# Keeping Student Group activity COVID-19 secure

Preparing for Semester 1 – Covid-19 Safeguarding

## Introduction

As we approach the start of the next academic year, it is crucial that your Student Group is aware of how your activities need to be adapted to become ‘COVID-19 secure’ for the 2020/2021 academic year.

By doing this, you can work towards engaging potential members with the peace of mind that you have put the relevant steps in place.

**Please Note:** Failure to follow the Students’ Union and University of Leicester guidance surrounding COVID-19 when delivering your Student Group activity throughout the 2020/2021 academic year will lead to an investigation in line with the Student Conduct Matrix. This could result in disciplinary action and possibly lead to your Student Group’s disaffiliation.

Who is responsible?

It is the responsibility of **all** committee members to be aware of changing guidance from the Students’ Union and University of Leicester regarding COVID-19 and to integrate appropriate safeguarding measures to protect members of your Student Group.

Members of your Student Group are also responsible for following these steps that have been place. If you have any concerns, please get in touch at unionactivities@le.ac.uk.

What does this sit alongside of?

As featured in ‘Your Committee Update’, the department has introduced a number of additional measures to safeguard both committee members and particpants:

* **Disclaimer:** From 1 September 2020, when purchasing a membership/student group event ticket, students will be prompted with a reminder of the Covid-19 guidelines, which they must agree to. This has been done with the aim of ensuring that all participants are aware of their responsibilities.
* **Activity Participation:** To ensure that all events remain within room capacities and to allow Test and Trace to be possible, all ‘in person’ events **must** be ticketed. The option to add tickets will be included in the [event notification form](https://www.leicesterunion.com/opportunities/societies/committeehub/studentgroupevents/) which must be filled in **at least two weeks** before the event.
* **Covid-19 Risk Assessment:** The Activities & Volunteering Team have created an overarching Student Group Covid-19 Risk Assessment.
* **Ongoing Communication:** From the beginning of Semester 1, we will be including a Covid-19 Updates section in each edition of ‘Your Committee Update’. Where necessary, we will send out urgent messages in a separate standalone email.

## Need further support?

From filling in a risk assessment to deciding where to host your event, the Activities & Volunteering team is here to assist you 9am-5pm Monday to Friday. Get in contact at unionactivities@le.ac.uk.

## Getting Started

Before planning your Student Group’s activity for the next academic year, it is important that you consider the following:

* What events and/oractivities is your Student Group planning to host or attend in Semester 1?
	+ Consider socials, rehearsals, competitions, external visitors etc.
	+ How often do you hold these events?
	+ How many attendees are there?
* Can this activity be hosted virtually?
	+ Think about government guidelines
* If it can’t be hosted virtually, how do you need to adapt your Student Group’s activity to make it COVID-19 secure?
* How can we manage expectations?
	+ It is important that your members understand that your committee might have to edit events quickly depending on governmental guidelines. Make sure to communicate this to them early on in the academic year.
	+ Ensure that you promote your Covid-19 measures early on – for example, if you expect those who are able to to wear a mask, let them know!

## Integrating the Covid-19 Risk Assessment (Face to Face Events)

The COVID-19 Risk Assessment has been built by the Activities & Volunteering Team to cover a wide range of activities delivered by Student Groups and to sit alongside the Master Risk Assessment (MRA) your group submitted in July.

For your Student Group to continue with face to face activity into the next academic year, you will be asked to read, make adjustments specific to your activity, and agree to the risk assessment and send it back unionactivities@le.ac.uk We will then list your risk assessment in a central directory for event attendees/Student Group members to refer to.

You should **always** refer to this risk assessment before delivering any Student Group Activity. To help, follow these steps:

* Consider the event that you are hosting (for example, a Film Night in a Lecture Theatre)
* Identify which ‘Hazards’ from the Covid-19 Risk Assessment may be applicable to your event (for example, a breakdown in social distancing)
* Look at what measures can be put in place to reduce the risk of this happening (spacing people out, asking people to wear masks etc) but feel free to make adjustments to the risk assessment to suit your Student Group
* Be aware of how to report any issues by emailing unionactivities@le.ac.uk.

## High-Risk Activities

If your Student Group delivers activity that requires specific considerations (for example if your group is classed as ‘Sport’, ‘Team Leicester’ or ‘Performance’), you will be asked to add additional measures with the support of your Development Contact within the Students’ Union and/or Sport and Active Life.

**Please Note:** Your COVID-19 Risk Assessment should be revisited regularly to ensure that you are remaining within guidelines. We would recommend keeping an eye on the Government’s, University of Leicester’s, Sport and Active Life and Activities & Volunteering’s guidance as a minimum. You should also consider the guidance of your National Governing Body and/or parent organisation (if applicable to your Student Group).

## Moving your Student Group Events Online

With social distancing measures in place, we expect many Student Group events to be moved online.

Platforms

There are a whole range of online platforms that you can use to host your events. Here are some that we have come up with.

