**COVID-19 Risk Assessment**

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| **Club/Society Name:** | Quidditch Club | **Assessor(s) Name:** | Lucie Gwilt |
| **Brief Description of Activity:** | **Location of activity:** | Training sessions on the Sports Centre 3G / Socials at various pubs in Aberystwyth / Club and Committee meetings held at the SU / RAG fundraising stall at the SU / Trips to external competitions (various locations) |
| Quidditch is a sport of two teams of seven players each mounted on broomsticks played on a hockey-sized pitch. The aim of the game is to either win by scoring the most goals through the hoop using a quaffle or by the seeker finding the snitch. As a club we train twice per week, play competition fixtures once per month, meet weekly for match analysis and committee catch ups, organise an annual fundraising event and also go out on weekly socials. | **Date and Time of activity:** | Training sessions are every Tuesday 7-8pm and Saturday 3-4pm. Inter-university competitions are played monthly on weekends. Club meetings held every Thursday at 6pm. Socials are held every Wednesday starting at 8pm. |

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| **Hazard:** | **Persons at Risk:** | **Risk Factor:** | **Control Measures Required:** | **Residual Risk:** |
| List what could cause harm from this activity, use appendix A to assist in identifying hazards | List who might be harmed e.g. Staff, students, visitors | For each hazard, decide level of risk as if you were to do the activity without controls | For each hazard, list the measures you will be taking to minimise the risk identified, e.g. appointing competent persons, training received, planning and try-outs, use of personal protective equipment | For each hazard now decide the residual risk after the control measures are in place |
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| **Severity** | **Likelihood** | **Risk** | **Severity** | **Likelihood** | **Risk** |
| **General (covering all activities)** |
| NOTE: An attendance record will be kept for EVERY organised activity by the student group; the record will keep check of who attends each activity and when, as well as noting down temperature of each individual and a hand sanitiser tick sheet pre/post activity. The record will also keep note of each piece of equipment that requires cleaning each session. This record will be maintained and signed off by two committee members following each activity. This record will be named ‘Club/Soc COVID-19 Activity Checklist’ and will be easily accessible on each committee’s Microsoft Teams group. |
| Risk assessment and protocols becoming out of date due to change in guidance/second wave | Members | 4 | 4 | 16 | Committee will review government guidance regularly, and will follow NGB advice. Committee will liaise with Students’ Union staff on any changes to protocols, and will check emails daily to ensure updates are not missed. If necessary, risk assessment and protocols will be updated regularly to reflect any guidance or changes. | 3 | 2 | 6 |
| Members arriving unwell at group activities | Members | 5 | 3 | 15 | Committee will remind members prior to every group activity that anyone who is feeling unwell, specifically with covid-19 symptoms that they should not attend. Committee to check in with members regarding their health as they arrive at activities, and temperature checks will be taken. Anyone with a temperature of 37.8 C or higher will be asked to leave the activity. Temperature checks will be taken using an infrared gauge. | 3 | 1 | 3 |
| Members not being aware of/understanding protocols | Members | 4 | 3 | 12 | Committee will send out risk assessment to all members, and host a virtual meeting prior to in-person activities taking place, to properly go through all protocols and necessary safety procedures. Members will need to have attended this or confirmed their thorough reading of the risk assessment prior to be allowed to attend in-person activities. Reminders will be sent out weekly to all members to further enforce such procedures. | 2 | 1 | 2 |
| Members not taking protocols seriously or ignoring restrictions | Members | 4 | 4 | 16 | Any member found to be in breach of the covid-19 risk assessment and/or is purposefully ignoring the safety procedures in place will be issued one verbal warning before being asked to leave. Anyone continuously ignoring the rules will be issued with a temporary suspension from group activities. | 3 | 2 | 6 |
| Members who are vulnerable/in higher risk category  | Members | 5 | 2 | 10 | To protect higher risk members, participants will be asked to where a mask where possible during activities. Other members will be asked to take extra care with social distancing around these members. Where possible activities will be run virtually to allow isolating members the ability to get involved from the safety of their own home. | 4 | 1 | 4 |
