

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a draft copy of a **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each Club should consider their own unique circumstances. To keep up to date with HSE advice to workplaces in this fast changing situation visit <https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm>

Personnel

Employees/Volunteers					
Ref	Control Measure	Suggested / further actions	Action		
			By who	By when	Completed
1.1	All Clinically Extremely Vulnerable employees/volunteers are required to self-isolate and must not attend training/club facilities. Where possible they should work from home.	<ul style="list-style-type: none"> Audit to identify this group. All employees/volunteers will be informed of this directive. 			
1.2	All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible, if they do attend training/club facilities then stringent social distancing measure must be adhered to.	<ul style="list-style-type: none"> Audit to identify this group. All employees/volunteers will be informed of this. Club committee to complete risk assessment to demonstrate our ability to facilitate social distancing measures. 			
1.3	All Clinically Vulnerable employees/volunteers are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home, they should be offered the safest on site role, ensuring that they adhere to stringent social distancing.	<ul style="list-style-type: none"> Audit to identify this group. Monitor daily updates from the government on the status of different vulnerable groups including BAME groups. Consider individual risk assessments before returning to training/club facilities for BAME employees/volunteers. All employees/volunteers will be informed of this. Club committee will work with individuals who come to work/volunteer, to identify 'safe role' on site. 			
1.4	All employees/volunteers, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate for 14 days and should not attend training/club facilities during this period.	<ul style="list-style-type: none"> All employees/volunteers will be informed of this directive. Employees/volunteers will also be informed that, should they wish to, they are able to book a test for themselves or members of their household who have symptoms by using the website https://self-referral.test-for-coronavirus.service.gov.uk/. 			

1.5	Coaches must routinely use the self-screen check list before attending training and other Rugby League activity. If they answer yes to any of the checks they should not travel to training and follow government guidance regarding testing and self-isolation.	<ul style="list-style-type: none"> ▪ Complete a self-screen check list before travelling to a training session or other Rugby League activity. ▪ Example of a self-screen checklist is available at the end of this document. 			
1.6	Check that each player has completed the self-screen checklist before attending the club facility, and that all checks were negative.	<ul style="list-style-type: none"> ▪ If any player has forgotten to complete the self-check screening checklist before arrival, they must ask them the questions before allowing them to join any group activity. ▪ If they answer 'yes' to any of the questions they must not take part in the activity and arrangements should be made for them to safely return home. 			
1.7	Coaches must pre-plan activity carefully to ensure all tasks can be completed whilst maintaining social distancing.	<ul style="list-style-type: none"> ▪ No contact or touch activities permitted. ▪ All activity must be strictly non-contact. ▪ Allocate controlled zones/areas to players, clearly marked with coloured/numbered cones (helpful to ensure players all start/finish drills from the same position within their zone, maintaining 2m distance). ▪ Give clear and specific instructions to ensure players maintain social distance at all times. ▪ Address and correct any encroachment of social distance. ▪ Decide which equipment is necessary to use during sessions taking into account minimal sharing and the requirement to sanitise thoroughly at the end of the session. 			
1.8	Keep regular contact with colleagues who are self-isolating / working from home and monitor / support both their physical and mental health & wellbeing.	<ul style="list-style-type: none"> ▪ Consider nominating a named person responsible and provide guidance for making contact by email or phone. 			
1.9	Support for employees/volunteers' wellbeing and mental health.	<ul style="list-style-type: none"> ▪ Regular communication with employees/volunteers. ▪ Follow guidance regarding supporting wellbeing. ▪ Share and encourage positive strategies for managing wellbeing. ▪ Regular contact and check in as teams. 			
1.10	Ensure social distancing in staff only areas.	<ul style="list-style-type: none"> ▪ Signage displayed as reminder. ▪ Restrict numbers of employees/volunteers at training/in club facilities at any one time using rota system. ▪ Guidance given on safe working practice. ▪ Use virtual meeting platforms (Zoom/teams) for any meetings. 			

