

Health & Safety Risk Assessment – Post lockdown phased return to Rugby

Phase1. Return to Training and Limited Commercial Activities - commencing Saturday 27th June 2020.

Methodology/Process - ("5 steps to risk assessment" - HSE)

Step 1 - Identify the Hazards (*"potential to cause harm"*)

Step 2 - Decide who might be harmed and how

Step 3 - Evaluate the risk (*"likelihood of it happening"*) **and decide on the precautions and control measures to implement**

Step 4 - Record findings and implement them. Provide training to all involved

Step 5 - Review assessment and update when necessary

Date: 24th June 2020

Assessor: John Allanson

Step 1 – The post lockdown return to rugby will lead to increased potential for the virus to transfer easily between staff, volunteers, players and equipment, both in the clubhouse and outside.

Step 2 – Staff, volunteers, players and other visitors becoming infected with the virus, leading to serious illness and in some cases fatal consequences.

Step 3 - Providing the guidance from central government and that contained within the RFU Return to Rugby Road Map, their Reopening your Rugby facility Guide and any subsequent guidance from the governing body are followed and rigorously applied, then the likelihood of Steps 1 & 2 occurring are significantly reduced. BSRFC has adopted all of the guidance and measures to comply will be introduced, as activity both on field and within the clubhouse progressively restarts.

The details are:

General

-Parts of the clubhouse to be used at each stage of reopening will be thoroughly cleaned and sanitised before the relevant activity begins and after every individual session.

-Any Staff, volunteers and players experiencing symptoms of Covid-19, or in a household with others experiencing symptoms will be required to self-isolate for 14 days.

-All staff, volunteers, players and visitors will be required to observe safe distancing requirements, as set down by central government from time to time.

-Sanitising materials will be provided as considered appropriate to every individual activity, as they are restarted.

Training

-The first permitted activity will be training for the First team squad, starting June 30th and procedures for sanitisation of players, coaches and physios and for the use of toilet facilities are set out in the exchange of emails Between Tom Coleman, Head Coach and the Chairman of the Health & Safety Committee, dated June 25th 2020, attached at Appendix 1. The Head Coach's Risk Assessment, dated June 26th 2020 is attached as Appendix 2.

-The second activity will be Touch Rugby and procedures consistent with that above will be established in consultation between the TR Section and the Chairman of the Health & Safety Committee, documented and appended as Appendix 4. A Risk Assessment will be completed by the head of the Section, before the first session and a copy attached hereto as Appendix 5.

-The same processes as above will be applied successively, as other Sections of the Club restart training and documentation appended hereto.

Commercial Activities

A high level steering group has been established to determine how and when bar and shop activities will restart. As and when an activity is to recommence, consultation will take place between the Steering Group and the Chairman of the Health & Safety Committee and/or the Health & Safety Officer and a risk assessment will be carried out. Appropriate measures will be adopted to protect staff, volunteers, members and visitors and will be documented in further appendices to this document.

-The first commercial activity to be undertaken will be a Pop-up Shop to be held in the marquee on June 27th. The Chairman of the Health & Safety Committee has carried out a risk assessment and the resultant measures are recorded in his email exchange with Nicola Perring, Club Shop Manager, dated 25th June attached at Appendix 3.

Step 4

-The findings are recorded here and all of the findings and protective measures within Step 3 will be communicated directly to all relevant staff, volunteers and members and will be logged also on the Club's website.

-The operating staff and volunteers - Bar Personnel, Coaches, Physios and relevant volunteers will all receive appropriate training in all of the safety measures, particularly in respect of social distancing and hygiene.

-Those involved in activities, where safe distancing cannot consistently be maintained will be provided with P.P.E. for use in those circumstances.

Step 5

This Assessment will need constant reviewing in light of experiences and new government and RFU guidelines, as we continue the journey back to normality.

-Reviews will be carried out by Colin Johnson, Health and Safety Officer as appropriate and in conjunction with the lead officer/s of the activity.

Phase2. Restart of Competitive Playing Activities, as and when permitted.
Methodology – same as Phase 1 above.

John Allanson

Appendix 1

Tom coleman

13:53 (48 minutes ago)

to me, Marcus, Darren, Tubby

Hi John,

Thank you for this. We do agree to follow your email. Me and Marcus are meeting tomorrow morning if you wanted to pop up and we can walk through how we are going to set up the facilities(toilets) in preparation for Tuesday. We will also have the risk assessment signed to hand over to you.

Thanks again for your help with this.

Tom

On 25 Jun 2020, at 11:15, John Allanson <allansonjohn19@gmail.com> wrote:

Hi, Tom and Marcus.

I am now working on the essential Club documentation to allow us to demonstrate to any Club user or governing body that we are dealing appropriately and responsibly with the risks posed by Covid 19, as we return to activity.