| Injuries sustained requiring close contact with first aider | Members, staff | 4 | 4 | 16 | Committee to find out venue protocols where relevant (e.g. sports centre, pub) first prior to any activity and inform members accordingly. Injured member not to be moved, and other participants will be told to keep at least 2m distance away. Qualified first aider to wear appropriate PPE and to approach from a distance to ask questions etc., and to physically apply first aid only if absolutely necessary. If serious, emergency services to be called and committee to ensure all members stay clear and maintain social distancing until their arrival. | 3 | 3 | 9 |
| COVID outbreak following an activity | Members, members households, public | 5 | 4 | 20 | Attendance record will be kept for every organised activity. If any members test positive for COVID-19, all attendees over the prior two week period will be informed that they may have come in to contact with the virus and should therefore self-isolate. Committee to inform SU immediately. All student group activity will be suspended for two weeks to minimise further spread. | 3 | 3 | 9 |
| **Activity Specific, e.g. Training sessions** |
| Shared changing and showering facilities | Members | 3 | 3 | 9 | Members are told prior to sessions that they must change at home pre/post session, and are not to use communal showering facilities. Committee to enforce this and remind members regularly. | 2 | 1 | 2 |
| Too many people participating | Members | 4 | 4 | 16 | Maximum of 30 people (inc. any coaches) to any outdoor venue or 15 people for indoors. If more than this number is expected, a pre-attendance sheet and/or training rota will be put in place to ensure this capacity is met and also fair participation for all members. Any additional members will be asked to leave, or watch from outside of the facility. Members will be split into small bubbles to train in, and these bubbles will not mix. | 3 | 2 | 6 |
| Overcrowding in areas, e.g. Entry point, dug outs | Members, spectators | 4 | 4 | 16 | Committee will supervise members arriving and form a social distanced queue outside the entry point to allow for safe entry, and ensure that members do not gather around entry points or dug outs. To ensure that gathering does not take place around dug outs, kit bags etc will not be allowed to be kept in there. Committee to remind members of these prior to sessions and enforce throughout. | 3 | 2 | 6 |
| Physical contact nature of sport | Members | 5 | 4 | 20 | Training sessions will be non-contact; sessions will focus on individual fitness instead to enforce social distancing as much as possible. Practice games will not take place until restrictions are loosened. Committee will review guidelines weekly and liaise with SU at all times. | 3 | 3 | 9 |
| Transmission through shared use of equipment | Members | 4 | 4 | 16 | Members will be asked to bring their own equipment where possible. Where this is not possible, club equipment may be lent however after each use the items (e.g. quaffles, beaters) must be cleaned thoroughly with disinfectant. Equipment that requires sharing will be limited as much as possible; sessions will be planned to enforce this. Members will also be told to sanitise hands pre/during/post session. Committee to enforce and provide sanitiser. Worn bibs to be taken home by the wearer to wash, and not to be collected in by the group. | 2 | 2 | 4 |
| Members car sharing to and from training | Members | 4 | 3 | 12 | Members are told prior to training that car sharing is not permitted unless from the same household. Any non-household members found car sharing to the activity will not be allowed to take part. Committee to remind members regularly and enforce when necessary. | 1 | 1 | 1 |
| Sharing drinks bottles | Members | 4 | 3 | 12 | Team drinks bottles will not be brought to activities, and instead members will be told to bring their own bottles. Members advised to bring personalised bottles or write their names onto them to ensure that others don’t accidentally drink from/handle their bottles. Disposable bottles to be taken or safely thrown away and not to be left at the facility. | 2 | 1 | 2 |
| Use of public/shared toilet facilities | Students, staff and public | 3 | 3 | 9 | Members will be discouraged from using any public toilet facility unless absolutely necessary. A one-way system will be in operation at the Sports Centre to get to the toilets, and any members must thoroughly wash their hands following use and also re-sanitise hands when they arrive back at the training facility. Outdoor 3G users must use the portaloos provided and not go into the Sports Centre at any point. | 2 | 2 | 4 |
