

Step 4 COVID-19 Risk Assessment Checklist

July 2020 Lichfield Hockey Club



As hockey moves into Step 4 of England Hockey's Roadmap in Returning to Play, it is essential that hockey providers assess the risks associated with hockey activity in line with England Hockey and wider Government guidance related to Covid-19.

England Hockey strongly recommend that all delivery organisers complete a Covid-19 specific risk assessment prior to the recommencement of hockey activity. This template should be used as a guide and completed in conjunction with a full risk assessment at the delivery venue in order to safely open these facilities and deliver hockey activity.

All Hockey organisers should appoint a 'Covid-19 officer' who is responsible for completion of this risk assessment and ensuring that all participants are compliant with all measures taken to ensure safety during hockey activity. It is strongly recommended that the delivery organiser completes a full risk assessment relevant to the venue and reviews this on a weekly basis.

Risk Assessment

Completed by: Dave Willenbruch

Date completed: 8th August 2020

Action to be considered	Action taken (to be completed by hockey organiser in association with the facility provider)	Significance of risk (low, medium, high)
General guidance		
Ensure you have read and understood England Hockey's Step 4 guidance	Read by all members of the Executive committee, all captains, all coaches.	Low

Ensure details of your club/association's COVID Officer have been shared with all members	Name.. Sent around all members	Shared with all players, umpires and spectators by Steve Davis
Ensure compliance with Test and Trace by keeping a register (including contact details) of those individuals present at training/matches. These registers should be held in line with the activity provider's data storage policy.	Registers will be available and must be kept for 21 days after the event, having been emailed to track.trace@englandhockey.co.uk England Hockey have a strict code of only holding the data for the purpose of supporting the NHS track and Trace, and to support the Governance of the sport. The data will ne held until the point where there is need as the COVID-19 pandemic is under control.	All participants medium
Ensure all participants have signed an England Hockey Participant Agreement prior to playing hockey	One of the main things that needs to be sorted is that all players, coaches and even spectators need to complete a participation agreement before they can return. This can be found via the link below; https://forms.office.com/FormsPro/Pages/ResponsePage.aspx?id=NvkYmuiQxU--asEa8eSc6g-NgKCAUipGoe_luyiEaiZUMIE4NUVKRDZENzJGNUtNVEE5NVIXME9ETC4u	All participants
Ensure all participants are aware of all COVID-19 policies and processes in advance of activity	Email COVID-19 policy to all participants. Stressing the process to be adopted.	All participants Steve Davis to send out. High High
Ensuring appropriate provisions in place to maintain social distancing guidance and that participants are made aware of the policy in place around usage. This should include pitch lay out, timings, how people enter and exit the pitch, any process /cleaning before/after pitch bookings etc	Around the pitch will be notices reminding players, coaches and spectators of the need for social distancing. 2 metre signs for spectators and players. <u>Gates on pitches</u> Locking and unlocking of gates when entering the pitch and at the main entrance to the club area, players should use hand sanitiser to ensure that the virus is not transmitted.	High High
Handwashing facilities (including soap and water) are available. Alternatively (or additionally) provide sufficient hand sanitiser. Regular hand washing should be encouraged.	Hand sanitiser will be available pitch side; however, all participants should bring their own sanitiser to the sessions. Use of the portaloo at the side of the pitch is limited and there is hand sanitiser available and disposable seat covers. Participants must	Medium

<p>Ensure that disposable tissues/paper towels/anti-bacterial wipes are available to reduce the threat of transmission. Consider how these are disposed of following use e.g. sealed bins</p>	<p>Coaches must ensure that within their first aid equipment there are disposable tissues, anti-bacterial wipes. These to be disposed of in the black bins around the pitch and in the dugouts.</p>	<p>Medium</p>
<p>Display of education pieces, such as a symptoms chart and handwashing guidance, to raise awareness and promote safe practices</p>	<p>Posters to heighten awareness will be placed on the fence and the gates around the pitch and in the dugouts.</p>	
<p>Ensure that suitable individuals, with appropriate training (including DBS checks if required), are available to support the safe delivery of activity, including ensuring appropriate supervision ratios are maintained.</p>	<p>All captains and coaches must have a current DBS check as has been the policy for the past five years.</p>	
<p>Consider how to manage non-compliance with actions taken to manage the risks of Covid-19</p>		
<p>Provisions in place to manage arrival/departure of individuals to/from your facilities</p>	<p>Travelling to the venue All visitors are encouraged to follow best practice for travel including minimising use of public transport and limiting car sharing. Walk or cycle if you can. Walking to the pitch participants should be aware of social distancing both for themselves and others.</p> <p>Arrival at venue Teams should strictly limit the time spent congregating on site before activity begins. Meet-up times should reflect this. This includes arriving changed and ready to begin the warmup. Teams are not permitted to congregate in the clubhouse.</p> <p>Games will be scheduled for an hour and 45 minutes to give teams the opportunity to clear the pitch before the next team arrives</p>	<p>Medium</p>
<p>If you are opening clubhouse facilities, ensure compliance with government guidance</p>	<p>See appendix at the end of this document.</p>	<p>High</p>
<p>Please Game/Training guidance</p>		
<p>Ensure equipment is cleaned and disinfected before and after use. This should include preparation of the pitch</p>	<p><u>Use of playing equipment</u> – Use of the green container is withdrawn for the foreseeable future. The kit within is not available so the container must be left locked.</p>	<p>Medium</p>

