and equipment disinfecting during each session will ensure that the risks imposed will be kept to a minimum | All members attending training that day – overseen by Elliott Ayling and Declan Woodhouse | 29/03/21 | 29/05/21 | Continue with the same plan or an adapted version if current programme shows to be successful and use this to lead future training sessions to ensure that we keep compliant. | |
| Responsible Committee members signature: Declan Woodhouse | | | | Responsible Assessor signature: | | |
| Print name: Declan Woodhouse | | | Date: 19/03/21 | 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** | | | | |

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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 |

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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| 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. |