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**Pentyrch Rangers**

FAW Safer Return to Training Protocol

**COVID-19 Risk Assessment & Guidance Template**

**Risk Assessment**

Advice and guidance from Government and the Football Association of Wales has required all clubs to conduct a risk assessment for COVID-19.

The risk assessment must be carried out by a competent person in order to identify the hazards and quantify the risks of these hazards exposing people to the virus.

Hazards and risks cannot be eliminated and therefore must be controlled. The control measures must be either physical or procedural and must be communicated to those who will work with, or otherwise come into contact with the hazards.

In undertaking risk assessments, the following approach should be adopted:

* Gather information and advice from the Football Association of Wales
* Gather information from Government and Public Health Wales
* Consider control measures appropriate to the current Government and Public Health advice
* Evaluate residual risk to person(s)

The risk assessments below give both primary and residual risks.

* The primary risk is the risk associated with the identified hazard assuming that the risk associated, remains completely uncontrolled.
* The residual risk is the level of the remaining risk produced when proposed control measures have been applied.

The figures given may be interpreted using the risk assessment matrix below.

All club management committees shall ensure that the risk control measures are fully implemented to achieve these levels.

The columns following the residual risk data indicate where additional controls may be required or where special attention should be given.

For the avoidance of confusion - the columns of the risk rating sections are headed Likelihood, Severity.

* L is for “likelihood” and is given in the first column.
* S is for “severity” and is indicated in the second column.
* R is for ‘Risk Rating” and is indicated in the third column.

**Likelihood x Severity = Risk**

The control measures, indicated within the assessment, are reasonably practicable to control the risks identified based on the protocol.

The findings of the risk assessment shall be communicated to those who may be exposed, or otherwise come into contact with the hazards and risks identified.

Club Managements must ensure that the control measures are implemented and managed.

An ongoing review of the assessment will take place and amended if the guidance from the governing body or Government departments is updated and suggests that the last control measures suggested are no longer sufficient to control risks, or are inappropriate, or if additional hazards are identified. A process of continuous assessment and re-assessment will be undertaken to ensure appropriate risk controls in accordance with all Government and FAI protocols.

**Matrix**

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| **Date of Assessment:** | **23rd July 2020** | **Assessed By:** | **Stephanie Carnell** |
| **Training Venue:** | **Parc Y Dwrlyn, Pentyrch** | **Signature:** |  |

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| **Likelihood** | | | | | | | | | | | | | | | | | |
| **1.** | Extremely Unlikely. | | **2.** | | Possible but Unlikely. | | **3.** | | Conceivable. | **4.** | | Probably will happen at some time. | | **5.** | | Almost certain to happen. | |
| **Severity** | | | | | | | | | | | | | | | | | |
| **1.** | No or minimum illness. | **2.** | | Medical Treatment. | | **3.** | | Medical treatment or isolation. | | | **4.** | | Critical infection or hospitalisation. | | **5.** | | Fatality. |

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| **Score** | **Risk** | **Action** |
| 1 → 6 | **LOW** | Action is not required to lower the risk. Time | Effort | Money is proportionate to the risk. |
| 7 → 15 | **MEDIUM** | Action may be required to control the risk. Immediate short-term measures may be required. |
| 16 → 25 | **HIGH** | Action is required urgently to control the risk. Further resources are almost inevitable. |