<p>for training/matches which may include moving goals, netting, corner flags etc.</p>	<p>Any equipment needed for training must be taken to the pitch and then taken away at the end of the session. Balls and cones should only be handled by the coach who must hand sanitise after contact.</p>	<p>High</p>
<p>Minimise the sharing of kit / equipment (including facemasks, goal keeping equipment etc.)</p>	<p>At the end of the session the facemasks must be sanitised and placed in the bag. Goalkeepers must store their equipment behind the goal that they are defending. If there is a team set of GK kit then a player must wear the kit for the whole match then he/she must pack it up at the end of the game and the kit remain in the bag for a week before being reused.</p>	<p>Medium</p>
<p>If providing face masks for defensive penalty corners, ensure masks are cleaned thoroughly before and after use and labelled to avoid sharing during games</p>	<p>Facemasks to be numbered and allocated to the four defensive players for penalty corners. There can be no swapping of this equipment.</p>	<p>Medium</p>
<p>No close physical contact (including hand shaking, huddles, sharing of water bottles etc.) in line with government guidance. This extends to pre, during and post-match meetings, briefings, de-briefs, half time talks, celebrations and any breaks in play.</p>	<p>No hand shaking or huddle during any part of a game or training session. All players must bring their own drinks to the pitch. There can be no sharing of refreshments. All pre-, post- and half-time team talks must involve social distancing, that means not in the dugouts or the goals.</p>	<p>High</p>
<p>Ensure appropriate First Aid provisions are accessible (see https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/)</p>	<p>1. Be aware of the risks to yourself and others</p> <p>When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how cross contamination has occurred, usually in cough droplets.</p> <p>2. Keep yourself safe</p> <p>In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them. Wear a mask, if you feel it appropriate.</p>	

Don't lose sight of other cross contamination that could occur that isn't related to COVID-19. Wear gloves or cover hands when dealing with open wounds. Cover cuts and grazes on your hands with waterproof dressing. Dispose of all waste safely. Do not touch a wound with your bare hand. Do not touch any part of a dressing that will come in contact with a wound.

3. Give early treatment

The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

4. Keep yourself informed and updated

As this is a new disease this is an ever-changing situation and the NHS are continually updating their advice. Make sure that you regularly review the Gov.uk website which has a specific section on Coronavirus.

5. Remember your own needs

These are challenging times for all. The outbreak has meant a lot of upheaval and worry for people. In order to help others, you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take time to look after yourself.

<p>Consider whether personal protective equipment (PPE) is required to safely run hockey activity and who may require PPE (e.g. those providing first aid, physios etc.)</p>	<p>Those with first aid responsibilities will require PPE. Coaches may feel safer with some PPE.</p>	<p>Medium</p>
<p>Ensure social distancing is maintained for substitutes, team staff, officials, spectators and during breaks in play.</p>	<p>Signage will explain to players, officials and spectators to maintain social distancing for theirs and others safety.</p>	<p>High</p>
<p>Follow guidance from officials regarding free hits, penalty strokes, penalty corners, restarts etc.</p>	<p>Players will accept that officials will be aware of COVID-19 restrictions for set pieces within the game. These will be explained before the game and may need some clarification during the game.</p>	<p>Medium</p>

Identify any further risks specific to your environment:

Opening the clubhouse

Lichfield Sports Club/ Lichfield Hockey Club || COVID-19 risk assessment

Medium

COVID-19 || Managing the risk when the site is open

The following assessment looks at how the site will potentially manage the risk of COVID-19 when the site is open. All government guidelines will be followed, and the risk assessment looks at how this can be implemented. The assessment will look at all scenarios and offer reasonable and practical control measures.

