|  |  |  |
| --- | --- | --- |
| **Event:** **Weekly Training**   | **Dates** Semester 1  Semester 2    | **Date RA Undertaken**  \_\_\_\_  |
| **Venue** \_\_\_\_ \_\_\_\_ \_\_\_\_    | **RA Undertaken by** Name   | **Distribution**  Club Committee UWLSU Staff  Venue staff Students union staff Security   |
| **Halls/Rooms:**  \_\_\_\_\_\_\_\_  | **Organiser** Name   |
| **Signed for**   |
| **Date of Assessment** | **COVID 19 Officer** |
|  |   |
|  |   |

**Risk Assessment Sign off**

|  |  |  |  |
| --- | --- | --- | --- |
| Department     | Role  | Staff Member    | Date     |
| UWLSU - C&B  |   |  |  |
| UWLSU - CMT  |   |   |   |
| UWLSU - SMT  |   |  |  |
| Sports Team  |   |  |  |
| Sports Team  |   |  |  |

**Scope of risk assessment**

This assessment covers:

Semester 1 –

Semester 2 –

**Visitor Profile**

Age range 18-45+ Max student attendance 80, Average Student attendance 20-40 expecting 1% of visitors to be wheelchair users, 0.5% of visitors to have access requirements, i.e. visual impairment, hearing impairment, unless disclosed prior to event.

|  |  |  |  |
| --- | --- | --- | --- |
| Probability (P)  | Severity (S)  | Calculation of Risk (R)  | Action Level   |
|  5 Almost inevitable 4 Very likely 3 Likely 2 Unlikely 1 very unlikely   |  5 Multi death/injury 4 Single death or very serious injury 3 RIDDOR major injury 2 RIDDOR 3 day 1 Minor/first aid    | Probability

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5  | 5.M  | 10.H  | 15.H  | 20.H  | 25.H  |
| 4  | 4.L  | 8.H  | 12.H  | 16.H  | 20.H  |
| 3  | 3.L  | 6.M  | 9.H  | 12.H  | 15.H  |
| 2  | 2.L  | 4.L  | 6.M  | 8.H  | 10.H  |
| 1  | 1.L  | 2.L  | 3.L  | 4.L  | 5.M  |
|   | 1  | 2  | 3  | 4  | 5  |

                                                   Severity    | Low – No action required  |
| Med – Justify/review for each event day  |
| High – Immediate action/further controls needed  |

**Venue**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard**  | Consequences  | Who is at risk  | P  | S  | R  | Controls  | P  | S  | R  | Action  | Staff  |
| EG. Spills and trip hazards in venue  | Sprains, bruises, broken bone, head injury, dislocation, loss of consciousness.   | Students, coaches, session leads and volunteers   | 3  | 3  | 9  | Ensure all committee members know procedures in case of an injury.  Ensure appropriate footwear is worn. Ensure to notify everyone of slippery conditions.   Ensure all parts of venue are adequately lit   | 2  | 3  | 6M  | L  | UWLSU/ Committee/ Students    |
| EG. Venue furnishings (Posts, Flags, etc...)   | Sprains, bruises, broken bones, head injury, dislocation, loss of consciousness.  | Students, coaches, session leads and volunteers    | 2  | 1  | 2  | Risk assessment provided for each venue.  Ensure there are regular walk rounds of venues checking for any hazards relating to furniture. Ensure all committee know to report any faulty equipment and deal with them where appropriate  | 1  | 1  | 1  | L  | UWLSU/ Committee/ Students    |
|   |   |   |   |   |   |   |   |   |   |   |   |

**Students**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard  | Consequences  | Who is at risk  | P  | S  | R  | Controls  | P  | S  | R  | Action  | STAFF  |
| EG. Social Media   | Libellous Offensive/reputation damaging   | Students   | 3  | 1  | 3  | UWLSU staff to monitor output on social media. Respond and report any action that may cause a risk. Ensure that all club committees have sign the Student Group Rules.   | 2  | 1  | 2  | L  |   |
|   |   |   |   |   |   |   |   |   |   |   |   |

**Staff / Coaches**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard  | Consequences  | Who is at risk  | P  | S  | R  | Controls  | P  | S  | R  | Action  | STAFF  |
| EG. Dealing with student issues and queries  | Members and committee put into vulnerable situations   | Students  | 3  | 2  | 6  | Ensure all committee know how to deal with issues that arise. If necessary, pass info to SU.    Ensure all members know the process for students getting advice from the university  | 2  | 2  | 4  |   | Coaches and Captain   |
|   |   |   |   |   |   |   |   |   |   |   |   |

**Fire and electric**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard  | Consequences  | Who is at risk  | P  | S  | R  | Controls  | P  | S  | R  | Action  | STAFF  |
| EG. Electric shocks and electric fires   | Burns, Single death, multi death.   | All Students & Coaches    | 1  | 1  | 1  | All equipment that is brought on site is PAT tested.  All electrics brought on site should be declared to the organiser.   | 1  | 1  | 1  | L  |   |
| EG. Fire   | Burns, Single death, multi death.  | All Students & Coaches   | 2  | 5  | 10  | Ensure all venues have a specific risk assessment.  Ensure all students, coaches, session leads and volunteers are briefed on evacuation procedure  | 1  | 5  | 5  | M  |    |
|   |   |   |   |   |   |   |   |   |   |   |   |

