# Dryburgh Athletic Community Club - Back to



# Training Risk Assessment



Club / Venue name: Dryburgh Athletic

Assessment carried out by: John Beatt

Date assessment was carried out: 12/03/21

Date of next review: 12/03/21- 1/3/22

Important links on managing risk:

Completed example risk assessment

Scotland's route map through and out of the crisis

HSE Health and Safety - Risk assessment advice

Getting your facilities fit for sport guidance

Getting coaches ready for sport

https://www.scottishfa.co.uk/news/updated-guidance-for-grassroots-football-11-march-2021/?rid=13929

#### Responsibilities of management

Who might be

hazards?	harmed and how?
Management of the reinstatement of sporting activity after a long period of shutdown	All members

What are the

# What are you already doing to control the risks?

Back to training guidance and risk assessments being compiled.

Implementing Scottish Government COVID-19 and SFA guidance

### What further action do you need to take to control the risks?

Establish a COVID-19-specific guidelines

Appoint a specific COVID-19 coordinator to be responsible for overseeing the organisation's response to the COVID-19 crisis

Produce a back to training plan.

All players over 13 years, parents and carers advised to undertake a COVID-19 e-learning course

All teams to record attendance for each session for Track and Trace purposes

## Who needs to carry out the action?

Committee - Covid Coordinator Ongoing

complete

Review

01/03/22

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
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description
N/A – Building owned by Dundee City Council and is CLOSED	N/A	N/A	N/A	N/A	N/A	N/A
Lochee Park, South Road and Myrekirk Pitches	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)	Staggered training session start times  Environment: temperature / weather etc.  Slip, Trips and Falls  Equipment: Goals	Sessions will be coordinated to avoid overcrowding at the parks  Players and parents encouraged to wear appropriate clothing  Coaches to inspect pitch for any trip hazards that would cause a trip. Players are advised to wear suitable footwear for grass pitches  Goals are fixed in place	Coaches, Committee		

## 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	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)	Providing Hand sanitiser and encouraging use in line with government guidelines	Share guidance with members regularly Gel sanitisers in any team area Implement regular checks for hand sanitizing Volunteers, coaches and players with snoods	Coaches, team reps and committee	Ongoing	01/03/22
COVID 19- Precusions	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)	Volunteers, coaches and players with snoods  Players are given a 'safe area, to leave their belongings  All equipment to be cleaned before and the end of each session	Volunteers, coaches and players with snoods  Area set up for player to leave their belongings during the session  Disinfectant for cleaning equipment available	Coaches, team reps and committee	Ongoing	01/03/22

Cleaning	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			
Cleaning practice increasing risk of bacterial/viral contamination	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying	Robust general cleaning schedule in place. Cleaning tasks monitored by responsible person	<ol> <li>Additional time allowed for coaches to carry out cleaning between each user group</li> <li>Frequently cleaning, disinfecting objects and surfaces that are touched regularly using appropriate cleaning products and methods</li> </ol>	Coaches, Covid Coordinator, Committee	Ongoing	01/03//22			
	health conditions)		3. Where wearing of gloves and/or disposable aprons is identified, an adequate supply of these will be provided. Coaches will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely						
			4. Checks will be carried out by Covid Coordinator to ensure that the necessary procedures are being followed.						
Untrained staff using cleaning substances and equipment	Coaches / volunteers	Sufficient planning with consumables suppliers in place	User manual for all substances in place. Supplied by supplier. Work instructions for tasks in place. Only coaches who have read the instructions in safe methods and use of substances to carry out cleaning tasks, including cleaning equipment.	Coaches, Covid Coordinator, Committee	Ongoing	01/03/22			

Physical d	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 club members are unable to	Players, coaches, staff, volunteers, visitors, vulnerable	taff, volunteers, use in line with government guidelines. collisitors, vulnerable roups (those with existing underlying lealth conditions) use in line with government guidelines. collisitors, vulnerable to social distancing.  Ask parents, players and coaches to adhere to social distancing. 2.	Reducing the number of persons in any area to comply with the current Scottish Government guidance on physical distancing	All members	Ongoing	01/03/22				
adhere to physical distancing	groups (those with existing underlying health conditions)		2. Review programming to stagger start & finish times of users' groups relocating workers to other tasks							
guidelines			3. Redesigning arrival/ sessions/ activities to ensure physical distancing in place							
		i	4. Conference calls or virtual meetings to be used instead of face-to-face meetings							
			5. Committee checks to ensure this is adhered to							
		0	6. Spectators of lessons encouraged to wait in own vehicles or outside and limited to 1 person to each participant							
			7. Areas to remain closed where physical distancing cannot be enforced							
			8. Coaches, players and members to be reminded regularly of the importance of physical distancing.							
Persons entering/exiting the building or storage container	Coaches	Advising coaches – providing guidance letter	Advise coaches no more than 1 coach at a time	Committee - Coaches	Ongoing	01/03/22				