Players					
Ref	Control Measure	Suggested / further actions	Action		
			By who	By when	Completed
2.1	All Clinically Extremely Vulnerable players are required to self-isolate and must not attend training/club facilities.	<ul style="list-style-type: none"> Audit using clubs medical register. Parents/carers of any affected players to be informed by letter of Government guidelines. 			
2.2	Players who live with a person who is Clinically Extremely Vulnerable should be given the option to further delay return to training; if they do attend then stringent social distancing must be adhered to.	<ul style="list-style-type: none"> Parents/carers of any affected players will be informed by letter of Government guidelines. 			
2.3	If any players, or persons within their household, have displayed any COVID 19 symptoms they should not attend training/club facilities until after a period of 14 day self-isolation.	<ul style="list-style-type: none"> Parents/carers informed by letter of Government guidelines. Notice on club website and clubhouse entrances. 			
2.4	Players must routinely use the self-screen check list before attending training and other Rugby League activity. If they answer yes to any of the checks they should not travel to training and follow government guidance regarding testing and self-isolation.	<ul style="list-style-type: none"> Complete a self-screen check list before travelling to a training session or other Rugby League activity. 			
2.5	Provide virtual training for players who are unable to attend or until the club sees it fit for teams to return to training.	<ul style="list-style-type: none"> Audit parent survey regarding intentions to attend face to face offer. Use of the RFL's #fittoplay, #skilltoplay and #virtualclubs. 			
2.6	Players attending training must follow the current government guidelines regarding social distancing and work in smaller groups as determined by the current advice by DCMS and Sport England.	<ul style="list-style-type: none"> Monitor updates from the government on the status of social distancing and maximum number of people from different households allowed to meet and participate in sport together. Training rota drawn up to restrict numbers on site and prevent crossover of teams, players and parents/carers. Brief the players about the safety measures that must be complied with during the session. Reinforce no physical contact during session including high 5's and handshakes. 			
2.7	Support for players' wellbeing and mental health.	<ul style="list-style-type: none"> Signposting to well-being and support resources. Sharing good practice through website/message groups/social media. 			

2.8	Support for parent/carer anxiety on return to training and playing.	<ul style="list-style-type: none"> ▪ Strategies for supporting well-being shared on website/message groups/social media. ▪ Contact and communication with home via coaches and CWO. 			
2.9	Publish a revised parental Code of Conduct to remind of the changes to routines.	<ul style="list-style-type: none"> ▪ Information on potential changes to: <ul style="list-style-type: none"> - Drop off/pick up routines and regulations - Parental application of suncream before arrival to training (where applicable) - Bringing and use of own hand sanitiser - First Aid practices - Dealing with illness/injury during sessions 			
2.10	Spitting and chewing gum is prohibited, as the main mode of transmission of the virus is in respiratory secretions.	<ul style="list-style-type: none"> ▪ Remind players before training and games not to spit ▪ Ask players to dispose of chewing gum safely if they arrive to the facility with it in their mouth. 			

Club facilities

Capacity, access and egress					
Ref	Control Measure	Suggested / further actions	Action		
			By who	By when	Completed
3.1	You must adhere to the NHS Test and Trace system. This means collecting name and contact information before all training sessions and matches and or for all visitors/users of your venue.	<ul style="list-style-type: none"> ▪ Register here for an official NHS QR code and display the QR code and posters from 24 September 2020. 			
3.2	Designated entrance and exit points to the building.	<ul style="list-style-type: none"> ▪ Identified entry point and exit point with signage. ▪ Draft a plan to facilitate limited numbers of people arriving and leaving at any one time. ▪ 2m spacing at entry points to filter players/visitors as they arrive. 			
3.3	Develop, share and display drop off/collection protocols, e.g. one-way system and one parent/carer only to drop off/collect child.	<ul style="list-style-type: none"> ▪ Letter to parents/carers. ▪ Clear signage on main doors/gates. ▪ Mark car park out in zones with designated drop off, collection and waiting areas. ▪ Parents must not gather in groups of more than six and must remain socially distant from those from other households. 			

3.4	Ensure coaches, parents and players follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.	<ul style="list-style-type: none"> Letter to parents/carers. Link to guidance on website. 			
3.5	Restrictions on access to facility by third parties (parents, members of the public, visitors etc).	<ul style="list-style-type: none"> Clear notice on website. Clear signage on main entrance doors. 			
3.6	Minimise opportunity for players/parents to gather in larger groups at the end of the sessions.	<ul style="list-style-type: none"> Exit expectations presentation shared and reinforced by all staff. Letter to parents/carers reminding of new arrangements and warning of ongoing risk. Assign specified drop off and pick up times for different groups / teams. Players and parents/carers should leave the facility swiftly at the end of the session. 			
3.7	Update fire evacuation procedures to ensure compliance with Covid19 guidance.	<ul style="list-style-type: none"> Reviewed fire evacuation plan to be displayed. Designated fire marshals aware of new procedures. 			