Action points

**Venue**

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| --- | --- | --- | --- |
| Hazard  | Controls  | STAFF  | Action points  |
| EG. Spills and trip hazards in venue  | Ensure there are regular walk rounds of site checking for hazards. Ensure all committee staff know to report any spill or trip hazards and deal with them where appropriate.  Ensure all parts of venue are adequately lit. Ensure all venue have their own risk assessment for dealing with this  | SU Staff     | Committee sent risk assessment  Committee told in meetings to look out for spills and trip hazards. They should be dealt with if it’s safe to do so or a member of the venue staff should be told about the hazard.  |
| EG. Venue furnishings  | Risk assessment provided by each venue.  Ensure there are regular walk rounds of venues checking for any hazards relating to furniture. Ensure all committee members know to report any faulty equipment and deal with them where appropriate.  | Committee members, SU Staff     | Have a copy of rick assessment on file  Timetable regular walk rounds during event  Committee and members told if the see anything that looks unsafe to report it   |
|   |   |   |   |

**Students**

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| --- | --- | --- | --- |
| Hazard  | Controls  | STAFF  | Action Points  |
| EG. Social Media   | UWLSU staff to monitor output on social media  Respond and report any action that may cause a risk.  | Committee & members.     | communicate risk assessment to UWLSU staff and monitor  make sure committee members are monitoring our social media platforms   |
|   |   |   |   |

**Staff / Coaches**

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| --- | --- | --- | --- |
| Hazard  | Controls  | STAFF  | Action points.  |
| EG. Dealing with student issues and queries  | Ensure all committee know the protocol and adhere to it.  Ensure all members know where to turn to for support when needed.  Ensure all members know the process for students getting advice from the university  | Committee members, coaches,   SU Staff     | Committee briefed on processes for all eventualities, students to be signposted to relevant services  |
|   |   |   |   |

**Fire and electric**

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| --- | --- | --- | --- |
| Hazard  | Controls  | STAFF  |   |
| Electric shocks and fires   | All equipment that is brought on site is PAT tested.  All electrics brought on site should be declared to the organiser.   | Committee members, coaches,   SU Staff    | Check before event that everything is up to standard i.e. PAT tested equipment. If any PAT tests are out of date, book this in with facilities.   |
| Fire   | Ensure all venues have a specific risk assessment.  Ensure all members are briefed on evacuation procedure  | Committee members, coaches,   SU Staff    | Members briefed on Fire procedure and evacuation routes.  |
|   |   |   |   |

Appendix 1 **Basic Emergency Scenarios and Contact Details**

* UWLSU CEO | Tye McMahon | Tye.McMahon@uwl.ac.uk
* Operations Manager | Charlie Benson | charlie.benson@uwl.ac.uk
* Sports Development Coordinator | 0208 231 2298
* Community and Events Coordinator | 0208 231 2714
* Community and Events Coordinator | 0208 231 2969

**Authorising “non-registered” students**

All Non-Registered students must have a Guest membership to attend sessions.

**Fire**

Fire procedures will be told to members at the beginning of each event and everyone will be aware of the appropriate fire evacuation procedure. At external venues, their staff will be in charge of fire evacuation. In the event of a fire UWLSU will take its lead from the external venue.

**Removal**

If a student needs to be removed from a training session or match, the referee, Coach, Club President and or Captain will ask them to leave the venue.  Failing this a club representative must contact the SU for support and to report the incident.  In the event of a student being removed from the premises, security will ensure that they are safely taken home in a taxi and not placed directly on the street.

**Incidents**

All incidents must be reported to the SU at the time of the incident, unless out of hours, and via the incident reporting form <https://www.uwlsu.com/union/incident-reporting/>

If further assistance is required the club / team should call the emergency services.

**Liaison Point**

Students must adhere to the emergency procedure as set out by the venue provider and follow the instructions of staff.

**Outside of Normal working hours:**In the event of an emergency outside of working hours the trained members of the management team (or relevant staff members) will be on call. If the incident needs escalating, the call should go directly to the relevant members of staff on duty. Sabbaticals should not be dealing with emergency issues during events.

**COVID 19 Risk Assessment**

|  |  |
| --- | --- |
| **Date of Assessment** | **Club COVID Officer** |
|  |   |

**COVID-19 is highly infectious disease**

* Infection through lack of social distancing (1-2 metre minimum)
* Infection through droplets from individuals which could subsequently be inhaled into the lungs
* Infection through touching a surface, object, or the hand of an infected individual that is contaminated with respiratory secretions and then touching their own mouth, nose or eyes

**Track and Trace**

* Compliance to track and trace for all club related activity
* Data will be stored securely for 21 days

**National Governing Body Guidance**

* All sporting activity will take place in accordance to the guidance set by NGBs

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard**  | **Consequences**  | **Who is at Risk?**  | **P**  | **S**  | **R**  | **Controls**  | **P**  | **S**  | **R**  | **Action**  | **Staff**  |
| **EG. Infection from person to person**    | Attendee contracts COVID  | All participants and event organisers.  | 3  | 5  | 15H  | Social distancing will be in place at all times and limit the contact used in game play. If players are showing any signs of Covid prior to training (e.g. have high temperature, loss of smell etc) they should not attend training sessions.    | 1  | 5  | 5M  | Follow track and trace guidelines and follow appropriate isolation periods if necessary. Ensure social distancing reminders are being sent and participants are aware of what is required of them.  | Committee, SU Staff, Coaches  |
|   |   |   |   |   |   |   |   |   |   |   |   |

**COVID-19 Sport Specific Risk Assessment & Measures**

|  |  |  |  |
| --- | --- | --- | --- |
| Hazard  | Controls  | STAFF  | Action points  |
| **EG. Infection from person to person**   | Social distancing will be in place at all times and limit the contact used in game play. If players are showing any signs of Covid prior to training (e.g. have high temperature, loss of smell etc) they should not attend training sessions.     | Committee, SU Staff, Coaches  | Follow all Gov & NGB Guidelines and Return to Play Protocols    |
|   |   |   |   |