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| **Subject** | **Hazard** | **People at Risk** | **What Might Happen** | **Rating**  **L x S = R** | | | **Control Measures & Further Precautions to Reduce Risk** | **New Rating**  **L x S = R** | | | **Comments | Action** |
| Protocol Document Discussed. | Failure to share relevant information with coaches, first aiders, team helpers, players, parents and guardians  Failure to enforce control measures in place  Coaches / team helpers do not familiarise themselves with the content of the document | Players / Coaches / Team Helpers / Families | Increased risk of potential exposure to COVID 19  Increased rate of the potential spread of COVID 19 | 5 | 5 | 25 | Club to review and implement the FAW Safer Return to Training Protocol and ensure compliance  Issue an additional document covering Pentyrch Rangers Protocols for Safer Training based on our individual site  Club to forward both documents to all Coaches and ask for this to be sent to Players / Parents and Guardians  Each Coach, Player (Over 16) and Parent / Guardian (Under 16) to sign and the acknowledgment form at the bottom of the Pentyrch Rangers Protocols for Safer Training to the Covid 19 Officer to confirm they have read, understood and agree to comply with the protocols  Committee members to attend each teams first training session and to carry out regular checks on training sessions to ensure compliance.  Covid 19 First Aid Officer to issue the Return to Football First Aid Perspective Guidance Document for Clubs and Coaches to all First Aiders with a summary email asking for all Pentyrch First Aiders to send an email back to confirm they have read, understood and agree to comply with the Guidance Document  Attendance at Training to only be allowed once a Player / Coach / First Aider / Team Helper / Parent / Guardian has reviewed the relevant documents and have signed / emailed an agreement to comply. | 2 | 5 | 10 | Committee meeting 20th July  COVID 19 Officer appointed  COVID 19 First Aid Officer appointed  COVID 19 Training Officer appointed  COVID 19 Operational Leads appointed  Review the FAW Safer Return to Training Protocols  Create the Pentyrch Rangers Protocols for Safer Training  COVID 19 officer to send the protocols forms along with the training register for circulation to all parties  COVID 19 First Aid Officer to review the FAW Return to Football First Aid Perspective Guidance Document for Clubs and Coaches and circulate it to all Club First Aiders  COVID 19 Training Officer to circulate tips and plans for training sessions for use with social distancing and FAW safer return to training protocols.  Club to promote the FAW safer return to training via its social media and web site.  COVID 19 Officer will review and circulate all relevant updates from FAW and Welsh Government  Training ground to only be booked for each team once all necessary signed acknowledgement documents / emails have been received. |
| Compliance and Support Officers | Failure to Appoint and execute FAW guidelines  Failure to enforce the control measures in place.  Communications are not done in a timely manner.  Actions do not get completed.  Updated communication of protocols gets missed. | Players | Coaches | Families | Increased risk of potential exposure to COVID 19  Increased rate of the potential spread of COVID 19 | 5 | 5 | 25 | Club Committee & COVID Officer will review and implement the FAW Safer Return to Training Protocols and ensure compliance.  Appointed COVID 19 officer given clear responsibility for COVID action plan and communication.  Appointed COVID 19 First Aid officer given clear responsibility for the first aid advice and PPE  Appointed COVID 19 Training officer given clear responsibility for supporting the coaches with guidance on coaching and training that can operated within the protocols.  Deputy officer needs to be appointed in case of holiday / illness | 2 | 5 | 10 | COVID-19 Compliance Officer appointed (Stef Carnell  Deputy (Mark Grant)  COVID-19 First Aid Officer Appointed (Steve Carnell)  Deputy (Mark Grant)  COVID 19 Training Officer Appointed (Mark Grant)  Deputy (Stef Carnell)  COVID Plan agreed with committee and Officer  COVID Operational Leads chosen to be the Head Coaches of each team  COVID officer will update members when FAW & Welsh Gov guideline are updated |
