Risk Assessment Template

Risk Matrix and Rating Guidance:

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

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| Hazard Severity (a) | Likelihood of Occurrence (b) |
|
| 1 – Trivial (e.g. discomfort, slight bruising, self-help recovery) **2 – Minor** (e.g. small cut, abrasion, basic first aid need)  **3 – Moderate** (e.g. strain, sprain, incapacitation > 3 days)  **4 – Serious** (e.g. fracture, hospitalisation >24 hrs, incapacitation >4 weeks)  **5 – Fatal** (single or multiple) | **1 – Remote** (almost never)  **2 – Unlikely** (occurs rarely)  **3 – Possible** (could occur, but uncommon)  **4 – Likely** (recurrent but not frequent)  **5 – Very likely** (occurs frequently) |

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| **Risk Assessment Matrix** | | | | | |  | **Risk Rating Bands (A x B)** | | |
| **(B)Ü (A)Ú** | **Trivial** | **Minor** | **Moderate** | **Serious** | **Fatal** |  | **LOW RISK**  **(1 – 8)** | **MEDIUM RISK**  **(9 - 12)** | **HIGH RISK**  **(15 - 25)** |
| **Remote** | **1** | **2** | **3** | **4** | **5** |  |  |  |  |
| **Unlikely** | **2** | **4** | **6** | **8** | **10** |  | Continue,  but review periodically to ensure controls remain effective | Continue,  but implement additional reasonably practicable controls where possible and monitor regularly | **STOP THE ACTIVITY**  Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |
| **Possible** | **3** | **6** | **9** | **12** | **15** |  |
| **Likely** | **4** | **8** | **12** | **16** | **20** |  |
| **Very likely** | **5** | **10** | **15** | **20** | **25** |  |

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| Risk Assessment Record | | |
| Risk Assessment Title: Association Football and Futsal RA | Date Produced: 30 July 2020 | Review Date: 02/10/2021 by Charlotte Greenlees (Chair) |
| Overview/Description of Activity: BUCS, Inter-halls, IDFC, 6-a-side, Futsal | Duration/Frequency of Activity: BUCS: Training 3x per week and 1x match, Inter-Halls/IDFC: Training 1x per week (astro) and 1x match, 6-a-side/Rec Futsal: 1x match per week | |
| Location of Activity: St John’s pitches, 3G Training Strip, Limekiln, SULIS, Eastwood pitches, Astro | Generic or Specific Assessment: Generic – to be tailored by owner and read in conjunction with existing task risk assessments | |
| In the absence of other advice, students of the University should follow [Government guidance](https://www.nhs.uk/conditions/coronavirus-covid-19/)  which is based upon expert input from Public Health England and the Department of Health | | |
| COVID19 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. For the purposes of our overarching assessment we have assessed that the foreseeable severity as being “serious”.  Members of the club will follow the University and DSDR Covid guidance.  Members of the club will adhere to any facility capacity restriction for the facilities being used. | | |

**Index**

[Section 1: General COVID 19 Guidelines](#A)

[Section 2: Socials](#B)

[Section 3: Travel](#C)

[Section 4: Performances](#D)  
[Section 5: Equipment](#E)

[Section 6: Sports](#F)