PEOPLE EXPOSED

- Staff members
- Visitors / Guests

HAZARDS

- Contractors
- Members of the Public

RISKS

- **Spreading COVID-19 amongst staff**
By having no additional controls in place then the risks of someone bringing in the disease and spreading it further is possible
- **Spreading COVID-19 to the wider public community**
By having no controls in place this will allow COVID 19 to enter the premises and not be controlled to employees but will spread around the local community and possibly further. This uncontrolled hazard will potentially lead to civil and criminal investigation, claims and prosecutions.

Excellent personal hygiene practices by all employees

- All staff members wash their hands at the beginning, during and after shifts. They are actively encouraged to clean their hands after every task completed.
- Customers, contractors and visitors will be instructed to sanitise their hands on entrance to the clubhouse with clear sanitiser stations visible.
- Good personal hygiene practices should also be discussed for home life as well so that good personal hygiene is not just practised at work but at home too

In the bar

- Contactless payments; This will naturally increase as the public are getting used to paying this way. Cash should not be refused but with clear signage on the screens above the bar we will be encouraging contactless or card payment only. Cash should not be refused but the employee must wash their hands after each cash transaction.
- Minimising music noise; Keep music and other background noise to a minimum to prevent customers shouting and reduce droplet transmission
- Glass collection; Customers will be encouraged to leave used glasses on the tables for the bar staff to collect. Bar staff will clear and clean the tables after use then wash their hands.
- Reusable hot drink cups; Reusable hot drink cups will unfortunately no longer be accepted.
- Eco Cups; Eco Cups only to be used for customers to take drinks away from the clubhouse. Fresh

Eco Cups will be used when a customer returns a cup for an additional drink. All cups to be cleaned after each use. Customers to collect £1 deposit for used Eco Cups from the bar. Bar staff must wash their hands after each cash transaction.

Drinking water

Players will be asked to bring enough drinking water with them for training and matches. Water bottles will not be refilled at the bar.

Zoning of working environments

To prevent the risk of cross over and not maintaining social distance, where possible working areas will be zoned i.e., bar and kitchen staff to remain in their zone. Staff members will only be allowed to go into other areas after hand washing and only if required.

Maintaining social distancing (employees and customers)

Where possible for all employees and customers the 2m social distancing should be implemented. Where this is not possible 1m+ will be implemented with mitigating controls in place, such as screen at the bar, enhanced cleaning and sanitisation points for the customer.

Perspex screen on the bar

Installed to provide a physical barrier between staff members and the customers. This will give better protection to employees when they are most likely to be in contact with the public.

Floor markings to maintain social distance

To help the public maintain a social distance, clear floor markings have been installed to limit the numbers of customers at the bar to one person at a time being served and socially distanced queueing.

Seating layout

All seating that is able to be moved has been positioned in such a way that there is social distancing. If there are no tables or chairs available inside, customers will have to use seating outside. Indoor and outdoor tables and chairs should not be moved from their location.

Hand sanitising stations

The clubhouse has hand sanitiser stations located at all entrances with clear posters and signage to encourage all customers and visitors to sanitise their hands as they enter and leave the clubhouse.

Clear process for staff if they suspect another member of staff or a member of the public has COVID-19 and checking if they have symptoms

There is a clear policy and training has taken place on what to do if a member of staff or a member of the public has or displays symptoms of COVID-19.

Training and changing ways of working

Clear staff training has been provided for all members on COVID-19 and how to manage the risks.

Hand wash facilities for staff behind the bar

Hand wash basins with soap behind the bar to allow staff to wash their hands.

Antibacterial sanitiser

Sanitiser and disposable blue roll have been provided and are used in conjunction with a cleaning schedule

Face coverings

The current risk assessment does not determine any need for additional PPE however face visors or masks will be provided for personal use if a staff member wishes to wear one by personal choice.

Minimising touch points

Enhanced cleaning will be put in place in the clubhouse and some doors will be propped open to reduce contact.

Enhanced cleaning

All areas of the clubhouse need to be clean. With COVID 19 we need to ensure all touch points such as toilets, door handles and card terminals are cleaned regularly. Toilets will be cleaned regularly by staff and windows to be open to increase air circulation.

Changing rooms

The changing rooms will remain closed. All players are expected to arrive on site in their playing / training kit. Changing facilities are not available anywhere in the clubhouse including the toilets.

Kitchen

The Kitchen will remain closed throughout August

Ensure these actions are considered in line with completion of a risk assessment of hockey activity within your club

For further information regarding Covid-19 risk assessments, please visit England Hockey's insurance centre, provided by Howden: <http://www.ps-hockey.co.uk/> or Sport England <https://www.sportengland.org/how-we-can-help/coronavirus/return-play>