

Colchester Rugby Football Club			Covid-19 Risk Assessment (08/2020) Version 3	Completed by Jon Smith		
What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by/who	Action by/when	Done
Clubhouse (August Opening)						
Spread of Covid-19/Coronavirus	Staff Players Coaches Volunteers Mini/Youth Parents	<ul style="list-style-type: none"> Temporarily, the 1st floor of the Clubhouse will remain closed to all other than staff and appointed volunteers. 	<ul style="list-style-type: none"> Clear signage indicating closure. Instructions sent out to all members via social media etc. 	EXEC	Exec Meeting 04.08.20	
Clubhouse and Toilet Facilities (August Opening)						
Spread of Covid-19/Coronavirus	Staff Players Coaches Volunteers Mini/Youth Parents	<ul style="list-style-type: none"> Access to female and male toilets will be split. Male toilet near front entrance to be closed, female remains open. Male Toilets in 1st XV changing room to remain open to males. Split access; females via front door, males via rear entrance. 	<ul style="list-style-type: none"> Clear signage routes. Instructions sent out to all members via social media etc. 	EXEC	Exec Meeting 04.08.20	
Hand Hygiene	Staff Players Coaches Volunteers Mini/Youth Parents	<ul style="list-style-type: none"> Sanitizing stations set up in specific areas (defined on plans). Clear pitchside guidance for all age groups and sections. Bar and Catering Managers to brief staff on requirements and importance of hand hygiene. 	<ul style="list-style-type: none"> Signage for sanitizing stations. Instructions sent out to all members via social media etc. CS/DC to confirm to MW that all staff members are fully briefed on changes/adaptations. 	EXEC CS/DC	Exec Meeting 04.08.20 MW to confirm to Exec	

Clubhouse and Refreshments (August Opening)

Spread of Covid-19/Coronavirus	Staff Players Coaches Volunteers Mini/Youth Parents	<ul style="list-style-type: none"> All 1st floor facilities (bar/kitchen) are closed to general public and members. Staff and Key Volunteers only. Exec to appoint Key Volunteers. Outdoor Bar and Food Servery to be planned and organised by CS and DC. Routes to 1st Floor access (for drink and food re-stocking) to be planned and organised by CS and DC. Social Distancing and queuing expectations in line with PHE Guidance (ideally 2m). Bar and Catering Manager to maintain First Aid cover as normal but with provisions for PPE. 	<ul style="list-style-type: none"> Clear signage routes. Instructions sent out to all members via social media etc. Key Volunteers named and communicated to CS/DC to avoid confusion. MW/KW (volunteer co-ordinator) to arrange. Routes and access explained to staff. Social Distancing and queuing expectations to be communicated to all customers. PPE Requirements: gloves, mask and apron. 	EXEC	Exec Meeting 04.08.20	
				MW	ASAP	
				CS/DC		

First Aid (All)

Spread of Covid-19/Coronavirus	Staff Players Coaches Volunteers Mini/Youth Parents	<ul style="list-style-type: none"> All usual First Aid arrangements to remain in place with additional PPE. 	<ul style="list-style-type: none"> Hand sanitization pre and post contact. PPE to include gloves, masks and aprons. Age groups and sections to follow the above points. 	CS/DC		
				Managers 1st Aiders		

Coaching Mini/Youth

Spread of Covid-19/Coronavirus	Players Coaches Volunteers	<ul style="list-style-type: none"> Coaching plan produced by each age group. Staggered timings for pairs of age groups. Parents to arrive 15mins before the start of session. No congregating. View sensibly maintaining social distancing. 	<p>MUST be approved by CB, RC and JS before coaching can commence. No approval, no coaching. RC/CB to produce list of start times (8.45am to 12 noon)</p> <p>Age groups to communicate to parents in advance of session.</p> <p>Signage to explain measures.</p>	Manager Coaches	Planning	
		<ul style="list-style-type: none"> Rigorous 'sign in' process to be adopted. Track and Trace document to be completed for each session (available from JS). Hand sanitizing station to be set up on arrival at pitch. 	<p>Sign in sheet to be completed and retained in the event of a recorded infection (by Manager/Head Coach).</p>	Manager Coaches	Every Session	
		<ul style="list-style-type: none"> Strictly Non-Contact. Introduction of 'bubble groups' consisting of 20 players + a coach. Bubble groups are exclusive and no mixing. Coach only works with one bubble group. No movement to another group. Changing facilities to be closed (change at home). 	<p>Sanitize before beginning.</p> <p>Coaches to plan for 100% non-contact sessions. This MUST be evident in coaching plans.</p>	Coaches		
				Coaches	Every Session	