Section 7: Financial Risk

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating  (a x b) | Additional control/action required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SECTION 1: General COVID 19 guidelines | | | | | | | |
| 1. | Person to person transmission of COVID-19 (on campus) COVID19 Symptoms | Players and coaches may be affected if they come into contact with a person who is positive for COVID19. | If anyone, or anyone in a player/coaches household displays symptoms of COVID19, they must isolate in line with government guidance and must not come to training session or matches. Collecting personal details is no longer required as part of NHS Test and Trace. | 4 | 3 | 12 | * Leader to contact participants before the event to notify them of what is expected of them. * Individuals who are double-jabbed or under-18 no longer need to self-isolate after being identified as a close contact of a positive Covid-19 case, even if that person is within the same household. However, they are strongly advised to get their own free PCR test as soon as possible. If individuals conduct a PCR test and it comes back positive, they must follow the Government guidance on isolation irrespective of vaccination status. * Collecting details as a part of NHS Test and Trace is no longer required, however, QR codes will be displayed for members who wish to check in using the Test and Trace app. |
| 3. | Cleanliness | Cleanliness decreases the risk of contamination and infection. | Cleaning equipment will be used to wipe down equipment such as balls and cones. | 4 | 3 | 12 | * Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. * Participants to bring their own face masks, to be used in accordance with [university policy on mask wearing](https://www.bath.ac.uk/announcements/use-of-face-coverings-in-university-buildings-and-on-campus/) * Where possible, Leader to contact participants before the event to notify them of what is expected of them |
| SECTION 2: Socials | | | | | | | |
| 4. | Authorisation from the SU | Players or members social events | All socials to take place will occur within the current government guidance, whatever that may be at the time. | 4 | 3 | 12 | * All Socials virtual/in person are still required to go through the [Event Planner](https://su.bath.ac.uk/event-planner/login) for approval from an SU staff member * Any incidents/concerns regarding COVID-19 policies not being followed should be reported immediately to the SU, who will take action as appropriate |
| 5. | Social gatherings in public spaces | Player’s or member’s social events | All socials to take place will occur within the current government guidance, whatever that may be at the time. At the time of writing, there are no limits on how many people can meet. | 4 | 3 | 12 | * Follow [government guidelines](https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july#contents) for up to date information and regularly check to ensure your group is compliant. * Ensure all venues are booked ahead so you are aware of their specific guidelines * If crowd control becomes an issue then notify University Security by either calling 01225 385349 ( ext 5349 if using an internal phone) or call in to speak to them at the Library front desk * If first aid is required then contact Security using the above methods * At the time of writing, there are no limits on how many people can meet, but good practice is encouraged. |
| 6. |
| 7. |
| SECTION 3: Travel | | | | | | | |
| 8. | Public Transport | Players or coaches travelling to pitches. | At the time of writing, masks are no longer legally required on public transport, however members are encouraged to use personal judgement to manage any risks. | 4 | 3 | 12 | * Masks must be worn at all time. Always follow up-dated [government guidelines](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) * Members may refer to the above guidelines on transport for recommendations and considerations when travelling. |
| SECTION 4: Performances | | | | | | | |
| 9. | Amateur Performances | N/A | N/A | 4 | 3 | 12 | * Stay up to date with [government guidelines on Performing Arts.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#arts-4-11) |
| SECTION 5: Equipment | | | | | | | |
| 10. | Sharing Equipment | Players and coaches | Players will not share equipment such as bibs or water bottles. Each player will keep their own bib and wash after use. | 4 | 3 | 12 | * The sharing of equipment must be avoided until further notice. Please contact a member of SU Staff to discuss further if this proves to be an issue. |
| 11. | Manual Handling | Players carrying or moving equipment | Players will be shown correct lifting technique and not move anything that is too heavy | 4 | 3 | 12 | * Where it is safe, equipment should be lifted by a single person * Load to be broken up into smaller loads suitable for an individual to carry if possible (eg where it is a box full of items) * Lifting aids (eg trolley) to be used where possible to allow load to be moved by 1 person * Heavy loads requiring multiple people to lift should not be moved if at all possible. If it is necessary to move heavy or bulky items with multiple individuals involved, contact a member of SU staff to discuss further |
| SECTION 6: Sport | | | | | | | |
| 12. | Return to Sport | All players | We will ensure we will keep up to date with guidance from the FA, in line with government guidance, along with any additional university guidelines. We will continue to follow the Return to Football NOP submitted. | 4 | 3 | 12 | * Each club must only return to sport when they have the appropriate measures in place as developed by their specific Governing Bodies [general government guidance in relation to recreational sport](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) |
| 13. | Facility Usage (St Johns, 3G Training Strip, Limekiln, SULIS, Eastwood, Astro) |  |  | 4 | 3 | 12 | * For sports reliant on third party owned or managed facilities adherence to these guidelines should be worked out collaboratively between club and facility. * Each facility must have a specific facility operations plan that incorporates a full risk assessment. |
|  | **Section 7: Financial Risk** |  |  |  |  |  |  |
| 14. | Event/Activity costs | SU  Student groups |  | 4 | 3 | 12 | * Each activity to go through the SU’s Event Planner process * Student Leader and SU Staff to check contracts and agree to the terms and conditions * Student Leader/Treasurer to obtain authorisation from the SU before invoice payments are made * To be aware of the financial implications if the event is cancelled due to Covid 19 regulations |

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| Assessor signature: | Print name:  **Charlotte Greenlees** | **Date:**  **02/10/2021** |

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| Risk Assessment Action Plan | | | | | |
| Hazard No. | Action to be taken | By whom | Target date | Review date | Outcome at review date |
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| Responsible manager’s signature:  Print name:  Date: | | | | | Responsible manager’s signature:  Print name:  Date |

Risk Assessment Sign-On Sheet

**Sign on Sheet to acknowledge understanding of Risk Assessment:**

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| **Names and Signatures of other workers/researchers/PG/UG students**  *All others undertaking the process described must signify that they understand the hazards and risks.* | | |
| Print name: | Signature: | Date: |
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