

Infectious Disease Risk Assessment Form (v1.1)

Guidance Note: This template is provided to allow Schools/Research Institutes and Service units to plan, assess and record local control measures that may be needed to mitigate Covid risk in their area of work. It is intended to supplement the University covid-19 risk assessment and campus arrangements. Where the campus-wide arrangements are judged to be sufficient they may simply be referenced in the relevant sections below. When completing this form please take into consideration the University Covid-19 Risk Assessment and refer where appropriate. Any local variation or supplement to this should be recorded and explained in the sections below - make the assessment specific to your area. A diagram of the layout/space and/or photograph should be included or attached to aid context. Where this assessment is being submitted to the Health, Safety and Wellbeing Committee, please include a cover sheet and Equality Impact Assessment – templates can be found on the safe return to campus sharepoint site.

Area/School/Department	Students' Association	Location (Campus/Building/Room):	Off Campus at various sports facilities within Greater Glasgow.
Name & title/role of person conducting the assessment	Gordon McTweed Activities Manager	Signature (e.g., Risk Assessor, Principal Investigator, Lecturer, Head of Department, H&S Co-ordinator)	Health, Safety and Wellbeing Committee
Date of assessment:	07/10/20	Date assessment is to be reviewed:	The Risk Assessment will be reviewed on an ongoing basis and amended to include any changes to Scottish Government, sportscotland or University Guidance.
Title of Risk Assessment	Overarching Sports Club Risk Assessment	Give a brief overall description of the task to be risk assessed	Resumption of activities and training sessions of sports clubs affiliated to the Students' Association

No.	Hazard description	Potential consequences	Inherent Risk			Control Measures	Residual Risk			Further action needed to reduce risk? If yes, state action required	Action required by whom and when	Date completed
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating			
1	Individual Risk Factors											
1.1	Extremely vulnerable and vulnerable students where their health condition falls under the Scottish Government definitions as very high and high risk	Adverse and long term illness.	4	4	16	All participation in sports club activity is voluntary. Students are able to raise any issues with Coach or Captain on individual ad-hoc basis. Students can raise concerns anonymously to Students’ Association through an online feedback form. Students buying Sports Club Membership or attending Sports Come and Try event must accept sports participation statement and accept COVID-19 participation statement as part of membership application. Compulsory training for Sports Club Committee members on preventative measures and re-iterating social responsibility to follow Scottish Government guidance.	3	1	3			
1.2	Student with visual, hearing or mobility issues	May need assistance to carry out certain tasks which breaches social distancing.	3	1	3	All participation in sports club activity is voluntary. Students are able to raise any issues with Coach or Captain on individual ad-hoc basis. Students can raise concerns anonymously to Students’ Association through an online feedback form. Coach or Captain to modify activities to support the individual to maintain social distancing.	3	1	3			

No.	Hazard description	Potential consequences	Inherent Risk			Control Measures	Residual Risk			Further action needed to reduce risk? If yes, state action required	Action required by whom and when	Date completed
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating			
		May need to touch items and surfaces that others would not.				Advice from sport national governing body.						
1.3	Student Wellbeing	Anxiety about return to sports activities.	3	3	9	All participation in sports club activity is voluntary. Students are able to raise any issues with Coach or Captain on individual ad-hoc basis. Students can raise concerns anonymously to Students' Association through an online feedback form. Students buying Sports Club Membership or attending Sports Come and Try event must accept sports participation statement and accept COVID-19 participation statement as part of membership application. Compulsory training for Sports Club Committee members on preventative measures and re-iterating social responsibility to follow Scottish Government isolation guidance – any new continuous cough, high temperature or loss/change to smell or taste then do not attend activities and self-isolate.	3	1	3			
2	Plans for phased return to activities											
2.1	A managed return to activities following a change/relaxation of lockdown measures:	Spread of Viral infection of Coronavirus (COVID-19): Potential for	3	3	9	Phased approach to restarting sports club activities, based on Scottish Government, sportscotland and <u>National Sport Governing Body guidance</u> .	3	1	3	Monitor effectiveness and compliance with system. Review and revise in line with Scottish Government and sportscotland advice and guidance.	Activities Manager	

