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**CLITHEROE & BLACKBURN**

**NORTHERN HOCKEY CLUB**

**RISK ASSESSMENT – STEP 4 COVID 19**

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| **RISK ASSESSMENT** | | | | | | | |
| Activity: COVID  Site: Pleckgate | | | Assessed by: General Committee  Agreed by: Clare Thompson, Jez Palmer and Carolyn Taylor | | | | |
| Date: Valid from August 2020 – to be updated once EH move to Step 5 | | | Who is responsible for this Risk Assessment?  Club – General Committee  Specific Use- Team Captains and Club Coaches | | | | |
| **GENERAL GUIDANCE** | | | | | | | |
| DESCRIPTION OF HAZARD | WHO MIGHT BE HARMED. | ACTIONS TO MINIMISE RISK | | ACTION BY WHO | ACTION BY WHEN | DONE | | |
| Ensure you have read and understood England Hockey’s Step 4 guidance. | Members | * A link to EH Step 4 Full Guidance to be put on social media including Blackburn Northern website.   <file:///C:/Users/HP/Downloads/England_Hockey_Getting_Back_on_the_Pitch_-_Step_4_Guidance%20(2).pdf> | | CTh  CTa | 19/8/20 |  | | |
| Ensure details of your club/association’s COVID Officer have been shared with all members | Members | * Club to appoint a COVID officer. * Details of the COVID officer to be put on social media including Blackburn Northern website. * COVID officer to read EH guidance.   <file:///C:/Users/HP/Downloads/England_Hockey_Covid_Officer_Guidelines_-_Step_4%20(2).pdf> | | Committee  SP | 19/8/20 |  | | |
| 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. | Members | * A register of attendance should be taken at the start of every training session or match. * Copy of the register should be sent to Covid officer.   <http://www.englandhockey.co.uk/page.asp?section=2633&sectionTitle=Covid%2D19+Club+Support> | | Coaches  Captains | 19/8/20 | |  |
| Ensure all participants have signed an England Hockey Participant Agreement prior to playing hockey | Members | * A link to EH Participation Agreement to be put on social media including Blackburn Northern website. * Covid officer to keep a list of all those who have signed the Participant Agreement and share with team captains. * Create a club Covid email so that captains can access those members who have signed the Participant Agreement.   <https://forms.office.com/FormsPro/Pages/ResponsePage.aspx?id=NvkYmuiQxU--asEa8eSc6g-NqKCAUipGoe_luyiEaiZUMlE4NUVKRDZENzJGNUtNVEE5NVlXME9ETC4u> | | CTh  CTa  SP  HLM | 19/8/20 | |  |
| Ensure all participants are aware of all COVID-19 policies and processes in advance of activity | Members | * All members will be sent an updated pack containing the club policy and processes. * Relevant information will be available on social media including Blackburn Northern website. | | CTh  SP  CTa | 19/8/20 | |  |
| 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 | Members | * Create a one-way system – to enter the pitch via the main gate but exit via the far gate which needs to be opened. * Signs indicating one-way entry system displayed. * Gates to be sanitised before and after each session – if possible leave them open so people do not have to touch them. * Training sessions should include pitch lay out in markings or coned areas, * Sessions should be schedules so that timings allow for members to leave and enter the pitch safely. * Pitch gates to remain shut with No Entry sign to ensure we are aware of how people enter and exit the pitch. * Before/after pitch bookings the goalposts should be cleaned. | | Coaches  Captains | Ongoing | |  |
| Handwashing facilities (including soap and water) are available. Alternatively (or additionally) provide sufficient hand sanitiser. Regular hand washing should be encouraged. | Members | * Handwashing facilities to be available in the hockey changing rooms and for those with swipe cards in the tennis pavilion. * Hockey changing facilities need to be cleaned/disinfected after each session. * Members to be advised to bring their own hand sanitiser if possible. * Coaches/captains to be provided with a bottle of hand sanitiser. * Training sessions should have gaps to allow members to use hand sanitiser. * Players to use hand sanitiser before/half time and after matches. | | Coaches  Captains | Ongoing | |  |
| 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 | Members | * Removal or sealing of all bins within the pitch area. * Coaches/captains to be provided with disposable tissues/paper towels/anti-bacterial wipes. * Individuals are responsible for taking any waste home and disposing of it properly. | | All members | 19/8/20  Ongoing | |  |
