

Risk Assessment

Return to Hockey (CoVID)



Club : Kinross Hockey Club

Assessment carried out by: David Goodenough (CoVID Officer)

Date assessment was carried out: 15/07/20

Date of review: 24/07/20 (DG)

Date of next review: 15/07/21 (or on relevant change of guidance or procedure)

Important links on managing risk:

[Completed example risk assessment](#)

[Scotland's route map through and out of the crisis](#)

[HSE Health and Safety - Risk](#)

[Getting your facilities fit for sport](#)

[Getting coaches ready for sport](#)

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 (responsible person)?	Date Complete	Review
Management of the reinstatement of sporting activity after a long period of shutdown	Participants, coaches, visitors	1. Normal club operating procedures and emergency operating procedures are in place	1. Establish a COVID-19-specific response mechanism	KHC Committee as a standing item	15/07/2020	To be reviewed quarterly 16/09/2020
			2. Appoint a specific COVID-19 Officer to be responsible for overseeing the organisation's response to the COVID-19 crisis	KHC Committee	15/07/2020	
			3. Review and update the KAS facility operating policies	COVID-19 Officer		
			4. Produce a reinstatement plan including guidance documents for coaches and participants/	COVID-19 Officer	24/07/2020	

Building/Facility essentials

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
<i>Spread of Coronavirus (COVID-19) at the facility through touch points</i>	<i>Participants, coaches, visitors</i>		<i>1. Reduce touch points and increase cleaning</i>	KAS	<i>15/07/2020</i>	
			<i>2. All non-essential equipment and to be removed</i>	KAS	<i>15/07/2020</i>	
			<i>3. Booking process and organisation done online</i>	KAS	<i>15/07/2020</i>	
			<i>4. Open gate, where possible, touch points cleaned regularly</i>	KAS, First Coach or Lead at the session	<i>15/07/2020</i>	
			<i>5. High-traffic touch points cleaned regularly / after each session.</i>	KAS, First Coach or Lead at the session	<i>15/07/2020</i>	

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
<i>Lack of hand washing facilities leading to increased risk of spread of bacteria/virus</i>	<i>Participants, coaches, visitors</i>	<i>Hand cleaning facilities with sanitiser in place</i>	<i>1. Posters, leaflets and other materials are on display. Hand Sanitiser dispensers in place and kept refilled.</i>	KAS	<i>15/07/2020</i>	
			<i>2. Implement regular checks</i>	KAS		
<i>Risks of infection from communal areas (toilets, changing rooms etc)</i>	<i>Participants, coaches, visitors</i>	<i>Facilities not available for users</i>	<i>Nil</i>	KAS/KGV		<i>N/A</i>

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
<i>Higher levels of cleaning required for club equipment and assets, increasing risk of being unable to undertake adequate cleaning/sanitisation</i>	<i>Participants, coaches, visitors</i>	<i>On site equipment left in place. Protocols and advice to participants to ensure balls and other non-personal equipment is not touched (by hand).</i>	<i>Cleaning protocols and procedures for coaches and the handling of coaching related equipment</i>	Coaching Group (Youth, Men's & Ladies)		

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
<i>Situations where users are unable to adhere to physical distancing guidelines</i>	<i>Participants, coaches, visitors</i>	<i>1. Reducing the number of persons in any area to comply with the current Scottish Government guidance on physical distancing & SHU Guidance (10 + 1 coach per quarter)</i>		KHC Committee	15/07/2020	
		<i>2. Staggered start & finish times of groups as per SHU guidance</i>		KHC Committee	15/07/2020	
		<i>3. Redesigning of arrival/ sessions/ activities to ensure physical distancing in place (age group dependant) based on SHU guidance</i>		KHC Committee	15/07/2020	
		<i>4. Conference calls or virtual meetings used instead of face-to-face meetings</i>		KHC Committee	23/03/2020	

		5. Management checks to ensure this is adhered to	KHC Committee	Once sessions commence
		6. Persons dropping off participants encouraged to wait in own vehicles or outside and limited to 1 person to each participant.	KHC Committee	15/07/2020
		7. Playing areas marked to encourage people to physically distance.	Coach / Session Lead	
		8. Non-essential equipment removed to discourage spectators and handling opportunities.	KAS	15/07/2020
		9. Participants reminded regularly of the importance of physical distancing and hygiene requirements as per SHU and Scottish Government Advice	Coach / Session Lead	At each session
Persons entering/exiting the pitch area	Participants, coaches, visitors	Restricted entry/exit for participants and coaches only during sessions. Hand sanitiser station in place.	Coach / Session Lead	15/07/2020

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 attend if feeling unwell	Participants, coaches, visitors	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.		Coach / Session Lead	At each session	

		2. Ensure records and contact details of coaches and participants for each session are taken to aid Test & Protect.	Coach / Session Lead	At each session
Users entering the facility with flu-like symptoms	Participants, coaches, visitors	1. 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.	Coach / Session Lead	At each session if required
		2. Ensure records and contact details of all participants for each session are taken to aid Test & Protect.	Coach / Session Lead	At each session

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 life at risk	Participants, coaches, visitors		1. First aid trained personnel available during session. Carry out first-aid refresher training to incorporate changes required due to COVID-19. Preservation of life given priority.	First aid trained personnel		
			2. Strict hygiene protocols in place to be adhered to in order to reduce transmission.	First aid trained personnel		
			3. Suitable PPE provided to first aiders and injured people so they can protect themselves if administering first aid.	KHC Committee		