No.	Hazard description	Potential consequences	Inherent Risk			Control Measures	Residual Risk			Further action needed to reduce risk? If yes, state action required	Action required by whom and when	Date completed
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating			
	<p>Coronavirus (Covid-19) infection and spread of the virus.</p> <p>Lack of awareness of activity changes</p>	minor or major ill health.				<p><u>Phasing (see attached Sports Club Activity Information Grid and Return to Play Action Plan)</u></p> <ol style="list-style-type: none"> 1. Outdoor contact and non-contact sport 2. Indoor non-contact sport 3. Indoor contact sport <p>Individual clubs to complete a risk assessment and have operating plan in place before resumption of activities.</p> <p>Individual sports club risk assessment to be approved at Students' Association Health and Safety committee with Captain and/or COVID Officer invited.</p> <p>Review of each facility COVID operating policies.</p> <p>Limitation on numbers of students attending each activity based on sport national governing body and facility guidelines.</p> <p>Booking system for student to book their place.</p> <p>System to record attendance at each activity to support national Test and Protect.</p> <p>All participation in sports club activity is voluntary.</p> <p>Students are able to raise any issues with Coach or Captain on individual ad-hoc basis.</p> <p>Students can raise concerns anonymously to Students' Association through an online feedback form.</p> <p>Compulsory training for Sports Club Committee members on preventative measures.</p>						

No.	Hazard description	Potential consequences	Inherent Risk			Control Measures	Residual Risk			Further action needed to reduce risk? If yes, state action required	Action required by whom and when	Date completed
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating			
						Each club to have a COVID Officer attend each activity. COVID Officer Training provided by sportscotland. Participants encouraged to download and use Scottish Government Test and Protect App. Insurance web page updated on Students' Association website. Guidance provided to each member before sports club activity resumes. Students buying Sports Club Membership or attending Sports Come and Try event must accept sports participation statement and accept COVID-19 participation statement as part of membership application. Sports club not allowed to organise any in person social activities including before or after the sporting activity.						
3	Travel to Activities											
3.1	Travelling to activities	Risk of viral infection if students are using public transport or there is increased contact with others. Increased	3	3	9	All training activities and fixtures within Greater Glasgow. Students must not car share. Students advised to avoid public transport where alternatives are feasible e.g. cycling and walking. Encourage students to follow mandatory wearing of face coverings on public transport and taxis if this form of travel is necessary.	3	1	3	Monitor effectiveness and compliance with system. Review and revise in line with Scottish Government advice and guidance.	Activities Manager	

No.	Hazard description	Potential consequences	Inherent Risk			Control Measures	Residual Risk			Further action needed to reduce risk? If yes, state action required	Action required by whom and when	Date completed
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating			
		potential for viral spread within Sports Club members.										
4	Activity Environment											
4.1	Entry and exit to and from sports facilities	<p>Contact with other facility users.</p> <p>High risk contact surfaces can spread the infection to anyone who touches them.</p>	3	3	9	<p>Each sports facility will have cleaning protocols for ensuring surfaces are cleaned appropriately.</p> <p>Follow safety guidelines and risk assessment of each sports facility being used which will be based on sportscotland facility guidance. Guidance issued to each sports club member on sports facility protocols in advance. Follow <u>Sport National Governing Body specific guidance</u>.</p> <p>Participants encouraged to download and use Scottish Government Test and Protect App.</p> <p>Individual clubs to complete a risk assessment and have operating plan in place before resumption of activities.</p> <p>Individual sports club risk assessment to be approved at Students' Association Health and Safety committee with club captain and/or COVID Officer invited.</p> <p>Limitation on numbers of students attending each activity based on sport national governing body and facility guidelines. Booking system for student to book their place.</p>	3	1	3	<p>Monitor effectiveness and compliance with system.</p> <p>Review and revise in line with Scottish Government and sportscotland advice and guidance.</p>	Activities Manager	

No.	Hazard description	Potential consequences	Inherent Risk			Control Measures	Residual Risk			Further action needed to reduce risk? If yes, state action required	Action required by whom and when	Date completed
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating			
						System to record attendance at each activity to support national Test and Protect. All participation in sports club activity is voluntary. Students are able to raise any issues with Coach or Captain on individual ad-hoc basis. Students can raise concerns anonymously to Students' Association through an online feedback form. All club committee members to complete compulsory committee training. Each club to have a COVID Officer attend each activity. COVID Officer Training provided online by sportscotland. Guidance provided to each member before sports club activity resumes. Sports club not allowed to organise any in person social activities including before or after the sporting activity.						
4.2	Use of communal spaces and travel around buildings.	High risk of contact with other participants or facility users.	3	3	9	Follow safety guidelines and risk assessment of each sports facility being used and will be based on sportscotland facility guidance. Follow <u>Sport National Governing Body specific guidance</u> . Students buying Sports Club Membership or attending Sports Come and Try event must accept sports participation statement and accept COVID-19 participation statement as part of membership application. Participants encouraged to download and use Scottish Government Test and Protect App. All club committee members to complete compulsory committee training.	3	1	3	Monitor effectiveness and compliance with system. Review and revise in line with Scottish Government and sportscotland advice and guidance.	Activities Manager	

