



RISK ASSESSMENT RECORD – Part A

Club		Department	Bucks Students Union
Location		Activity & Destination	
Date:			
Copy of completed form held by			

Risk assessed by:			
Name		Position	
Signature:		Date completed	
Contact Tel:		Administrator	-
Authorised by	Tutor/Head of School / Department Head	Health & Safety Manager	
Name	Catherine Lymer	Name	Tony Everett
Signature		Signature	
Date		Date	

N.B. If risks are assessed as being **Medium High** or **Extremely High** the activity will be discussed with the University Health & Safety Manager

Hazard Checklist – select your hazards from the list below and analyse these and assess level of risk in Part B. Add extra hazards if required

Hazards		Tick	Hazards		Tick ✓	Hazards		Tick✓
1			11			21		
2			12			22		
3			13			23		
4			14			24		
5			15			25		
6			16			26		
7			17			27		
8			18			28		
9			19			29		
10			20			30		

Risk matrix – use this to determine risk for each hazard i.e. 'how bad and how likely'	Likelihood of Harm				
	Remote e.g. <1 in 1000 chance	Very unlikely e.g. 1 in 200 chance	Unlikely e.g. 1 in 50 chance	Possible e.g. 1 in 10 chance	Likely e.g. >1 in 3 chance
Negligible e.g. small bruise	Trivial	Trivial	Trivial	Low	Low
Slight e.g. small cut, deep bruise	Trivial	Trivial	Low	Low	Medium
Moderate e.g. deep cut, torn muscle	Trivial	Low	Medium	Medium	High
Severe e.g. fracture, loss of consciousness	Low	Medium	High	High	Extremely high
Very Severe e.g. death, permanent disability	Low	Medium	High	Extremely high	Extremely high

For help & advice, please call Tony Everett Health & Safety Manager - on x3047 or e-mail tony.everett@bucks.ac.uk

Hazards² List what could cause harm from this activity <i>e.g. falls from height, trip hazard, fire, etc.</i>	Control measures For each hazard, list the measures you will be taking to minimise the risk identified <i>e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, briefing students etc.</i>	Risk³ For each hazard, decide level of risk once all your controls are in place	What further action is necessary?	Action by who?	Action by when?	Date completed
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

For help & advice, please call Tony Everett Health & Safety Manager - on x3047 or e-mail tony.everett@bucks.ac.uk

Covid-19 Specific Hazards and precautions						
Hazard Ref.	Potential Effect	Existing Controls in Place	Score Trivial/Low/Medium/High Risk	Further Controls Required?	OFFICE USE Who By	OFFICE USE Target date
	Transport to and from venue	<p>When using the bus you should be 2m apart, not using blocked off seating, wearing masks at all times</p> <p>Users to arrive changed and shower at home, so only use the toilets in changing rooms</p> <p>Users must the follow one-way arrow markings in car park</p> <p>Users inform parents/guardians/away teams that they must stay in their car/or drop off and pick up and not stay and spectate.</p>	Medium			
	Entering the facilities	<p>Upon entering the facilities, if locked, open and then sanitize your hands and the lock itself with wipes provided in your First Aid kit.</p> <p>Use the provided hand sanitisers and secured on the perimeter fence or on stands by pitch entrances</p> <p>Follow the clearly directions for people to where one person can wash their hands at a time</p>	Low	4 hand sanitisers and stands for pitch entrance and changing rooms provided		
	Utilising the facilities	Prior to and upon leaving all areas that may come into contact with participants e.g. posts, external equipment, etc. must be wiped down with anti-bacterial wipes	Low	Anyone seen spitting or clearing their nose on the pitch will be asked to leave immediately and not be allowed to re-attend.		
	Facility capacity	For training, a maximum of 30 people are permitted on the full pitch, 30 people on each half of the pitch with the net curtain pulled across, or 15 on each quarter, with coaches ensuring that social distancing is maintained and none of the 4 groups mix.	Medium			
	Following NGB advice	At all times follow the current FA guidelines:	Medium	This will be monitored throughout the season and updates will be passed onto captains and coaches.		

For help & advice, please call Tony Everett Health & Safety Manager - on x3047 or e-mail tony.everett@bucks.ac.uk

	Regular hand washing	Follow NGB guidance	Low			
	Leaving the facilities	Make sure all equipment is collected, as well as rubbish and anything else taken to the facilities, users can put rubbish in the skip in bottom car park – NOT food though! Lock up and wipe locks/handles down prior to leaving.	Low			
	Keeping registers	Captains must keep their own record of all attendees and their contact details via registers on Google Docs - as per Government guidance – for 28 days - should they need to be contacted	Low			

For help & advice, please call Tony Everett Health & Safety Manager - on x3047 or e-mail tony.everett@bucks.ac.uk

Table 1: Score table for COVID-19 risk assessment

Risk		Score
Age	< 49	1
	50-59	2
	60-69	3
	70+	4
Gender & Ethnicity	Female White	1
	Female Asian	2
	Male White	2
	Male Asian	3
	Female Black	3
	Male Black	3
Status of any health condition	No underlying health condition	1
	Clinically vulnerable people described on previous page	5
	Clinically extremely vulnerable described on previous page	10
	Pregnant women	10
Total Score (see table 2 below)		4

Table 2: Category of Risk		
Total Score 1 - 6	Total Score 7 - 9	Total Score 10+
Category A	Category B	Category C
Continue partaking in activity as usual environment, following all safety precautions (social distancing, PPE) where possible.	Take additional precautions, such as staying away from others. Follow safety precautions (social distancing, PPE) where possible.	Individual cannot attend the activity.

Review your assessment to make sure you are still improving, or at least not sliding back. If there is a significant change in your situation, please tick the relevant

boxes in table 1, add up the total, then note the risk category in table 2

What precautions, in line with government advice, are you taking to prevent the risk of transmitting Covid-19?

Everyone that uses the bus will be encouraged to use hand sanitiser

Hand sanitiser will be put in all kit bags

Anyone with Covid will be isolating

Your workplace, remember to check your risk assessment and, where necessary amend it.

For help & advice, please call Tony Everett Health & Safety Manager - on x3047 or e-mail tony.everett@bucks.ac.uk