| Transmission through contact of equipment/fixings from previous facility user | Members | 4 | 4 | 16 | Expectation on venue to thoroughly clean facility as often as possible. All members will be told at the start of the sessions to not use dug outs, nor to touch any permanent facility fixings (rails, gates, goal posts, etc.). If necessary, they will be asked to sanitise their hands after touching anything. Committee to ensure that all litter / belongings to be taken home with members, and a sweep will be conducted to make sure nothing is left on the facility | 3 | 2 | 6 |
| Limited provision for handwashing | Members | 4 | 3 | 16 | Due to outdoor venue, members will be provided with hand sanitiser at all sessions and must use it pre/during/post session. Anyone refusing to sanitise hands (where sufficient washing facilities are not available) will not be allowed to participate. Record will be kept on Club/Soc COVID19 Activity Checklist. | 2 | 1 | 2 |
| **Social Events, e.g. Pub crawl, dinners** |
| Too many participants making it difficult to social distance | Members, public | 4 | 4 | 16 | Numbers to be limited to no more than 30 people in total. Joint socials will not take place. Organisers will pre-book tables at large/open outdoor venues. No social will be held indoors. Committee will regularly remind members of social distancing measures. Venue (where relevant) also responsible for enforcing measures. | 3 | 2 | 6 |
| Overcrowding in key areas, e.g. Bar, toilets | Members, public | 4 | 4 | 16 | No indoor spaces can be used. If using an outdoor space at a venue, e.g. beer garden, venue will also be responsible for enforcing measures. Social organisers should check with venue owners beforehand the rules for ordering drinks, going to the toilet, one way system, etc. so that organisers can share these with participants. Organisers to arrange for table service where possible to limit movement/overcrowding. Committee will regularly remind members of social distancing measures. | 2 | 2 | 4 |
| Physical contact with other members | Members | 4 | 4 | 16 | Members will sanitise their hands upon entry/exit for each establishment visited. Individuals to purchase and handle their own drinks, and should not touch anyone else’s. Committee to enforce social distancing measures at all times. No sharing of drinks or any other items (e.g. games). No themed socials that require close contact to take place (e.g. three legged) | 3 | 2 | 6 |
| Members not following rules after consuming alcohol | Members, public, venue staff | 5 | 4 | 20 | Members will be given warnings throughout the activity if they are seen to be ignoring rules, ultimately leading to them being asked to leave/suspended from future socials. | 3 | 2 | 6 |
| **Other Gatherings, e.g. Meetings, guest speakers, movie nights** |
| Physical contact with other members | Members | 4 | 4 | 16 | Consideration to be taken as to whether activity needs to be in-person or can be run virtually. Gathering to be held outside (up to 30 people) or indoors (up to 15) where social distancing is possible to enforce. All members to be sent details of event prior to starting, including rules on social distancing of 2m, wearing of masks, hand sanitisation pre/post event, etc. Seating will be arranged prior to members arriving to ensure they are all distanced out appropriately.  | 2 | 2 | 4 |
| Transmission through shared use of equipment, e.g. Pens, notepads, chairs, tables | Members | 4 | 3 | 12 | Expectation on venue to thoroughly clean facility as often as possible. If equipment or litter is left behind by a previous user, members will be asked to leave it alone and committee shall request the venue staff to safely remove any items. All participants hands will be sanitised pre/post activity. No shared equipment will be allowed; if specific equipment required to participate, organisers will email members before hand to make sure they bring their own. Chairs will be set out prior to starting and members will be asked not to move any seating themselves. No tables will be set out. | 2 | 1 | 2 |
| Overcrowding | Members | 4 | 4 | 16 | Numbers will be limited to no more than 30 (outdoors) or 15 (indoors) through invite only or ticketing, and held outside only. One way system to be adopted where possible. Separate entrances/exits will be clearly signposted. If relevant, venue may also be responsible for enforcing measures to avoid overcrowding. | 3 | 2 | 6 |
| **RAG/Fundraising Events, e.g. Stalls, raffles** |