No.	Hazard description	Potential consequences	Inherent Risk			Control Measures	Residual Risk			Further action needed to reduce risk? If yes, state action required	Action required by whom and when	Date completed
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating			
						<p>Each club to have a COVID Officer attend each activity. COVID Officer Training provided online by sportscotland.</p> <p>Guidance provided to each member before sports club activity resumes.</p> <p>Sports specific risk assessment undertaken and creation of operational plan for each sport.</p> <p>Individual sports club risk assessment to be approved at Students' Association Health and Safety Committee with Captain and/or COVID Officer invited.</p> <p>Limitation on numbers of students attending each activity based on governing body and facility guidelines.</p> <p>Booking system for student to book their place.</p> <p>System to record attendance at each activity to support national Test and Protect.</p> <p>All participation in sports club activity is voluntary.</p> <p>Students are able to raise any issues with Coach or Captain on individual ad-hoc basis.</p> <p>Students can raise concerns anonymously to Students' Association through an online feedback form.</p> <p>Participants asked to report COVID positive test to Sport Club within 7 days of activity.</p> <p>COVID Response Flowchart detailing reporting systems.</p>						

No.	Hazard description	Potential consequences	Inherent Risk			Control Measures	Residual Risk			Further action needed to reduce risk? If yes, state action required	Action required by whom and when	Date completed
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating			
4.3	Residual virus on surfaces or equipment within facility.	High risk contact surfaces can spread the infection to anyone who touches them.	3	2	6	Each sports facility will have risk assessment and cleaning regime in place following sportscotland guidelines. Cleaning supplies (disinfectant spray and wipes) will be provided for each sports club so that surfaces can be cleaned before and after each use. Guidance provided to each member before sports club activity resumes.	3	1	3	Monitor effectiveness and compliance with system. Review and revise in line with Scottish Government and sportscotland advice and guidance.	Activities Manager	
4.4	Equipment provided by sports club	High risk contact surfaces can spread the infection to anyone who touches them.	3	2	6	Sports specific risk assessment undertaken and creation of operational plan for each sport. Cleaning supplies (disinfectant spray and wipes) will be provided for each sports club so that equipment can be cleaned before and after each use, following individual Sport National Governing Body guidelines. Sports equipment will be stored appropriately before and after use.	3	1	3			
4.5	Activity and training in a shared area.	High risk of close contact with other participants	4	4	16	Follow safety guidelines and risk assessment of each sports facility being used and will be based on sportscotland facility guidance. <u>Follow Sport National Governing Body specific guidance.</u>	3	2	6	Monitor effectiveness and compliance with system. Review and revise in line with Scottish Government and sportscotland advice and guidance.	Activities Manager	

No.	Hazard description	Potential consequences	Inherent Risk			Control Measures	Residual Risk			Further action needed to reduce risk? If yes, state action required	Action required by whom and when	Date completed
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating			
						<p>Students buying Sports Club Membership or attending Sports Come and Try event must accept sports participation statement and accept COVID-19 participation statement as part of membership application.</p> <p>Participants encouraged to download and use Scottish Government Test and Protect App.</p> <p>Individual clubs to complete a risk assessment and have operating plan in place before resumption of activities.</p> <p>Individual sports club risk assessment to be approved at Students' Association Health and Safety Committee with Captain and/or COVID Officer invited.</p> <p>Limitation on numbers of students attending each activity based on governing body and facility guidelines.</p> <p>Booking system for student to book their place.</p> <p>System to record attendance at each activity to support national Test and Protect.</p> <p>All participation in sports club activity is voluntary.</p> <p>Students are able to raise any issues with Coach or Captain on individual ad-hoc basis.</p> <p>Students can raise concerns anonymously to Students' Association through an online feedback form.</p> <p>All club committee members to complete compulsory committee training.</p> <p>Each club to have a COVID Officer attend each activity.</p>						

