**COVID-19 Risk Assessment Guidance**

**Introduction**

The current COVID-19 outbreak poses a serious risk to individuals. As we progress from a state of lockdown into a stage of adapted activity, we recommend all clubs carry out regular risk assessments. This Risk Assessment Template is designed to support clubs to protect themselves, keep their participants safe and manage the risk of COVID-19 spread and infection. **Advice and guidance from Welsh Government and Welsh Netball is constantly being reviewed and updated - risk assessments will need to be constantly monitored and updated in line with the latest information.**

This template assists in identifying the control measures to consider, to reduce the risk of infection and as part of a proactive mitigation process. It aims to document that preventative and protective control measures are implemented in line with current health and safety guidelines. Hazards and risks cannot be eliminated and therefore must be controlled. The control measures must be either physical or procedural and must be communicated to those who will work with, or otherwise come into contact with the hazards.

**COVID-19 Co-ordinator**

We require all clubs appoint a COVID-19 Co-ordinator. To assist clubs in appointing the right and most appropriately skilled person for the role, below is a list of responsibilities for the COVID-19 Co-ordinator:

* + Main point of contact for all matters relating to COVID-19 at the Club
  + Conduct regular risk assessments in line with Welsh Government and Welsh Netball advice and guidance
  + Be the key implementor and oversee all aspects of the Club’s ‘Return to Play’ journey. This includes ensuring a risk assessment has been carried out and remains up-to-date and in line with current Welsh Government and Welsh Netball guidance.

**Risk Assessment**

Use the example as a guide to complete your own COVID-19 risk assessment using the template provided. Take into consideration what risks might apply to your club / coaching sessions and continue by identifying the hazards that are the real priorities in your case and complete the table to suit your circumstances.

Communication is key and there are a lot of changes that your players need to digest and consider before returning to any activity . Continuous communication throughout this process is key and demonstrates you are putting your members’ safety first.

**It is all our responsibility to control the virus and reduce the risk of infection. We recommend club management committees are responsible for ensuring that the risk control measures are fully implemented and communicated at their club.**

This template is to be used as a guide to complete a full risk assessment for your club sessions to safely return to playing. You will need to speak with your booking venue to understand their risk assessment when appropriate.

**All clubs, coaches and groups must complete a Covid-19 specific risk assessment before returning to court.**

**All club management committees shall ensure that the risk control measures are fully implemented.**

Communication is key and there are a lot of changes that your players need to digest and consider before returning to court. Continuous communication throughout this process is key and demonstrates you are putting your members’ safety first.

**Checklist**

Before carrying out an outdoor group activity, here is a handy checklist to assist you. As always, this list is not exhaustive, but may act as prompts before returning to activity. It is critical to complete a Covid-19 risk assessment prior to any activity taking place, each Club’s circumstances are different.

* Appoint a COVID-19 Co-ordinator (and communicate this person to all Club personnel and Welsh Netball)
* Conduct/ Update risk assessment – directly applicable to this activity
* Communicate to all participants/staff/volunteers the control measures that must be implemented
  + Appoint someone to manage attendance
  + Appoint a First Aider
  + Determine and share drop off/ pick up points
  + Determine if there are any access restrictions to the indoor/outdoor space or planned entry/exit routes
  + Appoint someone responsible for equipment (in line with your risk assessment)
* Individuals’ own equipment (named drinks bottle, personal hand sanitiser etc)
* Safeguarding responsibilities

**Guidance can change at short notice, and restrictions can be re-introduced. Stay up to date on the latest Welsh Government guidelines:** [**www.gov.wales/coronavirus**](http://www.gov.wales/coronavirus)

**COVID-19 Risk Assessment Form Example**

***Please note that this is a partially completed risk assessment that does not cover all elements of the ‘checklist’ above or individual club circumstances***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Club name: |  | | | | | Date of assessment: | | |  | | | |
| Training venue: | | |  | | | |
| Person(s) carrying out assessment | Name(s) | | | | | | | Position(s) | | | | |
|  | | | | | | |  | | | | |
| 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 () |
| Frequency | Severity | Overall | |
| *Social distancing* | *COVID-19 being transmitted between people* | *Participants, coaches, volunteers, public* | *M* | *H* | *H* | | * *Communicate in advance with participants, staff and volunteers to advise on social distancing requirements in line with government guidance* * *Modified Netball is still compulsory indoors as is social distancing* * *Traditional Netball is now allowed outdoors and safe distancing is still advised for all attendees when off court* | | |  |  |  |
| *Shared equipment* | *Covid-19 being spread by sharing equipment is infected* | *Participants, coaches, volunteers* | *M* | *H* | *H* | | * *Participants to bring and use their own equipment where required* * *Advise participants/coaches to only use equipment that is absolutely necessary in order to carry out the activity* * *No water bottles will be provided to share. Participants asked to bring clearly marked bottle which they do not share* * *Participants advised to turn up in clothes they’ll train in – no changing facilities provided or available* * *Participants advised to bring their own personal hand sanitiser (at least 60% alcohol)* * *All equipment should be sanitised every 15 minutes (i.e., balls, posts, hands)* | | |  |  |  |
| *Infected coaches/participants* | *Covid-19 being spread by infected coaches or participants* | *Participants, coaches, 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 or activity areas* * *Participants to be asked on arrival if they are symptomatic or have knowingly been in contact with someone with COVID-19 or symptoms* | | |  |  |  |
| *Provision of first aid* | *Covid-19 being spread by touching infected surfaces* | *Participants, coaches, volunteers* | *L* | *H* | *H* | | * *Any treatment will be via player self-management, with the First Aider maintaining social distancing at all times unless contact is deemed absolutely necessary based a significant risk to the athlete of being left to self-manage* * *Patient to be given a face mask to wear during treatment* * *If contact is necessary, the First Aider will ensure they wear adequate PPE as listed below.* * *Covid-19 Co-ordinator to complete the Accident & Incident Report Form;* * *Patient not to handle/touch the Report Form* * *The following equipment/PPE will be provided by the Club for the First Aider;*   + *Protective medical gloves*   + *Face masks for general first aid* | | |  |  |  |
| *Travel to and from outdoor area* | *Spread of COVID-19 to other people* | *Participants, coaches, volunteers* | *L* | *M* | *M* | | * *All players and staff MUST travel separately or with people from their household and avoid public transport if possible. Government travel guidance to be followed.* | | |  |  |  |
| *Track and trace* | *Risk of infection to other people before symptoms are known* | *Participants, coaches, volunteers* | *L* | *H* | *M* | | * *One person take a register of all participants* * *Don’t share a pen/register* * *One person write down all the expected attendees and obtain contact details before hand (mobile number/email)* * *Verbal symptom checker and ‘check-in’ process on arrival* * *At check in, ensure 2m distance, no congregating and on a 1-1 basis.* | | |  |  |  |

*[Insert Club Logo]*

**COVID-19 Risk Assessment Form Template**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Club name: |  | | | | | Date of assessment: | | |  | | | |
| Facility/club address: |  | | | | | Training venue: | | |  | | | |
| Person(s) carrying out assessment | Name(s) | | | | | | | Position(s) | | | | |
|  | | | | | | |  | | | | |
| 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 () |
| Frequency | Severity | Overall | |
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