| Overcrowding making social distancing difficult | All participants, venue staff | 4 | 4 | 16 | Events will be limited to no more than 30 (outdoors) or 15 (indoors) including organisers. Event will be ticketed if necessary. Markers will be placed relevant to 2m social distancing for people to abide by. If necessary for participants to queue at any point, committee will enforce social distancing through markers. Any non-household members refusing to abide by social distancing rules will be asked to leave. All participants will need to complete the Club/Soc Activity COVID check sheet. | 3 | 2 | 6 |
| Contact through handling money | All participants | 4 | 3 | 12 | Offer cashless payments by using one of the SU’s contactless card readers. For small change donations, charity buckets can be used to ensure no hand to hand exchange: in this instance no change to be given and committee members should not count the money after the event, and will instead take to the SU finance office who will disinfect the coins first before counting.  | 2 | 1 | 2 |
| Contact through giving out handouts/selling items, e.g. flyers, merchandise | All participants | 4 | 3 | 12 | Bake sales will NOT be allowed to take place. If selling items or giving away freebies, they should be laid out on the table/surface, cleaned thoroughly and then allow customers to take one themselves (stall holder not to pass them over) to ensure no hand touching. The area will be cleaned down after each customer, and stall holders will regularly hand sanitise/wash hands. | 2 | 2 | 4 |
| Participant or stranger refusing to adhere to social distancing/cleaning measures | All participants | 5 | 3 | 15 | All participants will be given warnings throughout the event if they are seen to be ignoring rules, ultimately leading to them being asked to leave/suspended from future events. Signage will be put up around the event site detailing rules and expectations.  | 3 | 2 | 6 |
| **Trips & Tours, e.g. External competitions or fixtures** |
| Members car sharing to and from trip | Members | 4 | 3 | 12 | Individuals will not car share unless from the same household, nor will a hired minibus or similar be used to transport everyone. Members may use public transport if they don’t have their own vehicle and should wear a mask at all times when travelling. When using public transport they will also be advised to regularly wash/sanitise their hands and avoid touching anything. Committee to remind members and ensure that everyone has a safe means of transport prior to each trip. | 2 | 1 | 2 |
| Mixing with other people from areas of high COVID activity  | Members, public | 5 | 4 | 20 | Trip organisers will contact venue site prior to travelling to check what safety measures are in place, and this will be relayed to all participants. Committee to enforce these rules and ensure members are respecting them. Hands to be sanitised regularly throughout the trip and wearing of masks in line with government guidelines. Avoid mixing with other people where possible and social distance at all times. If other people are being disrespectful of rules, venue/security/police to be informed where relevant to disperse. Following the trip if anyone begins showing symptoms, all attendees will be contacted and advised to self-isolate, and committee will inform SU immediately. | 3 | 3 | 9 |
| Physical contact with members and opposition | Members, opposition | 5 | 4 | 20 | Members will be advised of NGB/venue guidance and restrictions prior to the trip, and must follow at all times. Committee to enforce. Regular hand sanitisation and social distancing where feasibly possible. No sharing of equipment. Members to have temperature checks before participation, and anyone with a higher temperature that 37.8 C will be asked to leave/not take part. | 3 | 3 | 9 |
| Shared communal areas (food, toilet, changing) | All participants | 4 | 4 | 16 | Members are told prior that they should change at home prior and are not to use communal showering facilities unless absolutely necessary (if so, members to follow strict venue guidelines). Committee to enforce regular hand washing and sanitising and remind members regularly.  | 3 | 2 | 6 |
| Handling of worn playing kit after fixture | Members | 4 | 4 | 16 | Kit will not be collected in following a fixture as usually happens; members to take their playing kit home to wash themselves. This includes bibs. Any shared equipment (e.g. balls) to be collected in and thoroughly cleaned following use. | 2 | 1 | 2 |

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| **Signed:** |  | **Date:** | 03.08.2020 | **Date for review of risk assessment**:*(at the latest 12 months from the date of the event)* | 03.08.2021 |
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