No.	Hazard description	Potential consequences	Inherent Risk			Control Measures	Residual Risk			Further action needed to reduce risk? If yes, state action required	Action required by whom and when	Date completed
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating			
						COVID Officer Training provided online by sportscotland. Guidance provided to each member before sports club activity resumes. Participants asked to report COVID positive test to Sport Club within 7 days of activity. COVID Response Flowchart detailing reporting systems.						
4.6	People working closely on specific work tasks	N/A										
4.7	Holding meetings, groups and training events.	High risk of close contact with other participants	3	3	9	Sports club not allowed to organise any in person social activities including before or after the sporting activity eg. No social events. Sports club members to be advised of preventative measures. All sports club committee meetings held online.	3	1	3			
4.8	Increased risk of lone working and/or working in isolation within a building/area	N/A										
4.9	Use of vehicles	Risk of viral infection if students are using vehicles.	3	3	9	No hire drive vehicles (minibuses and 9 seaters) for activities.	3	1	3	Review and revise in line with Scottish Government advice and guidance.		

No.	Hazard description	Potential consequences	Inherent Risk			Control Measures	Residual Risk			Further action needed to reduce risk? If yes, state action required	Action required by whom and when	Date completed
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating			
5	Personal Protective Equipment											
5.1	Use of PPE in appropriately or incorrectly, or confusion over function and level of protection offered.	N/A										
6	Activity-related Travel											
6.1	Travel within the UK	As per 3.1										
6.2	Work related international travel	N/A										
7	Emergency Support											
7.1	Fire/emergency evacuation	Increased risk that not everyone will evacuate safely because of reduced staffing (wardens) or changes to building layouts such as one way systems. Risk of spread of COVID 19	3	3	9	Follow safety guidelines and risk assessment of each sports facility being used, which will be based on Scottish Government and sportscotland facility guidance.	3	1	3			

No.	Hazard description	Potential consequences	Inherent Risk			Control Measures	Residual Risk			Further action needed to reduce risk? If yes, state action required	Action required by whom and when	Date completed
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating			
		due to social distancing being compromised during fire evacuations.										
7.2	First aid and emergency support	Anxiety over infection risk and need to maintain social distancing may make delivery of assistance more difficult or restrict this.	3	3	9	Follow safety guidelines and risk assessment of each sports facility being used, which will be based on Scottish Government and sportscotland facility guidance.	3	2	6	Provide additional first aid support and resources to outdoor adventure sports clubs, and any using facilities without first aid cover.		

Risk Ratings

Severity (The likelihood of harm arising from a hazard)	Rating	Likelihood (The severity of harm arising from a hazard)	Rating
Significant/Fatal: Long term disability, chronic ill-health, fatal injury or disease. For example, occupational cancer, acute fatal disease, fatality	4	Certain: occurs frequently, inevitable under the circumstances, known past incidents	4
Major: Reportable to the HSE, over 7 days' absence, major injury, occupational disease. For example, fracture, broken bone, amputation, burn covering more than 10% of body surface, dermatitis, carpal tunnel syndrome. RIDDOR definitions can be found on the health and safety webpage.	3	Probable/Likely: high inclination of occurrence or easily foreseeable under normal circumstances	3

Moderate: Up to 7 days absence or serious injury. For example, burns, sprains, concussion, work-related upper limb disorder, ill-health leading to discomfort.	2	Possible/could happen: foreseeable under normal circumstances, known past incident or ill-health but not common	2
Minor: No injury, minor pain/injury either not requiring first aid or first aid on campus or treatment off campus. For example, minor cut/laceration, bruise, eye irritation, headache, ill-health leading to temporary discomfort.	1	Unlikely: occurrence close to zero, only in exceptional/unforeseeable circumstances, capable of taking place or may occur given an unlikely sequence of events	1

Risk Rating

Risk Rating					
Severity	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
	Likelihood				

Risk Rating	Risk	Guide to required action
1-3	Low	No additional controls are required, however monitoring is required to ensure that controls are maintained.
4-9	Medium	Risk reduction measures should be implemented within a defined time period. Interim measures may be necessary in the short term.
12-16	High	The work should not be started until improvements are made to reduce the risk. If this is not possible, even with unlimited resources, work has to remain prohibited.