		<ul style="list-style-type: none"> • Bring personal water bottle (marked with name) do not share. • Balls not to be shared. Each Bubble group uses a defined set of equipment. No shared equipment. • Drinks and Hand Sanitizer breaks every 15mins. • Balls cleaned approx every 15mins. 	Rigorous checks will be carried out by staff and managers (CB mini, RC youth, JS senior) to ensure that the necessary procedures are being followed. All to be reminded of the importance of social distancing. Management checks to ensure this is adhered to.	Coaches CB/RC/JS		
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Coaching Mini/Youth (September Update)

Spread of Covid-19/Coronavirus	Players Coaches Volunteers	<ul style="list-style-type: none"> • Coaching plan produced by each age group. • Staggered timings for pairs of age groups. • Parents to arrive 15mins before the start of session. • No congregating. View sensibly maintaining social distancing. • Rigorous 'sign in' process to be adopted. Track and Trace document to be completed for each session (available from JS). • Hand sanitizing station to be set up on arrival at pitch. 	<p>MUST be approved by CB, RC and JS before coaching can commence. No approval, no coaching. RC/CB to produce list of start times (8.45am to 12 noon)</p> <p>Age groups to communicate to parents in advance of session.</p> <p>Signage to explain measures.</p>	Manager Coaches	Planning	
			<p>Sign in sheet to be completed and retained in the event of a recorded infection (by Manager/Head Coach).</p> <p>Sanitize before beginning.</p>	Manager Coaches	Every Session	
				Coaches		

		<ul style="list-style-type: none"> • Broadly non-contact. • From 1/9/20 – 15 minutes of limited contact. • Introduction of 'bubble groups' consisting of 20 players + a coach. • Bubble groups are exclusive and no mixing. • Coach only works with one bubble group. No movement to another group. • Changing facilities to be closed (change at home). • Bring personal water bottle (marked with name) do not share. • Balls not to be shared. Each Bubble group uses a defined set of equipment. No shared equipment. • Drinks and Hand Sanitizer breaks every 15mins. • Balls cleaned approx every 15mins. 	<p>Coaches to plan for broadly non-contact sessions. This MUST be evident in coaching plans.</p> <p>Contact limited by:</p> <ul style="list-style-type: none"> • 1 v 1 below waist tackling • 2 v 2 ruck scenario • unopposed lineouts (U16) • No tackle bags, shields etc. <p>Rigorous checks will be carried out by staff and managers (CB mini, RC youth, JS senior) to ensure that the necessary procedures are being followed. All to be reminded of the importance of social distancing. Management checks to ensure this is adhered to.</p> <p><u>Important:</u> All game based coaching is limited to non-contact forms of the game, namely Touch/Read 4 Rugby.</p>	<p>Coaches</p> <p>Coaches CB/RC/JS</p>	Every Session	
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Training Senior (Pre-season) Men and Women

Spread of Covid-19/Coronavirus	Players Coaches Volunteers	<ul style="list-style-type: none"> • Introduction of 'bubble groups' consisting of 8 players + a coach. • Bubble groups are exclusive and no mixing. • Coach only works with one bubble group. No movement to another group. • Toilet and changing facilities to be closed (change at home). • Bar/Social Areas closed. • Balls not to be shared. Each Bubble group uses a defined set of equipment. No shared equipment. • Bibs sole responsibility of individual player (inc washing). • Take steps to review work schedules and timings. • Hand Sanitizer available. • Hand washing encouraged. • Players manage a move their own kit/equipment. • No spectators; maintain 10m distance. 	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap.	AOR	Prelim meeting	
			To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus	AOR	Prelim Meeting	
			Rigorous checks will be carried out by staff and managers to ensure that the necessary procedures are being followed.	AOR/JS	During sessions	
			All to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.	Coaches	Every Session	
			No more than 16 players on pitch at any given time. Spread training onto Monday, Tues, Weds and Thurs evenings.	Steve Collis (CBC)	18.06.20	
			Distribute this Risk Assessment to all players etc. via social media platforms.	JS	18.06.20	

Training (Continued)