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
Continuing to train if feeling unwell	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)	Providing Hand sanitiser and encouraging use in line with government guidelines.  Ask parents, players and coaches to adhere to social distancing.	1.If anyone becomes unwell with any of the identified symptoms of COVID-19 they will be sent home and advised to follow the self-isolation guidance from Scottish Government	Coaches, Covid Coordinator, Committee	Ongoing	01/03/22
			2. Ensure records and contact details of players, coaches and volunteers for each session are taken to aid Test & Protect.			
Members arrive with flu-like symptoms	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)	Implementing Scottish Government COVID- 19 guidance	1. Should be tactfully asked to leave and directed to self-isolate and call or email NHS24. Scottish Government guidance should be followed at all times.	Coaches, Covid Coordinator, Committee	Ongoing	01/03/22
			Ensure records and contact details of all participants for each session are taken to aid Test & Protect.			

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	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with	Providing all members with guidance letters and artwork graphic guidelines	1. First aid-trained available. Carry out first-aid refresher training to incorporate changes required due to COVID-19 at first available option. Preservation of life given priority.	Team first aider	On going	01/03/2
life at risk	existing underlying health conditions)	calth conditions)	2. Strict hygiene protocols in place to be adhered to in order to reduce transmission.			
			3. Suitable PPE provided to first aiders and injured people so they can protect themselves if administering first aid.			

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	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)		<ol> <li>Members informed of changes and expectations on them via webpage, email, social media or text message</li> <li>Artwork in place to remind people of their responsibilities</li> </ol>	Committee	On going	01/03/22

What are the hazards?	narmed and	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
Any members who are at higher risk of contracting COVID-19		19 guidance	Scottish Government guidance should be followed. Home working arranged as appropriate, HR procedures in place for those unable to work from home and required to isolate as per Government guidelines.	All members	On going	01/03/22
Increasing risk of community transmission		Implementing Scottish Government COVID- 19 guidance	Measures in place to allow members to physical distance	All members	On going	01/03/22
			2. Video conferencing to be used for meetings.			

Sport-specific								
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		
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description		
Refer to below*								

Organised c	oached activit	ies				
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
participants who	Players, coaches, staff, volunteers,	Supplying each team with thorough guidance	Review programming and timetabling sessions to stagger start & finish times of teams	Committee – Coordinator - Coaches	Ongoing	01/03/22
are arriving or leaving the session are	visitors, vulnerable groups (those with existing underlying		Redesigning arrival and departure to ensure physical distancing in place			
unable to adhere to	health conditions)		Circulation areas marked to encourage people to physically distance			
physical distancing			Other coaches and participants to be reminded regularly of the importance of physical distancing			
guidelines			Parents encouraged to wait in own vehicles until session start time and until session is finished.			
Maximum numbers / session capacity allowing for physical distancing	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)	Supplying each team with thorough guidance	<ol> <li>Consider capacity of session based on space available, activity to be delivered and amount of movement per participant required to ensure compliance with Scottish Government guidance on physical distancing</li> <li>Coaches and participants to be reminded regularly of the importance of physical distancing.</li> </ol>	Committee – Coordinator - Coaches	Ongoing	01/03/22
Participants entering the premises with flu-like symptoms	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)	Supplying each team with thorough guidance	1. Should be tactfully asked to leave and directed to self-isolate and call or email NHS24. Scottish Government guidance should be followed at all times	Committee – Coordinator - Coaches	Ongoing	01/03/22
			Ensure records and contact details of all participants for each session are taken to aid Test & Protect			
			3. COVID-19-related cancellation procedure. That allows for non-penalty short notice cancellations where participants or coaches are experiencing symptoms and/or need to self-isolate in line with Scottish Government guidelines			
			4. COVID-19 screening questions at the time of booking			
			5. Pre/post-activity checklist and verbal screening			