All I need from you, please is an email confirming that you agree with and will implement the measures set out in the message below, which is intended for distribution to all players, coaches and physios involved in your sessions:-

"The Club is determined to protect all its members to the very best of its abilities against the risks of Covid 19 infection and will provide all the hygiene materials necessary. The effectiveness of protective measures will, though, ultimately depend on each and every one of us following the procedures set out below conscientiously and rigorously:-

All players and coaches will clean their hands with the sanitiser to be provided, when assembling in their groups.

A designated person in each group will spray and wipe balls, cones and any other equipment to be used with the separate hard surface sanitising cleaner to be issued to each group. This person must wear disposable gloves and take care that the chemical does not get into their eyes.

This designated person will then clean their hands again.

At the end of training, all the above processes will be repeated.

A one way system through the Clubhouse for the use of toilets will be provided and must be followed to provide for safe distancing. This requires entry via the main clubhouse front entry, allowing a totally one-way route through the Gents., turning right out of the changing room

Appendix 1 (cont.)

corridor door and out the front changing room entrance. The female physios will use the disabled toilet and exit out of the side door towards the gym.

It remains crucial for whatever safe distancing is recommended from time to time (currently 2 metres) to be followed and our coaching plans will be structured with this in mind, but again, it will be important for all of us to bear the rules actively in mind whenever we are at the Club. Distancing rules may well also constrain the extent of routine treatments by physios, but they will be provided with the necessary PPE to allow them to carry out essential treatments.

Anyone showing symptoms of coronavirus, or sharing a house with someone showing symptoms must self-isolate for 14 days."

Tom has agreed to complete before the first session next week the form of risk assessment previously provided and, if you will send me a copy, please Tom, I will file it with the other documentation. Your risk assessment will need to be kept under review, as and when guidelines from central government and the RFU change and/or training activities alter. Whenever any changes to the risk assessment are needed, can you also send me a copy, please Tom.

Many thanks.

John

Appendix 2

COVID-19: PRACTICAL COACHING RISK ASSESSMENT



RISK: Spread of Covid-19

WHO CAN BE AFFECTED:

- Coaches, Players, club members and visitors to your club.
- Vulnerable groups - elderly, pregnant workers, those with existing underlying health conditions.
- Anyone else who physically comes in contact with training groups/individuals

CLUB NAME: *Bishops Stortford*

COMPLETED BY: *Tom Coleman*

DATE COMPLETED: *26.06.20*

Managing, preventing and controlling risk

The HSE requires businesses, including sports clubs and venues, to identify management responsibilities with regard to managing risks and to put contingency plans in place.

If the club has direct employees then someone competent should be appointed to help meet health and safety duties and take responsibility for controlling any identified risks. This person could be inside or outside of the club or venue. For all clubs, we recommend that someone takes responsibility for coordinating the management of risk and keeps records of the steps taken to mitigate these (businesses with five or more employees are required to keep records of any significant risk and this is good practice for all businesses).



We recommend that all coaches / venues complete a Covid-19 specific risk assessment. Look at how this might apply to your club / coaching sessions, continue by identifying the hazards that are the real priorities in your case and complete the table to suit your environment. This template is to be used as a guide to completing a full risk assessment at your venue in order to safely open up your club. This is not an exhaustive list and we highly recommend that you complete a full risk assessment for your venue and review on a weekly basis.

Covid-19 is a biological hazard, and like any workplace hazard, appropriate control measures will need to be put in place to reduce the risk of someone being infected. Normally, the goal is to eliminate hazards where possible; however, unlike a faulty piece of equipment, the virus cannot simply be removed. Instead, the aim is to introduce suitable and sufficient control measures to reduce the risk of contracting the virus to as low a level as is 'reasonably practicable'. In other words, precautions should be implemented, but the time, cost and effort involved in implementing a control measure should be reasonable, when compared to risk posed by what you are controlling.

If you have any queries visit the RFU Insurance Centre www.englandrugbyinsurance.co.uk. RFU HELPLINE: 0121 698 8001. RFU 24 hour Legal Helpline 0330 3031877.

Things to consider

- You should keep a register of anyone attending a training session to help manage "track and trace" if an infection is reported by someone present.
- Care should be taken with regard to sharing of equipment and other items, such as water bottles. Handling shared items and then touching the face is one way the virus spreads.
- Potentially there is a risk of increased droplet spread when breathing hard during exercise or moving quickly, compared to when people are breathing normally and are stationary or moving slowly. It is sensible wherever possible to maximise the distance between people when doing training.
- Have you considered how COVID-19 affects how you would administer first aid? St John's Ambulance provides advice on what to consider at <https://www.stjohn.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- Remember your safeguarding policy. It is important that everything you do is aligned with existing policies intended to protect members, coaches and employees.
- Finally, what do you do if someone is not complying with the actions you've taken to manage the risks of COVID-19? It is sensible to have agreed actions to deal with unacceptable behaviour before an incident occurs.