Physical / Social Distancing inside and outside of the building					
Ref	Control Measure	Suggested / further actions	Action		
			By who	By when	Completed
4.1	Any offices re-organised maintaining space between seats/desks to ensure social distancing (2 metres where possible) or occupancy limited to ensure 2 metre gap between individuals.	<ul style="list-style-type: none"> Plan to identify rooms to be used and if/how they need to be rearranged. Additional cleaning planned. 			
4.2	Social distancing message is re-enforced and additional signage displayed.	<ul style="list-style-type: none"> Committee to ensure this message constantly shared. Signage throughout building, including one-way system arrows, notices reminding people to maintain 2m distance, tape on the floors where appropriate. 			
4.3	Face coverings must be worn inside the building in line with government guidelines. Face coverings are mandatory for all staff in retail/hospitality outlets (e.g. a clubhouse). This also applies to users of the facility, except when seated at a table to eat or drink.	<ul style="list-style-type: none"> Signage throughout the building. Staff to challenge non-wearing of face coverings. Table service required if facility is serving food/drink. Perspex screens added to the service areas and in between tables to provide additional protection. 			
4.4	Reduced movement around building.	<ul style="list-style-type: none"> Single file movement through narrow corridors. Specific labelling of corridors to facilitate safe movement. All users made aware of routes, social distancing expectations. Specific age groups at a time when training – staggered 			

		entry times and exit times.			
4.5	Communal spaces, when open, to be used at half capacity.	<ul style="list-style-type: none"> ▪ Reduced number of people allow maintenance of social distancing. ▪ Additional cleaning rota in place. 			
4.6	Stagger the use and limit the occupancy of any rooms and offices by employees/volunteers.	<ul style="list-style-type: none"> ▪ Staff rooms closed to social gatherings. ▪ Continue virtual meetings as appropriate. 			
4.7	Any kitchen/cleaning staff to maintain social distancing of 2 metres where possible.	<ul style="list-style-type: none"> ▪ Ensure employees/volunteers are aware and acting on up to date guidance. 			
4.8	Non-essential repair/contracted works in buildings to be carried out when no teams are training.	<ul style="list-style-type: none"> ▪ Committee to arrange for such visitors to attend at suitable times. 			
4.9	Maintain social distancing around pitches (spectators and coaches)	<ul style="list-style-type: none"> ▪ Add ground markings to remind people of social distancing requirements. 			

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Suggested / further actions	Action		
			By who	By when	Completed
5.1	Employees/volunteers/coaches/players who are experiencing symptoms associated with COVID-19 are instructed not to attend the facility and to <u>refer to current advice and guidance</u> .	<ul style="list-style-type: none"> All users informed of this directive. 			
5.2	Provision of hand-washing / hand-hygiene facilities at entrances and throughout the facility (regularly monitored & maintained).	<ul style="list-style-type: none"> Hand Sanitiser available at key points. All users will be reminded of the need for good hand hygiene. Dry hands with disposable paper towels. Additional signage throughout the building including signs reminding to regularly wash hands, how to wash hands and pointing to hand sanitizers stations. Reminded to catch coughs and sneezes in tissues – Follow 'Catch it, Bin it, Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Hand washing guidance available to view here: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 			
5.3	All users are encouraged to regularly wash their hands with soap and water, especially upon arriving and prior to leaving the facility.	<ul style="list-style-type: none"> Additional signage throughout the building including signs reminding to regularly wash hands, how to wash hands and pointing to hand sanitizers stations. Soap will be provided and replaced as necessary. Dry hands with disposable paper towels. 			
5.4	If wearing of gloves is a requirement of a job, an adequate supply of these will be provided.	<ul style="list-style-type: none"> Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. 			
5.5	Remove unnecessary items from the facility that are hard to clean (e.g. anything with soft surfaces).	<ul style="list-style-type: none"> Regular daily thorough cleaning of facility. 			
5.6	Sharing of water bottles and other personal equipment is prohibited. (Players must bring their own provisions to training sessions, not to be provided by the coach or shared with another player).	<ul style="list-style-type: none"> Players bring own water bottles to training. Check this on arrival and assign each player a space for their belongings away from others. Monitor during sessions to ensure this is adhered to. 			

