

# Woodbridge Rugby Football Club

## Club Risk Assessment

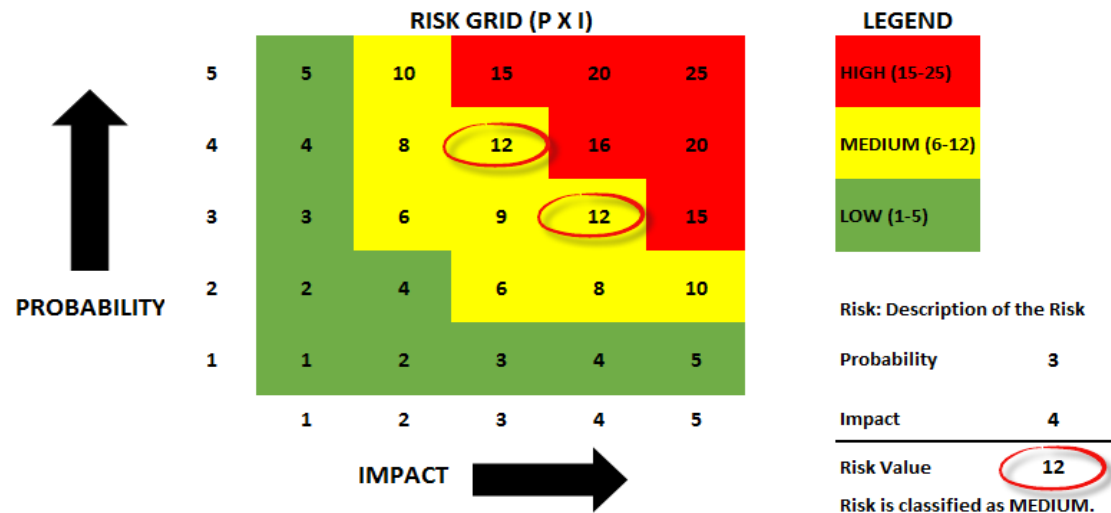
### Protecting Persons During Coronavirus (Covid-19)

*Guidance for WRFC Coaches, Players, Members and Visitors*

*This document will be reviewed and updated in line with UK Government guidance accordingly*

*The assessment should be revised at least once a year. Additionally, it may need to be revised if the assessment is no longer considered valid (for example if the club has had repair or refurbishment work undertaken) if there has been an accident or if there has been a change to legislation that may apply.*

UNCONTROLLED WHEN PRINTED



**Probability**

1. Improbable – unlikely to occur
2. unlikely – not expected but conceivable
3. likely- could happen if not controlled
4. very likely – expected to occur
5. almost certain - will happen

**Impact**

1. Inconvenience
2. Minor illness
3. Chronic illness – treatment at home
4. Major – disabling illness/hospital
5. Fatality – death

Hazard/Task	Potential Consequences/Who could be harmed	Probability (P) x Impact (I) = <b>Unmanaged risk rating (RR)</b>			Control Measures	Probability (P) x Impact (I) = <b>Residual Risk (RR)</b> <b>Managed risk rating (RR)</b>		
		3	4	12		2	2	4
<b>Slips Trips and Falls (Same Level)</b>	Volunteers Players and visitors  Injury due to slipping or tripping (bruises, cuts etc.)	3	4	12	<ul style="list-style-type: none"> <li>• Floors are in good condition, free from defects that may cause people to trip.</li> <li>• Mats on the floor are suitable and are not at risk of causing people to trip.</li> <li>• Changes of level/steps are adequately marked/signed. Spillage procedure in place</li> <li>• Wet floor signs available.</li> <li>• Standards of housekeeping throughout the Club are satisfactory.</li> <li>• Hoses and/or cables have been routed or secured so as not to present slip, trip or fall hazards.</li> <li>• Stairways are well lit and maintained free from slip and trip hazards.</li> <li>• Suitable handrails are fitted to the stairs.</li> <li>• All handrails are in good condition.</li> <li>• No materials or items are stored on stairways</li> </ul>	2	2	4