			carried out by coach prior to session			
Session activities leading to increased risk of spread of bacteria/virus	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)	Current session plan	Redesigning activities to ensure physical distancing in place. Pre-session checklist completed by coach. Activities planned to avoid close contact where possible. Avoid sharing of equipment if possible (if it must be shared, ensure adequate cleaning with appropriate materials between participants).	Committee – Coordinator - Coaches	Ongoing	01/03/22
Cleaning practice increasing risk of bacterial/viral contamination	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)	Robust cleaning schedule in place. Cleaning ranks checked by Covid Coordinator.	Additional time allowed for coaches to carry out cleaning between each user group	Coaches	Ongoing	01/03/22
			2. Frequently cleaning, disinfecting equipment and surfaces that are touched regularly using appropriate cleaning products and methods.			
Untrained individuals using cleaning substances and equipment	Coaches, participants, staff, volunteers	Supplying each team with thorough guidance	Instructions and safety information for all substances in place. Work instructions for tasks in place. Only coaches who have read the safety instructions to carry out cleaning tasks.	Committee – Coordinator - Coaches	Ongoing	01/03/22
Withdrawal of first aid to a person in need could put their life at risk	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)	Supplying each team with thorough guidance	First aid-trained personnel available during coached activities. Carry out first-aid refresher training to incorporate changes required due to COVID-19, when first training restarts due to Covid restrictions.	Committee – Coordinator - Coaches	Ongoing	01/03/22
			Strict hygiene protocols in place to be adhered to in order to reduce transmission.			
			Suitable PPE available to coach / first aider and injured people so they can protect themselves if administering first aid.			
Follow guidance from the SFA (Scottish Football Association)	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions	Supplying each team with thorough guidance  Keeping parents updated with the latest guidelines	All activity for all age groups must take place outdoors All activity should avoid inter-club training competition or events Ensure all hygiene measures are always implemented	Committee, coaches, players, COVID Officer	Ongoing	Always under review

Delivering coached activities						
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
Coaches / deliverers continuing to work if feeling unwell with COVID-19 symptoms	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)		1. If anyone becomes unwell with any of the identified symptoms of COVID-19 in the workplace they will be sent home and advised to follow the self-isolation guidance from Scottish Government 2. Ensure records and contact details of staff, coaches and volunteers for each session are taken to aid Test & Protect.	Committee – Coordinator - Coaches	Ongoing	01/03/22
			3. COVID-19-related cancellation procedure. That allows for non-penalty short notice cancellations where participants or coaches are experiencing symptoms and/or need to self-isolate in line with Scottish Government guidelines			
			4. 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			
			<ol> <li>Ensure records and contact details of all participants for each session are taken to aid Test &amp; Protect.</li> </ol>			
Participants entering the premises with flu-like symptoms	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)		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.		Ongoing	01/03/22
			Ensure records and contact details of all participants for each session are taken to aid Test & Protect.			
			COVID-19-related cancellation procedure. That allows for non-penalty short notice cancellations where participants or coaches are experiencing symptoms and/or need to self-isolate in line with Scottish Government guidelines			
			COVID-19 screening questions at the time of booking.  Pre/post-activity checklist and verbal screening carried out by coach prior to session.			

Session activities leading to increased risk of spread of bacteria/virus	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)	Current session plan	Redesigning activities to ensure physical distancing in place.  Pre-session checklist completed by coach. Presession verbal screening by coach.  Activities planned to avoid close contact where possible.  Avoid sharing of equipment if possible (if it must be shared, ensure adequate cleaning with appropriate materials between participants.	Committee – Coordinator - Coaches	Ongoing	01/03/22
Cleaning practice increasing risk of bacterial/viral contamination	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)	Robust general cleaning schedule in place Cleaning tasks monitored by responsible person	Additional time allowed for coaches to carry out cleaning between each user group Frequently cleaning, disinfecting equipment and surfaces that are touched regularly using appropriate cleaning products and methods.	Committee – Coordinator - Coaches	Ongoing	01/03/22
Withdrawal of first aid to a person in need could put their life at risk	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions)	Supplying each team with thorough guidance	First aid-trained personnel available during all coached activities. Carry out first-aid refresher training to incorporate changes required due to COVID-19 – when courses restart*  Hygiene protocols in place to be adhered to in order to reduce transmission.  Suitable PPE available to coach / first aider and injured people so they can protect themselves if administering first aid.	Committee – Coordinator - Coaches	Ongoing	01/03/22
Under 12's Training	Players, coaches, staff, volunteers	Providing up to date guidance	Contact activity is permitted, however physical distancing should be in place before and after the activity Physical distancing is essential for coaches Ensure the correct player: ratio is adhered to (max. 26 players: 4 coaches)	Committee, COVID Officer, Coaches	Ongoing	Constantly under review
12-17 Years Training	Players, coaches, staff, volunteers	Providing up to date guidance	All activity must be non-contact, ensure physical distancing is always in place Activity limited to twice a week for a maximum of 60 minutes Ensure the correct player: ratio is adhered to (max. 13 players: 2 coaches)	Committee, COVID Officer, Coaches	Ongoing	Constantly under review
18 Years and above Training	Players, Coaches, staff volunteers	Providing up to date guidance	All activity must be non-contact, ensure physical distancing is always in place Activity limited to twice a week for a maximum of 60 minutes Ensure the correct player: ratio is adhered to (max. 15 players: 2 coaches)	Committee, COVID Officer, Coaches, Players	Ongoing	Constantly under review