| PPE and Sanitary Cleaning Products | No Products available  Not a suitable product.  Not clearly positioned at correct location.  Not used at all.  Failure to execute FAW guidelines  Failure to enforce the control measures in place. | Players | Coaches | Families | Increased risk of potential exposure to COVID 19  Increased rate of the potential spread of COVID 19 | 5 | 5 | 25 | Club to supply each team with PPE for the First Aid kit (gloves and mask) and hand sanitiser (min 70% alcohol) for use prior and after training by Coaches and Players.  Club to ensure that each coach has confirmed that they have sanitiser available for each session.  Coaches to confirm that they will sanitise equipment in between training sessions.  Coaches to advise the Committee if they require additional PPE or sanitiser ahead of training sessions. | 2 | 5 | 10 | Committee will provide guidance on correct use of sanitiser  Covid 19 First Aid Officer will provide a document giving guidance on correct use of PPE in the event of a need for first aid to be administered.  Register to be completed to confirm sanitiser was applied and this to be returned to the COVID 19 Officer within 2 days of training.  Committee to spot check first aid kits for PPE and correct use of sanitiser at training sessions  Coaches to sign and return the Pentyrch Rangers Protocols for Safer Return to Training to confirm they will sanitise equipment between training sessions |
| Hand Sanitiser Usage | Not available  Not visible or clearly positioned at correct location.  Not used at all. | Players | Coaches | Families | Increased risk of potential exposure to COVID 19  Increased rate of the potential spread of COVID 19 | 5 | 5 | 25 | Each coach / player / parent / guardian will be provided with the Pentyrch Rangers Protocol for Return to Safer Training which details use of the sanitiser  Each coach will confirm that they will ensure every player and coach / team helper will use sanitiser before, during breaks and after training. | 2 | 5 | 10 | Coaches to confirm on register that they used sanitiser in accordance with the Pentyrch Rangers Protocol for Return to Safer Training at training session with all attendees submit to Officer with Attendance record form  Committee members will carry out regular checks to ensure compliance and report back to COVID officer |
| Attendance Records | Not having up to date contact info for parents  No collection of attendees, failure to provide information in the event of track and trace requirements  No preparation prior to session of who’s attending. | Players | Coaches | Families | Increased risk of potential exposure to COVID 19  Increased rate of the potential spread of COVID 19 | 5 | 5 | 25 | All coaches need to understand the importance of recording who attended each session and to have correct contact information.  Club Officer will email all coaches setting out requirement that they provide a register of players, Coaches/First Aider that attend every session.  Coaches to operate a booking system for training to ensure they know in advance who is attending and have the necessary Coach : Player ratio | 2 | 5 | 10 | Every training session the lead coach will complete a register of players, coaches / team helpers & First Aiders.  They will take a copy of this form and email [stefkean@hotmail.com](about:blank) within 2 days of the training  Without a completed register for every session, teams will not be allowed to train the following week |
| Access Control | Failure to control numbers entering training pitch area  Failure to enforce FAW guidelines  Social distancing (2m) measures compromised | Players, Coaches, parents | Increased risk of potential exposure to COVID 19  Increased rate of the potential spread of COVID 19 | 5 | 5 | 25 | Playing area “Pitch” will be set out by coach. All players and coaches will not leave the “pitch” environment during the training session.  Area controlled by lead coach who completes register on player arrival  All parents, family friends will be instructed to stay at least 2 meters away from “pitch” area and observe the 2m social distancing rules | 2 | 5 | 10 | Coaches to ensure “pitch” area is sufficient for teams requirements  Coaches to ensure only the approved coaches/ team helpers / players enter the ‘pitch area’  Committee members will carry out regular check to ensure compliance and report back to COVID officer |
| Drop Off Points | Not used correctly  Points aren’t clearly marked out  Session switch over time, who controls the points. | Players | Coaches | Families | Increased risk of potential exposure to COVID 19  Increased rate of the potential spread of COVID 19 | 5 | 5 | 25 | Team coaches will provide Parents with specific detail about the drop off and collection points  Access to and from the pitch will be different to ensure minimal contact between the two teams.  Lead Coach for each session will control the access point and take register of players on entry.  End of session exit point is controlled by finishing coach who signs out players (More relevant to younger age groups)  Parents must remain at least 2 metres behind pitch area or perimeter barriers and must be socially distance (2m) from other parents in attendance. | 2 | 5 | 10 | COVID officer to communicate drop off and collection points and what the expectations are to all coaches.  Coaches then cascade this to every parent asking for confirmation of understanding.  Committee members will carry out regular check to ensure compliance and report back to COVID officer |