* [Teams](https://www2.le.ac.uk/offices/itservices/ithelp/my-computer/office-365/teams/use/access)
* [Skype](https://www.skype.com/en/)
* [Zoom](https://zoom.us/)
* [Discord](https://discordapp.com/)
* [Google Hangout](https://hangouts.google.com/)

As a student, you will have access to create your own meetings on Microsoft Teams. As this platform has been adapted and utilised specifically for students at the University of Leicester, it offers you the greatest level of security. Therefore, we recommend you use Teams wherever possible. External members such as teachers or coaches will be able to join your Teams meeting, they will simply be held in the lobby for someone in the meeting to approve access.

## Frequently Asked Questions (FAQ)

What do I need to complete if I am a Team Leicester group?

As per your email received from Sport and Active Life on Thursday 27th August. You will be required to complete a sports specific COVID-19 risk assessment and submit directly to Sport and Active Life by Monday 14th September. You will also be required to update you student group risk assessment with the Students’ Union COVID-19 risk assessment and guidance to ensure your non-sporting activity is also COVID-19 secure.

What if my group engages in sport and/or physical activity but is not a Team Leicester group?

You must ensure this activity is covered in your risk assessment. The COVD-19 generic risk assessment will help with this, however, we suggest you also consult with your facility provider, sports provider and National Governing Body, where applicable. Once you have completed your risk assessment you should organise a meeting with your Students’ Union development contact by emailing unionactivities@leicester.ac.uk.

How will COVID-19 impact room bookings for the next academic year?

Due to social distancing guidelines, the capacity of bookable rooms across the Students’ Union and University of Leicester will be reduced. This will be communicated at time of booking.

What if my group uses an external venue?

If you are using an external venue, your activity is still covered by the student group COVID-19 risk assessment. You will, however, have to be aware of venue specific guidance and rules, therefore, please ensure you also adhere to these. You should where possible ask to view a copy of the venue’s COVID-19 risk assessment, and circulate this to members.

Do attendees at events have to wear masks?

Individuals are required to wear masks (if they are able to) whilst in University buildings. This includes during society and sport meetings. If you are unable to wear a mask during your activity you should maintain a 2m distance throughout, and follow your specific COVID-19 activity as outlined in your risk assessments.

What do I do if someone is not adhering to COVID-19 guidelines?

 You should fully brief all participants on new ‘rules’ they must follow both before joining, and upon arrival at the session. Students who are continually unable to follow the procedure should be asked to leave, and issues reported to Students' Union via unionactivities@leicester.ac.uk.

What to do if someone feels ill at an event with COVID-19 symptoms?

If someone develops a high temperature or a persistent cough while in a session, they should:

1. Return home immediately.
2. Avoid touching anything. If the committee feel surfaces have become contaminated or are concerned about the ventilation of the space, they should end the session.
3. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
4. They must then follow the government guidance on self-isolation and should attempt to get a test.
5. This **must** then be reported to the Students' Union via unionactivities@leicester.ac.uk

Can we still bring external guests onto campus?

You should avoid hosting in-person external guests where possible; instead, use video calling functions. This minimises risk of COVID-19 transmission and also minimises risk of you having to rearrange event plans last minute.

All external guests, both virtual and in-person, must be registered via the Students' Union’s External Visitor process. All approved visitors to campus will be provided with a copy of the Student Group COVID-19 risk assessment, and will be expected to adhere to it.

Can my group still host trips and travel?

This may be possible, however, careful planning will be required. If you are considering hosting a trip please organise a meeting with your Students’ Union development contact by emailing unionactivities@leicester.ac.uk.

If you have to travel to external facilities to train and meet, please adhere to the guidance issued on the COVID-19 risk assessment.

Should I share the risk assessment document with our Coach/ teacher?

Absolutely. Coaches and teachers must be registered as external guests, therefore, they will receive a generic risk assessment from us to help them keep safe whilst on campus and at group activity. However, you should share your group’s specific risk assessment with them, and ask them to point out any specific risks to your activity you may have missed.

How do I keep up to date with changes in COVID-19 guidelines?

Make sure you are checking the weekly ‘Your Committee Update’ newsletters you receive from the department as student group specific COVID-19 guidance will be provided here.

You can also keep up to date with the University’s guidance here: <https://le.ac.uk/coronavirus/information-for-students>

It is very important you keep up to date with changes in guidelines and restrictions. If national, or local guidelines or restrictions change, we will communicate this, along with actions, to you. However, it is your responsibility to ensure you review this information in line with your risk assessment, and update your risk assessment and guidance to members accordingly. If you need support with this, you should email unionactivities@leicester.ac.uk.

## Resources

* University of Leicester ‘Information for Students’ (https://le.ac.uk/coronavirus/information-for-students)
* Gov.uk ‘Coronavirus (Covid-19) – Guidance and Support (<https://www.gov.uk/coronavirus>)

# Changelog

02/09/2020 First edition written