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by/who	Action by/when	Done
Spread of Covid-19/Coronavirus	Vulnerable Groups, Elderly, Underlying Conditions	<ul style="list-style-type: none"> Do not take part, or Social Distance 2m 	Everyone to be made aware of the contents of the Risk Assessment. Encourage all to make pragmatic decisions.	JS	18.06.20	

Administration/Management

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by/who	Action by/when	Done
Spread of Covid-19/Coronavirus	Players Coaches Volunteers	<ul style="list-style-type: none"> Re-design all processes to ensure social distancing. No face to face (RFU Roadmap Phase A, B, C). All meetings etc. to conducted digitally and at a distance (zoom). Constantly review process and procedure in line with PHE, RFU and National Guidance. 	Discussed in Exec on 15.06.2020.	JS JS AOR/JS	18.06.20 On going On going	

Travel

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by/who	Action by/when	Done
Spread of Covid-19/Coronavirus	Players Coaches Volunteers	<ul style="list-style-type: none"> No car sharing beyond members of household. Maintain 2m distances in car parks when practicable/possible. 	Communicated to all players, coaches and staff etc.	AOR/JS	18.06.20	

Kitchen/Bar Specific

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by/who	Action by/when	Done
Spread of Covid-19/Coronavirus	Staff Members Players Coaches Volunteers	<ul style="list-style-type: none">• Hand washing and sanitizing routines.• Bar and Kitchen supplied with PPE/Sanitizing products.• Condiments, sauces etc to be served in disposable sachets/formats.• Bins to be regularly emptied and black bags disposed in skips.	<p>Catering Manager and Bar Manager to establish regular and thorough hand washing/sanitizing routines for all staff.</p> <p>JS to order and distribute.</p> <p>Communicated to all staff by Catering Manager and Bar Manager.</p> <p>Catering Manager and Bar Manager to establish routines/rota with appropriate members of staff.</p>	<p>DC/CS</p> <p>JS</p> <p>DC/CS</p>	<p>ASAP</p> <p>01/09/20</p> <p>ASAP</p>	<p>Done</p>

RFU ROADMAP – C

Key Information - Youth & Mini Sections (from 27th August 2020)

Age Groups please distribute to Parents/Guardians

- Start Times are staggered as follows :-
 - U6s & U7s - 8.45 for 9.00 (to 10.00)
 - U8s & U9s - 9.30 for 9.45 (to 10.45)
 - U10s & U11s - 10.15 for 10.30 (to 11.30)
 - U12s & U13s - 11.00 for 11.15 (to 12.15)
 - U14 s & U15s - 11.45 for 12.00 (to 1.00)
 - U16s & Colts - 12.30 for 12.45 (to 1.45)
- N.B. Start times are staggered in order to reduce potential contacts & numbers at club at any one time
- Parents are instructed not to arrive before times above (unless they have a child in another age group)
Coaches, only, may arrive 15 minutes earlier in order to set out their coaching areas
Parents / Children to go directly to allocated pitch, and not to congregate outside the clubhouse (pitch map to follow)
- [Parents with children on pitch 1 should place themselves behind in goal areas]
- Please travel only with members of your own household / support bubble
- The clubhouse & facilities are NOT open (except toilets) – but food & drink will be available from BBQ & outside bar – please queue with 2 metre gaps
- Keep your social distance at the club, at all times
- Players / Parents must not come if anyone in their household or support bubble is quarantined, or with any symptoms of Covid.
- Managers should set up track and trace procedure at the start of each session, for both parents and children.
- Everyone should come ready to play. Changing rooms will not be available.
- Players playing kit (including boots) should be clean.
- Players should bring their own water in a clearly marked bottle. Do not share drinks.
- Players should not bring any other equipment to the coaching area.
- Everyone must sanitize hands before the session starts. Tables for each (sub) coaching group will be set up pitch side where everyone must sign in and complete the track and trace process – This also serves as a location for a sanitizing station. Sanitiser will be provided.
- No chewing gum, or spitting.
- Coaching groups of no more than 20 players – these should remain discrete & constant, with the same allocated coach(es) until further notice.

