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| **Society/club:** | | |
| **Society Officer:** | **Society Officer:** | **Society Officer: *(if applicable)*** |
| **Date of Risk Assessment:** | **Persons at risk: *(students/staff/public)*** | **Approved by: *(SU use only)*** |

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| **Event:** | **Date of event:** | **Location of event:** |

Please complete the ‘control measures’ column against the hazards identified by the Students’ Union.

What will do you as Society officers to reduce the risk?

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| **Hazards identified**  **associated with the Coronavirus pandemic** | **Potential risks to students and staff**  **caused by hazards** | **Control measures**  What will you do to reduce the risk? |
| *As students engage with society events and activities, NUASU must ensure their safety by making the events and event locations COVID secure.*  Unsafe premises raise the risks of virus transmission. | Contraction and/or transmission of the Covid-19 Coronavirus through:   * Breathing * Droplets via coughing/sneezing. * Contact with surfaces where the virus could potentially be live for 72 hours   Persons can pick up the virus by breathing in the droplets or by touching contaminates surfaces and then touching their eyes or mouth. | Please complete… |
| Not enough distance kept between students during the meeting. Effective social distancing is a key element to reducing the transmission of COVID-19. | Social distancing is in line with current Government advice (i.e. 1-2 metres subject to change), whereby students are in a safe range from droplets transmitted via breathing and coughs/sneezes etc. | Please complete… |
| More than the stated maximum number of participants (agreed between the Officers and SU) come to the meeting. Or an expected student (not on the list provided to the SU) wants to join in. | By exceeding the safe maximum number of people in the space, social distancing might not be possible and thus the risk of transmitting the virus is increased. | Please complete… |
| Persons becoming unwell or symptomatic during a society meeting. | High risk of transmission. | * Any person becoming unwell with Coronavirus symptoms, should be sent home immediately and told to report the matter to Course Admin (courseadmin@nua.ac.uk). * To report this to the SU, and be sure to have a complete list of the attendees present during the meeting.   Immediately contact Estates (01603 756297), informing the staff about the situation so they can disinfect the area straight away. |
| *Please add any additional Covid-19 specific risks that need assessing/reporting.* |  |  |

Have you thought about: *(please tick)*

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| Cleaning of equipment/space? |  | Social distancing? |  | How your activity may increase the risk of transmission? |  | The wearing of PPE or other requirements needed from society members? |  |

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| **Hazards identified** | **Potential risks to students and staff**  **caused by hazards** | **Control measures**  What will you do to reduce the risk? |
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Additional risks associated with your meeting, that are not related to Covid-19, eg use of high risk equipment.

By signing below you agree to understanding this risk assessment, to working to your best ability to reduce the risks identified and to ensuring that at least one of the named Society Officers is present at this meeting/activity.

**Signed by:**

|  |  |
| --- | --- |
| Society Officer | Date |
| Society Officer | Date |
| Society Officer | Date |