

ASSESSING OUR RISKS –GENERAL RISK ASSESSMENT FORM				Risk Assmt. Ref: SUACTIVITIES 002					
Site/Department: SU Activities			Probability /Severity	Minor injury	Lost time/ Ill Health	Major / >7 days	Perm. Disability	Fatal/ Site Loss	
Task/Activity/Area: University Campus PO19 6PE			Highly Unlikely	1	2	3	4	5	
Notes: COVID-19 Officer = CO. A club official in charge of the club session can also be deemed as a coach in regards to terminology in this document.			Unlikely	2	4	6	8	10	
RA Team: Sports and Activities Manager		Date of RA: 9/2020	Review Date: Summer 2021	Possible	3	6	9	12	15
People at risk: Club members / students			Probable	4	8	12	16	20	
Dept Manager (Print Name): Adam Sewell		Signature:		Certain	5	10	15	20	25

Ref No. or Task-Step	Hazards identified or clear Injury causes, highlighting risks (Injury focused - see checklist)	Score -No contr ols	Controls/Procedures/Key Behaviours (existing controls, information, training etc)	Score - Post Controls	Further action required	Score - Post Action	Post action Completion Date	Signed off by
	Catching or spreading of COVID 19 Prior to session – CO	12	Club CO to implement a session sign up to ensure session does not exceed the maximum capacity allowed taken into consideration Government, NGB, and room capacity guidance. For SU Taster sessions these sign ups will be facilitated on ucsu.org Students only advised to attend the activity if they do not have any symptoms of COVID-19	6				
	Catching or spreading of COVID 19 Before leaving home	12	Before leaving the house individuals must ensure they do not have and COVID-19 related symptoms or have been in contact with a person with suspected COVID-19 in the past 14 days All participants to arrive ready to take part in the session (be dressed suitably for the activity) Individuals are encouraged to bring personal hand gel, water bottle and personal equipment required for the session. These should be individually named to ensure no confusion.	3				
	Catching or spreading of COVID 19 Arrival	12	Must arrive on time and not arrive early to the venue. This will limit contact between different	6				

			<p>groups but also reduce social interaction prior to the session</p> <p>Be aware of all entry and exit points and one-way systems in place and maintain social distancing</p> <p>Socialising before and after should be avoided and social distancing should be maintained at all times.</p> <p>On entry to building, everyone must use the available hand sanitiser station</p> <p>Where possible, everyone should meet outside venue prior to go straight to main activity site.</p>					
	Screening/Track and Trace		<p>All attendance should be documented and the register should be kept for 21 days before confidentially destroying in-line with GDPR</p> <p>CO or activity lead should carry out a register before the activity to validate if all students have attended the event from the online sign up process</p>					
	Catching or spreading of COVID 19 (During the session)	12	<p>Before the session, the organiser must ensure that surfaces, equipment etc are cleaned with an antibacterial cleaning substance prior to the arrival of participants</p> <p>If a participant (or organiser) becomes symptomatic during the session, they should be immediately removed from the session. The individual should be sent home and NHS guidance on further management of symptoms should be followed.</p> <p>A cleaning schedule will be implemented during the session, ensuring that surfaces, equipment etc are cleaned with an antibacterial cleaning substance.</p> <p>If applicable, the cleaning schedule will be carried out in line with NGB or sector guidance. If no official guidance is available, equipment, surfaces and participants every 15 minutes. All participants must clean hands thoroughly, all equipment that is being used must also be cleaned using appropriate methods.</p> <p>Any personal equipment/items not required for the session should be left at safe distance from the activity and 2m spacing between bags/items should be implemented.</p>	6				

			<p>Any huddle or groupings should be done ensuring individuals maintain 2m social distancing.</p> <p>No body contact between participants including handshakes, high fives or celebrations</p> <p>Avoid shouting at all times due to the increased risk of aerosol transmission.</p> <p>Participants should avoid leaving the main activity space unless it is to go to the toilet</p> <p>Strictly no use of bibs (or shared clothing) unless brought and solely used by individuals</p>					
	Catching or spreading of COVID 19 Leaving the session	12	<p>All individuals at the session should vacate the facility after the session is finished. Group discussions or gatherings after the activity should not take place</p> <p>All individuals should be aware of exit points and one-way systems when leaving the building/facility</p> <p>The session should finish promptly at the prescribed time and must not overrun.</p> <p>A period of time must be left free between sessions to ensure the adequate cleaning of facility space and groups do not cross paths</p>	6				
	Catching or spreading of COVID 19 Awareness	12	<p>All clubs are required to have a COVID-19 Officer in place before.</p> <p>The CO should check the latest NBG, Sport England and Government Guidance on a regular basis. At a minimum this should be carried out prior to each session to ensure the guidelines have not changed which ultimately may affect the session</p> <p>The CO should ensure all coaches and participants are aware of the current guidelines.</p>	6				
	First Aid Support	12	<p>If a player receives an injury during the session, in the first instance a member of their household can aid them but other must stay socially distanced, UNLESS urgent medical assistance is required to save a life or limb.</p> <p>If a first aider is present they must wear additional PPE to limit risk of transmission</p>	3				
	Increased risk to participants with underlying medical conditions and BAME groups		CO to identify high risk participants or those from vulnerable groups before session					

			Share Risk Assessment information before sessions start, allowing these participants to make an informed choice about attending the session					
	Spectators	12	Spectators to not be permitted in or at the venue	3				
	Detriments to mental health	12	Clubs to promote mental health & well-being awareness to club members. Clubs to have a dedicated Welfare Officer.		Regular communication of mental health information and an open-door policy for those who need additional support.			
	Risk of contracting COVID-19 during Travel	12	Government Guidance should always be followed when using public transport. Car pooling outside of members of students households or buddle is not permitted All players and staff must be fully screened before getting into the vehicle and sanitise there hands Face covering must be worn at all times on public transport and externally hired coaches 2m social distancing must be maintained throughout the duration of travel (public and when on private hire coach) Wash or sanitise your hands regularly, touch as few surfaces as possible and avoid touching your face Keep eating and drinking in the vehicle to a minimum Face away from each other as much as possible	6				

Emergency Contact Details

Please note opposition contact details can be found on your Match Packs

In the event of an accident / incident during an SU Sport affiliated activity please inform us at the earliest opportunity when it is safe to do so on the contact details above or on the office landline on:

UCSU Sports Co-ordinator	01243 816324	07786936822
UCSU General Manager	01243 816398	

If you cannot get through to a member of SU staff please contact the university caretakers on:

UoC Caretakers 01243 816363

For any minor injuries or incidents you must complete a SU Activities Accident Report Form as soon as possible. These can be found online at **ucsu.org/accident**