| Display of education pieces, such as a symptoms chart and handwashing guidance, to raise awareness and promote safe practices | Members | * Appropriate signage to be displayed at the entrance to the pitch. | | SP | 19/8/20 | |  |
| 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. | Members | * Coaches and captains as well as welfare officers to be DBS checked. | | CTh | Ongoing | |  |
| Consider how to manage non-compliance with actions taken to manage the risks of Covid-19 | Members | * Any non-compliance will be dealt with as outlined in Clitheroe and Blackburn Northern Disciplinary policy. | | SP | Ongoing | |  |
| Provisions in place to manage arrival/departure of individuals to/from your facilities | Members  Parents | * Barrier keypad sanitised daily – wearing disposable gloves. * 1-way system to enter and exit the pitch. * Parents to wait outside the pitch area to collect members. | | Cleaner  Coaches  Captains | Ongoing | |  |
| If you are opening clubhouse facilities, ensure compliance with government guidance | Members  Visitors | * Handrail, swipe card pad, keypad and door handle sanitised daily – using disposable gloves. * Signage promoting good hygiene measures displayed. * Members entry only using swipe cards. | | Cleaners | Ongoing | |  |
| **GAME/TRAINING GUIDANCE** | | | | | | | |
| DESCRIPTION OF HAZARD | WHO MIGHT BE HARMED. | ACTIONS TO MINIMISE RISK | | ACTION BY WHO | ACTION BY WHEN | | DONE |
| Ensure equipment is cleaned and disinfected before and after use. This should include preparation of the pitch for training/matches which may include moving goals, netting, corner flags etc. | Members | * Goalposts and training equipment to be cleaned before and after each session and during half time of matches. | | Coaches  Captains | Ongoing | |  |
| Minimise the sharing of kit / equipment (including facemasks, goal keeping equipment etc.) | Members | * All members to be advised to bring their own equipment, including water bottles. * Goalkeepers to have allocated kit. * Facemasks not to be used during training sessions. | | Coaches  Captains | 19/8/20  0ngoing | |  |
| If providing face masks for defensive penalty corners, ensure masks are cleaned thoroughly before and after use and labelled to avoid sharing during games | Members | * All team facemasks to be cleaned before and after each match/training session. * During matches players will be allocated a face mask for the match, each player should be able to identify their allocated facemask. * Club to purchase additional facemasks if necessary. * Encourage players who are not comfortable using the provided masks to buy their own. | | Coaches  Captains | Ongoing | |  |
| 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. | Members  Visitors | * Players/officials to be reminded that there is to be no close physical contact (including hand shaking, huddles, sharing of water bottles etc.) * Agreement can be reached for tapping of sticks after the match. | | Umpires  Captains | Ongoing | |  |
| Ensure appropriate First Aid provisions are accessible | Members | * Captains to check that the team first aid kit is fully equipped and inform the Club Captain if anything needs replacing. * First aid kits in include disposable gloves. * First aids kits are to be available at training sessions and matches.   <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>) | | HLM  Captains | Ongoing | |  |
| Ensure social distancing is maintained for substitutes, team staff, officials, spectators and during breaks in play. | Members | * Each team to be allocated a side of the pitch. * Teams should not use the goalmouth area at half time. * Spectators not permitted within the pitch area and to watch from outside the pitch. | | Captains | Ongoing | |  |
| Follow guidance from officials regarding free hits, penalty strokes, penalty corners, restarts etc . | Members  Visitors | * Players to be made aware of guidance from officials regarding free hits, penalty strokes, penalty corners, restarts etc | | Umpires  Captains | Ongoing | |  |
| Collection of match fees and any other monies owed. | Members | * If using cash players to bring the exact amount and place in a box. * Online payment system can be arranged. | | Captains  JD | Ongoing | |  |
| Changing rooms | Members  Visitors | * All members to be told that changing room facilities are NOT available. * Players to come ready and leave as they arrive. * Captains to make opposition aware that there are no changing facilities. * Under no circumstances is the club house to be used for changing. | | Coaches  Captains | Ongoing | |  |