<b>Electrical</b>	Employees Volunteers Players and visitors Contractors Children  Fatality/Injury due to electrocution , shock, fire				<ul style="list-style-type: none"> <li>• Fixed electrical installation correctly installed and maintained by qualified electricians (<b>NICEIC</b>) and inspected regularly.</li> <li>• All repairs by a qualified electrician (<b>NICEIC</b>)</li> <li>• All equipment in good condition and good working order (free from defects).</li> <li>• All equipment tested and maintained as required (PAT tested)</li> <li>• Electrical fuse boxes are adequately marked</li> <li>• Electrical cupboards are kept clear of combustible waste/locked.</li> <li>• Where children can play or may be left unsupervised child covers are fitted to wall sockets.</li> </ul>	2	2	4
<b>Contact with steam, hot water, hot oil and hot surfaces</b>	Kitchen staff and food service staff may suffer scalding or burns injuries	3	4	12	<ul style="list-style-type: none"> <li>• Staff trained in risks of hot oils and on procedure for emptying/cleaning fryers.</li> <li>• Staff trained in risks of releasing steam.</li> <li>• Staff told to wear long sleeves.</li> <li>• Heat-resistant gloves/cloths/aprons provided.</li> </ul>	2	2	4
<b>Hazardous Substances</b>	Volunteers Players and visitors  Injury caused by coming into contact with, swallowing or inhaling harmful substances.	3	4	12	<ul style="list-style-type: none"> <li>• Adequate PPE (gloves /goggles are provided for general cleaning).</li> <li>• Any cleaning products marked irritant replaced with milder alternatives.</li> <li>• Cleaner trained to use products safely e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container of mix chemicals.</li> <li>• Cleaning products stored securely.</li> <li>• Only employees and volunteers who have been trained can use cleaning materials.</li> </ul>	2	2	4
<b>Broken Glass</b>	Volunteers Players and visitors  Injury from cuts or infection.	3	4	12	<ul style="list-style-type: none"> <li>• All broken glass/crockery to be cleared up as soon as possible</li> <li>• Removal takes place with dustpan and brush only and staff avoid handling the broken items.</li> <li>• Glass handling gloves provided.</li> <li>• Normal spillage procedure is put in place if the floor becomes wet or slippery.</li> <li>• Broken glass and crockery removed to the designated plastic bins</li> <li>• Wet floor signs to be used until area cleared following liquid spills</li> </ul>	2	2	4
<b>Poor Lighting</b>	Volunteers Players and visitors	3	4	12	<ul style="list-style-type: none"> <li>• All areas are adequately lit internally.</li> <li>• Lighting to include emergency lighting to be checked periodically.</li> </ul>	2	2	4

<b>Fire Safety</b>	Volunteers Players and visitors  Injury from burns, inhalation of smoke, shock. Possible fatality	3	5	15	<ul style="list-style-type: none"> <li>• The club has carried out a specific fire risk assessment and recommendations implemented</li> <li>• Alarm testing is carried out weekly and all evacuation routes are suitably signed and kept clear.</li> <li>• Controls are in place to deal with evacuation of the elderly and disabled.</li> </ul>	2	2	4
<b>Broken furniture</b>	Volunteers Players and visitors  Grazes/Broken bones/Strains/Bruises	3	4	12	<ul style="list-style-type: none"> <li>• Furniture is checked for defects (e.g. broken, unstable) and removed/replaced as required.</li> </ul>	2	2	4
<b>Manual Handling</b> <i>kegs etc</i>	Volunteers Players and visitors  Injuries such as strains or bruising from handling heavy/bulky objects.	3	4	12	<ul style="list-style-type: none"> <li>• Ingredients bought in package sizes that are light enough for easy handling.</li> <li>• Commonly used items and heavy stock to be stored on shelves at waist height.</li> <li>• Suitable mobile steps provided, and staff trained to use them safely.</li> <li>• Handling aids provided for movement of large/heavy items.</li> <li>• Sinks at a good height to avoid stooping.</li> <li>• Staff trained in how to lift safely.</li> </ul>	2	2	4

