Dryburgh Athletic Community Club - Back to



Training Risk Assessment



Club / Venue name: Dryburgh

Athletic

Assessment carried out by: John

Date assessment was carried out: 28/04/21

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

ONGOING

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-forgrassroots-football-11-march-2021/?rid=13929

Responsibilities of management

Responsibilities of management						
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
Management of the reinstatement of sporting activity after a long period of shutdown	All members	Back to training guidance and risk assessments being compiled. Implementing Scottish Government COVID-19 and SFA guidance	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	Committee – Covid Coordinato	r Ongoing	01/03/22

Who might be harmed and	What are you already doing to		Who poods to some out	Doto	
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 date	Enter date or description
N/A	N/A	N/A	N/A	N/A	N/A
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		
;	Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying	Enter text N/A N/A Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions) Enter text Staggered training session start times Environment: temperature / weather etc. Slip, Trips and Falls	Enter text N/A N/A N/A N/A Players, coaches, staff, volunteers, visitors, vulnerable groups (those with existing underlying health conditions) Equipment: Goals Enter text Enter t	Enter text N/A N/A N/A N/A N/A N/A Players, coaches, staff, volunteers, volunteers, volunteers, volunteers wisitors, vulnerable groups (those with existing underlying health conditions) Environment: temperature / weather etc. Slip, Trips and Falls Equipment: Goals Equipment: Goals Enter text Enter text Enter text Enter text Enter text Enter text N/A N/A N/A Coaches, Committee 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	Enter text Enter text Enter text Enter text Enter text Enter text Enter date N/A N/A N/A N/A N/A N/A N/A Players, coaches, staff, volunteers, volunteers, volunteers, volunteers, volunteers, volunteers, volunteers (Slip, Trips and Falls Equipment: Goals Equipment: Goals Enter text Enter text Enter text Enter text Enter text Enter text Enter date N/A N/A N/A N/A 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

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- Precautions	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

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
of bacterial/viral groups (those with	staff, volunteers, visitors, vulnerable groups (those with existing underlying	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 objects and surfaces that are touched regularly using appropriate cleaning products and methods 	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.		Ongoing	01/03/22
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

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	staff, volunteers, us risitors, vulnerable	if, volunteers, tors, vulnerable ups (those with sting underlying alth conditions) use in line with government guidelines. Ask parents, players and coaches to adhere to social distancing. 2. tir ta 3. er	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 ohysical 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			
			4. Conference calls or virtual meetings to be used instead of face-to-face meetings			
			5. Committee checks to ensure this is adhered to			
			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
			2. Ensure records and contact details of all participants for each session are taken to aid Test & Protect.			

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	01/03/22
life at risk	existing underlying health conditions)	anditions)	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.			
			4. Coaches must wear snoods around neck			

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)	Providing all members with guidance letters and artwork graphic guidelines. Ensure all parents read and tick back to training consent.	 Members informed of changes and expectations on them via webpage, email, social media or text message Artwork in place to remind people of their responsibilities 	Committee	On going	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
Any members who are at higher risk of contracting COVID-19	High-risk members (as defined by government, including pregnant, those with underlying health issues, employees aged over 70)	Implementing Scottish Government COVID- 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	unity 19 guidance Measures in place to allow members to physical	All members	On going	01/03/22		
			2. Video conferencing to be used for meetings.			
			3. Players encourages to wear snood to training and games			
			4. Coaches MUST wear snood in event of needing to provide first aid			

Sport-specific Who might be What are the What are you already doing to What further action do you need to take Who needs to carry out **Date** harmed and Review control the risks? to control the risks? the action? hazards? complete how? Enter date or Enter text Enter text Enter text Enter text Enter text Enter date description Refer to below*

Organised coached activities Who might be What are the What are you already doing to What further action do you need to take Who needs to carry out Date harmed and **Review** hazards? control the risks? to control the risks? the action? complete how? 01/03/22 Situations where Players, coaches, Supplying each team with thorough Review programming and timetabling sessions to Committee - Coordinator -Ongoing participants who staff, volunteers, quidance stagger start & finish times of teams Coaches are arriving or visitors, vulnerable Redesigning arrival and departure to ensure leaving the groups (those with physical distancing in place existing underlying session are Circulation areas marked to encourage people to health conditions) unable to physically distance adhere to physical Other coaches and participants to be reminded distancing regularly of the importance of physical distancing guidelines Parents encouraged to wait in own vehicles until session start time and until session is finished. 01/03/22 Committee - Coordinator -Ongoing Maximum Players, coaches, Supplying each team with thorough 1. Consider capacity of session based on space Coaches staff, volunteers, available, activity to be delivered and amount of numbers / quidance session capacity visitors, vulnerable movement per participant required to ensure groups (those with compliance with Scottish Government guidance on allowing for physical existing underlying physical distancing distancing health conditions) 2. Coaches and participants to be reminded regularly of the importance of physical distancing. Committee - Coordinator -01/03/22 Supplying each team with thorough Ongoing Players, coaches, 1. Should be tactfully asked to leave and directed **Participants** guidance Coaches staff, volunteers, to self-isolate and call or email NHS24. Scottish entering the premises with visitors, vulnerable Government guidance should be followed at all groups (those with flu-like times existing underlying symptoms health conditions) 2. 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			
•	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 Frequently cleaning, disinfecting equipment and surfaces that are touched regularly using appropriate cleaning products and methods. 	Committee – Coordinator - Coaches	Ongoing	01/03/22
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	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
	health conditions)		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 Who might be What are the What are you already doing to What further action do you need to take Who needs to carry out Date harmed and **Review** hazards? control the risks? to control the risks? the action? complete how? 01/03/22 Refer to Scottish Government COVID-19 1. If anyone becomes unwell with any of the Committee - Coordinator -Coaches / Players, coaches, Ongoing identified symptoms of COVID-19 in the workplace Coaches deliverers staff, volunteers, current guidance continuing to visitors, vulnerable they will be sent home and advised to follow the self-isolation guidance from Scottish Government work if feeling groups (those with unwell with existing underlying 2. Ensure records and contact details of staff, COVID-19 health conditions) coaches and volunteers for each session are symptoms 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. 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 5. Ensure records and contact details of all participants for each session are taken to aid Test & Protect. Refer to Scottish Government COVID-19 Committee - Coordinator -**Participants** Players, coaches, Should be tactfully asked to leave / refused entry 01/03/22 Ongoing current guidance Coaches entering the staff, volunteers, and directed to self-isolate and call or email visitors, vulnerable NHS24. Scottish Government guidance should be premises with flu-like groups (those with followed at all times. symptoms existing underlying Ensure records and contact details of all health conditions) 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.

	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 Inter club festivals and matches can be played	Committee, COVID Officer, Coaches	Ongoing	Constantly under review
12-17 Years Training	Players, coaches, staff, volunteers	Providing up to date guidance	Activity can be 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 Inter club festivals and matches permitted	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 Game played not permitted at this time	Committee, COVID Officer, Coaches, Players	Ongoing	Constantly under review

One parent / guardian permitted to attend / watch activity

Please refer to Return to Match Play Guidance for Coaches and Parents

Committee, coaches, COVID officer, parents /guardians

https://www.myclub-

hub.com/uploads/34/policies/Return to Match Play.pdf (myclub-hub.com)

Return to Match Play Spectator Guidance.pdf (myclub-hub.com)

Ongoing