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
<i>Users unaware of changes to procedures</i>	<i>Participants, coaches, visitors</i>	<i>1. Members / users informed of changes and expectations on them via email, social media or text message</i>		KHC Committee	<i>Ongoing</i>	
		<i>2. Posters and markings in place to remind people of their responsibilities.</i>		KAS	<i>15/07/2020</i>	
		<i>3. Disclaimer process in place for Ad-Hoc use</i>		KAS	<i>15/07/2020</i>	
		<i>4. Pre-Session checklist and Attendance register (with screening) used before sessions</i>		Coach / Session Lead	<i>15/07/2020</i>	

Sports-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
<i>Close contact due to nature of sporting activity</i>	<i>Participants, coaches, visitors</i>	<i>SHU Guidance and protocols provided to all participants through the Inform process</i>	<i>Continual vigilance by participants and coaches where distancing is required</i>	Participants & Coaches	<i>Ongoing</i>	

Organised 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
<i>Booking procedures leading to increased risk of spread of bacteria/virus</i>	<i>Participants, coaches, visitors</i>	<i>1. COVID-19 screening questions at the time of organising and again at the pre-session screening</i>		Coach / Session Lead	<i>At each session</i>	

		2. COVID-19-related requirement to have a definitive list of participants in advance of a training session and allocation of coaches to a specific group, notified to participants in advance.	Coach / Session Lead	In advance of each session
		3. Online bookings used where possible	KHC Committee	15/07/2020
Situations where participants who are arriving or leaving the session are unable to adhere to physical distancing guidelines	Participants, coaches, visitors	1. Reducing the number of persons in any area to comply with the current Scottish Government guidance on physical distancing & SHU Guidance (10 + 1 coach per quarter)	Coach / Session Lead	22/07/2020
		2. Staggered start & finish times of groups as per SHU guidance	KHC Committee	22/07/2020
		3. Redesigning of arrival/ sessions/ activities to ensure physical distancing in place (age group dependant) based on SHU guidance	KHC Committee	22/07/2020
		4. Participants encouraged to wait in own vehicles or outside until session start time	KHC Committee	22/07/2020
		5. Other coaches and participants to be reminded regularly of the importance of physical distancing	KHC Committee	22/07/2020
		6. Persons dropping off participants encouraged to wait in own vehicles or outside and limited to 1 person to each participant	KHC Committee	22/07/2020

		7. Playing areas marked to encourage people to physically distance	Coach / Session Lead	15/07/2020
		8. Non-essential equipment removed to discourage spectators and handling opportunities	KAS	15/07/2020
		9. Participants reminded regularly of the importance of physical distancing and hygiene requirements as per SHU and Scottish Government Advice	KHC Committee	Ongoing
Maximum numbers / session capacity allowing for physical distancing	Participants, coaches, visitors	1. Capacity of session based on space available, activity to be delivered and amount of movement per participant required to ensure compliance with Scottish Government and SHU guidance on physical distancing	KHC Committee	22/07/2020
		2. Coaches and participants to be reminded regularly of the importance of physical distancing.	Coach / Session Lead	22/07/2020

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	Participants, coaches, visitors	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.	Other coaches must ensure safeguarding is in place for the remaining time the participants are to attend and inform the CoVID Officer immediately to allow for notification to parents/guardians & other participants	Coach / Session Lead	At each session	

		2. Ensure records and contact details of staff, coaches and volunteers for each session are taken to aid Test & Protect.	Coach / Session Lead	At each session
		3. Individual 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	Other Coaches / Session Leads	At each session if required
		4. Ensure records and contact details of all participants for each session are taken to aid Test & Protect.	Coach / Session Lead	At each session
Users entering the facility with flu-like symptoms	Participants, coaches, visitors	1. 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.	Coach / Session Lead	
		2. Ensure records and contact details of all participants for each session are taken to aid Test & Protect.	Coach / Session Lead	
Session activities leading to increased risk of spread of bacteria/virus	Participants, coaches, visitors	1. Redesigning activities to ensure physical distancing in place.	Coach / Session Lead	At each session
		2. Pre-session checklist completed by coach	Coach / Session Lead	At each session
		3. Pre-session verbal screening by coach	Coach / Session Lead	At each session

		4. Activities planned to avoid close contact where possible (if required due to age of participants following SHU Guidance).	Coach / Session Lead	At each session
		5. No sharing of equipment.	Coach / Session Lead	At each session
Withdrawal of first aid to a person in need could put their life at risk	Participants, coaches, visitors	1. First aid trained personnel available during session. Carry out first-aid refresher training to incorporate changes required due to COVID-19. Preservation of life given priority.	First aid trained personnel	
		2. Strict hygiene protocols in place to be adhered to in order to reduce transmission.	First aid trained personnel	
		3. Suitable PPE provided to first aiders and injured people so they can protect themselves if administering first aid.	KHC Committee	
Higher levels of cleaning required for club equipment and assets, increasing risk of being unable to undertake adequate cleaning/sanitisation	Participants, coaches, visitors	On site equipment left in place. Protocols and advice to participants to ensure balls and other non-personal equipment is not touched (by hand).	Cleaning protocols and procedures for coaches and the handling of coaching related equipment Coaching Group (Youth, Men's & Ladies)	