<p><b>Hazard</b> Coronavirus Infection</p> <p><b>Task</b> General Access to WRFC</p>	<p>Serious ill health leading to hospital treatment with potentially fatal consequences.</p> <p>All persons</p>	3	5	15	<ul style="list-style-type: none"> <li>• Anyone who develops Covid19 symptoms within 14 days after being present at the WRFC must notify the Club</li> <li>• Always follow Social Distancing principles</li> <li>• Wash/sanitise your hands regularly</li> <li>• Adopt a 'back to back' or 'side to side' stance where Social Distancing measures cannot be maintained</li> <li>• Use cashless payment mechanisms where possible</li> <li>• Avoid touching surfaces (door handles, staircase handrails, light switches, plugs, drawer handles) where possible</li> <li>• Sneeze/cough into arm/elbow area not hand</li> <li>• Open 'push' doors with your elbow/shoulder/foot</li> <li>• Face Coverings must be worn in the Clubhouse when not eating and or drinking</li> <li>• Assess and fix open doors where practicable</li> <li>• Provide well ventilated rooms/open areas</li> <li>• All visitors to the club use the Track and Trace self-scan solution, using QR codes situated around the club house.</li> <li>• For visitors unable to use QR / mobile phone app, individuals must leave contact details, to enable the club to make contact in the event required us to.</li> <li>• Arrange drink making/dispensing facilities in such a way that social distancing measures can be adhered to</li> <li>• Provide enhanced cleaning procedures throughout the workplace, particularly in communal areas and at touch points include to include: <ul style="list-style-type: none"> <li>• <i>Taps and washing facilities</i></li> <li>• <i>Toilet flush and seats</i></li> <li>• <i>Door handles and push plates</i></li> <li>• <i>Handrails on staircases and corridors</i></li> <li>• <i>Lift and hoist controls</i></li> <li>• <i>Machinery and equipment controls</i></li> <li>• <i>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</i></li> <li>• <i>Telephone equipment</i></li> <li>• <i>Keyboards, photocopiers, and other office equipment</i></li> </ul> </li> <li>• Increase rubbish collection and storage points</li> <li>• Provide clear and unambiguous Covid 19 signage throughout workplace</li> <li>• Understanding and considering the circumstances of those with different protected characteristics</li> <li>• Ensure that any steps taken do not have any unjustifiable negative impact on some groups compared to others</li> </ul>	1	5	5
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<p><b>Hazard</b> Catching and/or spreading coronavirus</p> <p><b>Task</b> Playing/Training activities</p>	<p>Serious ill health leading to hospital treatment with potentially fatal consequences.</p> <p>All persons</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Only people who have no Covid19 symptoms, and who are not required to self-isolate, or have not knowingly been exposed to someone with Covid19 virus in the past 14 days may visit the Club.</li> <li>• Anyone who may be vulnerable to Covid19 virus or resides with someone who is vulnerable to Covid19 virus should not attend the Club.</li> <li>• If you are required to self-isolate, you are not permitted to attend the club during this period, unless you have a valid negative NHS Covid-19 test result and do not feel unwell. If you are unsure of your own situation, please stay at home and refer to the NHS website.</li> <li>• Coaches and participants will comply with Government and RFU direction and guidance at all times</li> <li>• All attendees abide by social distancing measures, except during permitted training activity and matches, keeping a 1m distance between themselves and others where reasonably practical in and out of the sporting environment. The Government COVID 19 Social distancing guidance for England can be found <a href="#">here</a></li> <li>• Organised outdoor rugby activity with approved adaptations for both match play and training is permitted</li> <li>• Participants must bring their own water bottles and personal equipment, clearly labelled with their own name, and ensure these are kept separate from other players.</li> <li>• Anyone who develops Covid19 symptoms within 14 days after being present at training must notify the Club and coaches.</li> </ul> <p><b>Access to WRUFC Facilities</b></p> <ul style="list-style-type: none"> <li>• The Club premises will be open to coaches and participants, but with restricted usage to ensure social distancing is maintained</li> <li>• Clubs must identify a maximum capacity for each changing room based on its size and the requirement to manage usage to ensure social distancing is achieved at all times.</li> <li>• The amount of time each person spends in a changing room must be kept to a minimum and restricted solely to changing (minimise team talks or celebrations etc).</li> <li>• Good hygiene must be promoted and facilitated and enhanced cleaning practices must be in place in all changing rooms and showers</li> <li>• Participants should still be encouraged to arrive changed, and shower at home where possible.</li> </ul> <p><b>Briefing &amp; Direction</b> <i>For each training/playing session the Lead Coach will</i></p> <ul style="list-style-type: none"> <li>• Brief all participants on infection control measures before training/playing session commences.</li> </ul>	<p>1</p>	<p>5</p>	<p>5</p>
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<p><b>References:</b></p> <ol style="list-style-type: none"> <li>1. <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>2. <a href="https://www.englandrugby.com/participation/running-your-club/coronavirus/coronavirus-resources">https://www.englandrugby.com/participation/running-your-club/coronavirus/coronavirus-resources</a></li> </ol>
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