Risk assessment template

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| Club / Venue name: Forthbank Hockey Pitch – Falkirk and Linlithgow HC | | |  | Important links on managing risk: | [Completed example risk assessment](https://sportscotland.org.uk/covid-19/support-for-clubs-and-community-sport-organisations/gyfffsresources/) | |
| Assessment carried out by: M Watson | |  | |  | [Scotland’s route map through and out of the crisis](https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/) | |
| Date assessment was carried out: 5/9/2020 | |  | |  | [HSE Health and Safety - Risk assessment advice](https://www.hse.gov.uk/simple-health-safety/risk/index.htm) | |
| Date of next review: Ongoing | |  | |  | [Getting your facilities fit for sport guidance](https://sportscotland.org.uk/covid-19/getting-your-facilities-fit-for-sport/) | |
|  |  | | |  | [Getting your coaches ready for sport](https://sportscotland.org.uk/covid19-coaching/) | |
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| Hygiene, health & safety | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | Review |
| Lack of hand washing facilities leading to increased risk of spread of bacteria/virus | Athletes, participants, coaches, volunteers, visitors, | All session participants are provided with hand sanitiser prior to entering the facility. | Within booking app, reinforce the clubs COVID protocols. Advise participants bring their own supply of sanitiser and wipes to supplement the club protocols. | Session Host | Ongoing |  |

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| Cleaning | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | Review |
| Unsanitised touch points increase the chance of infection | Athletes, participants, coaches, volunteers, visitors, | Identifying touch points, such as gate handles, and ensuring these are sanitised prior to sessions beginning. | Ensure each participant sanitises their hands prior to entering the pitch area. Ban on moving any unsanitised pitch furniture. Only coaches allowed to set equipment for practices. | Session Host & Coaches. | Ongoing |  |

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| Physical distancing | | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | | Review |
| Situations where users are unable to adhere to physical distancing guidelines | Athletes, participants, coaches, volunteers, visitors, | Advise about physical distancing out with the playing area via communications (Email, social media, online booking portal) | Restricted numbers in line with NGB guidelines. Online booking to limit number of attendees.  Instructions provided prior to sessions to advise of entry/exit protocols and location of training “bubbles”.  Separate areas for each bubble to place equipment, adhering to social distancing. | Session host | | Ongoing |  |
| Situations where users are unable to adhere to physical distancing guidelines | Athletes, participants, coaches, volunteers, , | Advise about physical distancing during breaks, e.g. water breaks, coaching demonstrations, via communications (Email, social media, online booking portal) | Coach to remind participants about physical distancing during the session | Session Host & Coach | | Ongoing |  |

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| Symptoms of COVID-19 | | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | | Review |
| Users entering the premises with flu-like symptoms | Athletes, participants, coaches, volunteers, visitors, | Temperature checks for all participants upon arrival.  Asking whether displaying any symptoms or feeling unwell, or been or close contact with any positive cases as part of booking in procedure. | Should be tactfully asked to leave/ refused entry and directed to self-isolate and call or email NHS24. Scottish Government guidance should be followed at all times. All records and contact details of all participants for each session are recorded in the booking portal to aid Test & Protect | Session host | | Ongoing |  |

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| First aid | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | Review |
| Withdrawal of first aid to a person in need could put their life at risk | Athletes, participants, coaches, volunteers, visitors,. | Informing all participants about potential COVID implications of administering first aid, and advising that for minor issues, first aid may need to be self-administered. | First aid-trained personnel available during the session. Carry out first-aid refresher training to incorporate changes required due to COVID-19. Preservation of life given priority.  Strict hygiene protocols in place to be adhered to in order to reduce transmission, utilising suitable PPE provided to first aiders and injured people from the first aid pack. | First Aider | Ongoing |  |

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| Inform | | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | | Review |
| Users unaware of changes to procedures | Athletes, participants, coaches, volunteers, visitors, | Members / users informed of changes and expectations on them via online booking system, email, and social media | Reinforce message via push reminder from the booking portal to all registered attendees | Session host | | Ongoing |  |