5.7	Equipment that may need to be shared (for training) should be cleaned and sanitised before and after use.	<ul style="list-style-type: none"> ▪ Regular and thorough cleaning after each use with disinfectant or anti-bacterial wipes. 			
5.8	Additional lidded bins around the facility and increased emptying.	<ul style="list-style-type: none"> ▪ Bins emptied daily. 			
5.9	All working areas within the facility should be well-ventilated (windows and doors open), where safe and appropriate to do so.	<ul style="list-style-type: none"> ▪ Additional signage placed on doors and windows as a reminder. 			
5.10	<p>Increased frequency of cleaning of communal areas and locations / high contact points including but not limited to:</p> <ul style="list-style-type: none"> ▪ Toilets ▪ Door Handles ▪ Kitchen areas and associated equipment ▪ Light Switches ▪ Handrails on stairs ▪ Chairs 	<ul style="list-style-type: none"> ▪ Use of detergent and hot water to clean where possible. 			
5.11	If employees/volunteers bring in their own food, this should be food which does not require heating or additional preparation in kitchen / canteen areas.	<ul style="list-style-type: none"> ▪ Any kitchen / microwaves unavailable for heating food. ▪ Signage on walls and equipment. 			
5.12	Use of kitchen/canteen areas to be limited to preparation of hot drinks, cleaning of cups/mugs etc. Employees/volunteers to use own designated cup or mug.	<ul style="list-style-type: none"> ▪ Signage on walls and equipment. 			
5.13	Employees/volunteers to store, where possible, coats, bags and non- work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks/stands and will store coats on the back of chairs and bags safely under desks.	<ul style="list-style-type: none"> ▪ Rooms locked when not in use. 			
5.14	Employees/volunteers who receive deliveries, post etc, are encouraged to wash their hands more frequently.	<ul style="list-style-type: none"> ▪ Cleaning products available at key points ▪ Cleaning procedures identified or goods stored for 3 days before being distributed 			

5.15	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained.	<ul style="list-style-type: none"> ▪ Employee/volunteer designated to monitor during hours of opening. ▪ Minimum cleaning of toilets decided depending on hours of opening. ▪ Cleaning log in all toilets. 			
5.16	Suppliers and Contractors and visitors advised, if attending premises, of infection control arrangements, no-access areas and expectations around personal hygiene. List of visitors to be kept.	<ul style="list-style-type: none"> ▪ Guidance on social distancing to be explained prior to visit or on arrival by committee. ▪ Daily visitor list kept updated. 			
5.17	Reduce opportunity/need for external visitors.	<ul style="list-style-type: none"> ▪ Meetings and visits to be conducted by email, phone call, zoom and teams where possible. 			

First Aid					
Ref	Control Measure	Suggested / further actions	Action		
			By who	By when	Completed
6.1	Any emergency First Aid given by qualified staff must be done safely.	<ul style="list-style-type: none"> ▪ Appropriate PPE must be available to first aiders or other medical personnel. ▪ First aiders should have updated themselves on any changes to first aid practice as a result of Covid-19 (available from their training organisation or Resuscitation Council guidelines). ▪ Any used PPE must be disposed correctly following use. 			
6.2	Safe treatment of injuries.	<ul style="list-style-type: none"> ▪ If a player gets injured, a member of their household or support bubble can aid them if they are on site (for example they are watching or side line). ▪ All other should remain socially distanced unless a serious or life-threatening injury necessitates compromising guidelines. 			
6.3	Be vigilant for any players presenting or developing Covid-19 symptoms during a session.	<ul style="list-style-type: none"> ▪ Separate the player from the wider group immediately. ▪ Follow the guidelines given in the 'Community Game First Aid Guidelines' document. 			

Key Roles and Responsibilities					
Ref	Control Measure	Suggested / further actions	Action		
			By who	By when	Completed
7.1	Sufficient employees/volunteers and resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<ul style="list-style-type: none"> Committee monitor cleaning provision throughout. 			
7.2	Sufficient employees/volunteers are in place to enable safe evacuation of the building in the event of an emergency.	<ul style="list-style-type: none"> Clear routes and social distancing measures adhered to. Revised fire evacuation procedures and marshalling to be followed. 			

Self-screen checklist – Example document

EACH PARTICIPANT SHOULD SELF-SCREEN PRIOR TO ARRIVAL AT TRAINING TO ENSURE THEY DO NOT HAVE ANY OF THE FOLLOWING SYMPTOMS (CONFIRMED BY A PARENT FOR THOSE UNDERAGE OF 18), AS THESE ARE POTENTIAL INDICATORS OF COVID-19 INFECTION.	TICK IF PRESENT
A high temperature (37.8C or higher) All Clubs must ensure they undertake an on-site temperature check of participants as part of their screening process.	
A new continuous cough	
Shortness of breath	
A sore throat	
Loss of or change in normal sense of taste or smell.	
Feeling more run down/tired/ fatigued than usual or generally unwell.	
Any generalised muscle aches or pain which you haven't had before	
Been in close contact with/living with a suspected or confirmed case of COVID-19 in the previous two weeks or have been told to isolate by Test and Trace?	
In the past 14 days has anyone in your household displayed symptoms of COVID-19? As defined by the NHS as: <ul style="list-style-type: none"> A high temperature A new, continuous cough A loss of, or change to, their sense of smell or taste Other than where they have had a negative Covid Test following those symptoms (and have not otherwise been diagnosed with Covid).	
In the past 14 days have you returned from travel to an area where government quarantine restrictions are in place	