Action to be considered	Action taken (to be completed by the club)
Hand washing facilities with soap and water in place	- <i>Players to wash hands before travelling to training</i> - <i>Hand sanitiser available in small groups.</i>
Stringent hand washing taking place	- <i>Coaches to oversee</i>
Gel sanitiser readily available and used regularly	- <i>Coaches to ensure available throughout session</i>
Disposable towels available and used to wipe sweat off face	- <i>Players bringing own towels</i>
Gel sanitiser in any area where washing facilities not readily available	- <i>Sanitiser readily available to training groups</i>
Equipment cleaned and disinfected before and after use	- <i>Cleaning products bought. Coaches to clean equipment</i>
Equipment stored securely	- <i>locked away after session</i>
Minimise sharing of kit / equipment	- <i>small groups working in bubbles, limited kit</i>
No sharing of water bottles.	- <i>Players bringing own bottles</i>
No close physical contact	- <i>Social distancing rules applied</i>
No hand shaking	- <i>Players been told!</i>
No huddles	- <i>Coaches to oversee,</i>
No touching face	- <i>Coaches to oversee,</i>
If space allows, increase social distancing between players during heavy exertion	- <i>Small groups training. Pitch sectioned to group</i>
Is there an effective action plan in place to deal with someone with suspected symptoms, should it be necessary?	- <i>Players told to stay away if</i>
Ensure guidance signage is clearly visible	- <i>Signs visible throughout they have symptoms. Contact GP the club.</i>

Appendix 3

Many thanks, Nicola.

That covers it all nicely, thank you.

The only other provision we have made is to offer hand sanitiser to customers, as they leave the marquee. This should give added peace of mind, as they move on and precludes their demanding access to hand-washing in the toilets, which would result only in additional contamination risks arising.

Regards,

John

On Thu, 25 Jun 2020 at 14:33, Swanky Modes <swanky.modes@icloud.com> wrote:
Hello John

Further to your email and our subsequent conversation I can confirm that we have discussed and agreed the measures that I laid out in my email below:

- LOGISTICS - As discussed we should set up a 1 way system through the marquee, I would propose we only allow have 3 customers at any time and marshal 1 out then 1 in
- PAYMENTS - I would propose we take card payments only

Further to that we have also agreed:

- The tables and equipment will be cleaned prior to the sale (I will ask Tubby for the antibacterial spray and paper towels)
- We will have a toilet available for the staff working at the sale but not offer this to the general public unless there is a medical emergency
- In addition to the above measures for logistics, we will use neon tape to mark the 1 way system and the 2 meters boxes
- Customers will not be allowed to try on garments but we will have a tape measure to help guide them on sizes
- There will be sanitiser provided by the club for customers to use prior to entering the marquee
- All staff will be issued with masks and gloves (I will ask Tubby for these tomorrow am)

I have attached a copy of the document we spoke about which summarises our commitment to ensuring everyone's safety.

Please do let me know if I have missed anything?

Many Thanks

Nicola Perring
SWANKY MODES RETAIL CONSULTANCY

T: 07984 309497

E: swanky.modes@icloud.com

Appendix 3 (cont)

On 24 Jun 2020, at 12:23, John Allanson <allansonjohn19@gmail.com> wrote:

Hi, Nicola.

I am working on pulling together the documentation that we, as a Club need to have in place to record all the risk assessments re post-lockdown activities and protective measures taken as a result.

Attached below is my June 13 email setting out my assessment of risks and recommended actions for Saturday's Pop-up Shop, some of which I know, from subsequent correspondence and conversations with Brian and from the invitation to the shop event that has gone out to members have been implemented,

Russell, Brian and I have set up the marquee with a clear and simple one way route and he has hand sanitisers to be made available to all by volunteers at entrance and exit. I understand from Brian that the plan is to limit the number of customers in the marquee at any one time to 3, which should provide plenty of scope for the newly-required 1 metre distancing. Indeed, if you find that, in practice you can safely accommodate one or two more, I would be happy with that. I know that you have volunteers lined up to ensure that traffic to and through the marquee is controlled on a one in, one out basis to ensure safe distancing is maintained. I note too, from the invitation to members that no trying on of clothing is to be allowed and that only cashless payments are to be accepted.

A spray bottle of hard surface sanitiser has been left in the marquee and you will need to ensure that tables and other equipment to be used is wiped down with disposable paper towels before the shop opens.

The only recommended measure that i haven't had confirmed is the use of PPE (face masks and gloves) by any volunteers to be inside the marquee for any extended period - notably those serving customers. Have you got sufficient masks and gloves organised? If not, Tubby has face masks and, I suspect, gloves too. I will check this for you, if needed to ensure the equipment is available.

Can you confirm, please that all of my understandings as set out above are correct and, in particular, should you need help in sourcing the PPE, please get back to me as soon as possible.

Regards,

John