

**Risk Assessment Form -** This is a template of a **generic Risk Assessment Form** for dealing with the current Covid-19 situation. We have initially populated this template risk assessment for you by including sample entries and to illustrate some of the steps that may be taken to reduce the risk. The list of examples shown are not exhaustive and are not likely to cover all scenarios. Each club / facility should consider their own unique circumstances and complete and keep updated accordingly.

A copy of this form should be sent to susie@thesmf.co.uk

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SMF Club: |  | | | | | Date: | | |  | | | |
| Facility/club address: |  | | | | | Location: Room reference or hired space *eg Community Room, Studio, Bar* | | |  | | | |
| Person(s) carrying out assessment | Name(s) | | | | | | | Position(s) | | | | |
|  | | | | | | | * Club lead facilitator: * SM Staff member: | | | | |
| Potential Hazard(s) | Consequences | Who is at risk? | Evaluation of risk  L=Low, M=Medium, H=High | | | | Control measure | | | Action by  *(who?)* | Action by  *(when?)* | Done ()  Insert date |
| Frequency | Severity | Overall | |
| Social distancing | Coronavirus (Covid-19) being transmitted between people on the premises | Participants, Staff (SM & Venue), Volunteers, Public. | M | H | H | | * The venue has been liaised with for venue requirements, protocols and responsibilities during current Government guidelines - always confirm with the host venue the maximum person capacity of the club room & adhere to this. * Communicate in advance with participants, staff and volunteers to advise on social distancing requirements in line with the host venue & the latest Government guidance (including any changes to the guidance) * If not provided by the venue ensure clear signage on social distancing requirements is in prominent locations within the building, if provided follow the host venue’s protocols * Reduce the capacity of any activity sessions if social distancing measures cannot be maintained with all members and volunteers present. (Consider bi-weekly sessions with alternating members if this is necessary) * Where possible maintain the 2m distance between households (who can sit together). Note the venue may have their own protocols on the use of these and may be a booking condition. | | |  |  |  |
| Shared equipment & Resources | Coronavirus (Covid-19) being spread by sharing equipment and resources that may carry the risk of virus transmission. | Participants, Volunteers or staff | M | H | H | | * Advise members / volunteers that SM clubs should only use equipment that is absolutely necessary in order to carry out the activity. * Ensure that any shared equipment is cleaned and disinfected between participants in a session and before/after every session – if within current Government measures * If still required within current Government measures – What cleaning equipment & Personal Protective Equipment (PPE) is required and not provided by the venue for to volunteers /staff – such as disinfectant, wipes, gloves * Equipment that is not used is stored away safely in lockable storage or taken away from the venue at the end of each session. * SM clubs to refer to SM guidance on Covid-safe delivery and any regular club activities that may be discouraged under the current operating guidelines. * If still required within current Government measures - refreshments where provided must be single use or provided by the individual for their own use. e.g. disposable cups, individual wrapped sweets and biscuits | | |  |  |  |
| Infected staff / volunteers / participants | Coronavirus (Covid-19) being spread by infected staff or participants | Participants, staff, volunteers, public | L | H | M | | * Ensure all staff and participants are informed and are aware of the common symptoms of Covid-19. * Make it clear that anyone that is showing symptoms of Covid-19 should not use the facility and should not attend a club until clear of symptoms and an appropriate quarantine period has been observed. * Ensure that records are kept in line with Government guidelines for NHS Track and Trace purposes. At the earliest opportunity a report is made to both SM and the venue if there is a need to use the protocols. | | |  |  |  |