- Whilst we can play (preferably) 10 v 10 Rugby4Ready, or other non-contact versions of Touch, opposition should not be from another coaching group.
- Try to ensure minimal face-to-face contact.
- When assembling, maintain social distancing. No team huddles
- Avoid 'double handling' of equipment i.e. if a coach puts out the cones, they should also collect them in.
- Do not use tackle bags, shields etc.
- Sessions should be strictly non-contact.
- Do not spread balls across bubble groups.
- You should take drink break every 15-20 minutes. At this point everyone should also sanitize hands. Coaches should also use this break to sanitize the rugby balls that have been used or swap them out for clean ones.
- Balls should be sanitized at the beginning and end of each session.
- Bibs (if used) should not be shared – and the player (not a coach) should place the bib in an allocated bag at the end of the session; bibs must be washed between sessions.
- Each Age Group should provide their own First Aid provision. First Aiders will be allocated appropriate PPE (gloves, masks, apron).
- Parents, unless coaching or a First Aider should not encroach on to a Coaching area, unless invited – at which point players will be asked to move to a socially distanced space.
- Sessions should last no longer than one hour.

RFU ROADMAP – D

Key Information - Youth & Mini Sections (from 1st September 2020)

Age Groups please distribute to Parents/Guardians

- Start Times are staggered as follows :-
 - U6s & U7s - 8.45 for 9.00 (to 10.00)
 - U8s & U9s - 9.30 for 9.45 (to 10.45)
 - U10s & U11s - 10.15 for 10.30 (to 11.30)
 - U12s & U13s - 11.00 for 11.15 (to 12.15)
 - U14 s & U15s - 11.45 for 12.00 (to 1.00)
 - U16s & Colts - 12.30 for 12.45 (to 1.45)
- N.B. Start times are staggered in order to reduce potential contacts & numbers at club at any one time
- Parents are instructed not to arrive before times above (unless they have a child in another age group)
Coaches, only, may arrive 15 minutes earlier in order to set out their coaching areas
Parents / Children to go directly to allocated pitch, and not to congregate outside the clubhouse (pitch map to follow)
- [Parents with children on pitch 1 should place themselves behind in goal areas]
- Please travel only with members of your own household / support bubble
- The clubhouse & facilities are NOT open (except toilets) – but food & drink will be available from BBQ & outside bar – please queue with 2 metre gaps
- Keep your social distance at the club, at all times
- Players / Parents must not come if anyone in their household or support bubble is quarantined, or with any symptoms of Covid.
- Managers should set up track and trace procedure at the start of each session, for both parents and children.
- Everyone should come ready to play. Changing rooms will not be available.
- Players playing kit (including boots) should be clean.
- Players should bring their own water in a clearly marked bottle. Do not share drinks.
- Players should not bring any other equipment to the coaching area.
- Everyone must sanitize hands before the session starts. Tables for each (sub) coaching group will be set up pitch side where everyone must sign in and complete the track and trace process – This also serves as a location for a sanitizing station. Sanitiser will be provided.
- No chewing gum, or spitting.

- Coaching groups of no more than 20 players – these should remain discrete & constant, with the same allocated coach(es) until further notice.
- Whilst we can play (preferably) 10 v 10 Rugby4Ready, or other non-contact versions of Touch, opposition should not be from another coaching group.
- Try to ensure minimal face-to-face contact.
- When assembling, maintain social distancing. No team huddles
- Avoid ‘double handling’ of equipment i.e. if a coach puts out the cones, they should also collect them in.
- Do not use tackle bags, shields etc.
- **Sessions should be broadly non-contact.**
- **Contact limited by:**
 - **1 v 1 below waist tackling**
 - **2 v 2 ruck scenario**
 - **unopposed lineouts (U16)**
 - **No tackle bags, shields etc.**
- **All game based coaching is limited to non-contact forms of the game, namely Touch/Read 4 Rugby.**
- Do not spread balls across bubble groups.
- You should take drink break every 15-20 minutes. At this point everyone should also sanitize hands. Coaches should also use this break to sanitize the rugby balls that have been used or swap them out for clean ones.
- Balls should be sanitized at the beginning and end of each session.
- Bibs (if used) should not be shared – and the player (not a coach) should place the bib in an allocated bag at the end of the session; bibs must be washed between sessions.
- Each Age Group should provide their own First Aid provision. First Aiders will be allocated appropriate PPE (gloves, masks, apron).
- Parents, unless coaching or a First Aider should not encroach on to a Coaching area, unless invited – at which point players will be asked to move to a socially distanced space.
- **Sessions should last no longer than one hour.***

*** The RFU Roadmap D allows for 75 minute sessions. However, due to the specific space, time and environment at Colchester RFC the length of session should remain at 60 minutes until further notice.**