

Penicuik Athletic YFC Risk Assessment

Club / Venue name: Penicuik Athletic YFC

Assessment carried out by: Colin J Pryde

Date assessment was carried out: 02/10/2020

Date of next review: 19/10/2020

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 your 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?	Date complete	Review
Management of the reinstatement of the facility and sporting activity after a long period of shutdown	Those involved in the management and control of the sessions and also those taking part	<ol style="list-style-type: none"> 1. Normal operating procedures and emergency operating procedures are in place 2. Club Committee established. 	<ol style="list-style-type: none"> 1. Establish a COVID-19-specific response group 2. Appoint a specific COVID-19 coordinator to be responsible for overseeing the organisation's response to the COVID-19 crisis 3. Review and update the facility operating policies 4. Produce a reinstatement plan. 	<p>Organisation management team/ committee</p> <p>COVID-19 response group</p> <p>COVID-19 coordinator</p>	19/07/2020	To be reviewed quarterly 09/10/2020

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	Children coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Hand sanitising stations at entry and exit points	<ol style="list-style-type: none"> 1. Gel sanitisers in any area where washing facilities not readily available. 2. Implement regular checks to hand washing and sanitising facilities. 3 Sanitiser available to each coach for issue prior to and post sessions. 	Appointed COVID officers/coaches	19/07/2020	19/10/2020
Lack of hand washing /sanitising leading to increased risk of spread of bacteria/virus	Children coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Hand washing / sanitising taking place in line with Scottish Government guidance	<ol style="list-style-type: none"> 1. Drying of hands with disposable paper towels. 2. Users reminded to protect the skin by applying emollient cream regularly. 	Appointed COVID officers/coaches	19/07/2020	19/10/2020

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
Cleaning practice increasing risk of bacterial/viral contamination	Children, coaches, staff, volunteers, visitors, cleaners, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Robust general cleaning schedule in place. Cleaning tasks monitored by responsible person	<ol style="list-style-type: none"> 1. Additional time allowed for cleaners to carry out cleaning between each user group 2. Frequently cleaning, disinfecting objects and surfaces that are touched regularly using appropriate cleaning products and methods 3. Where wearing of gloves and/or disposable aprons is identified as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely 4. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. 	Appointed COVID officers/coaches will sanitise all equipment before and after use and any time required during the session	19/07/2020	19/10/2020
Higher levels of cleaning required with existing personnel, increasing risk of being unable to provide adequate cleaning services	children, coaches, staff, volunteers, visitors, cleaners, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Hand washing / sanitising taking place in line with Scottish Government guidance	Additional multi-skilled staff/volunteers to carry out cleaning tasks. Restriction of areas available to staff/public to reduce facilities to be cleaned.	Appointed COVID officers/coaches will sanitise all equipment before and after use and any time required during the session	19/07/2020	19/10/2020

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
Situations where users are unable to adhere to physical distancing guidelines	Staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Hand sanitising facilities in place	<ol style="list-style-type: none"> 1. Reducing the number of persons in any area to comply with the current Scottish Government guidance on physical distancing 2. Pre-start, all players will report to their Coach in a holding area, Each group separated by Social Distancing. 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. Health confirmation check to be completed by parents prior to any session. 6. Spectators of sessions encouraged to wait in own vehicles or outside and limited to 1 person to each participant. 7. Circulation areas marked to encourage people to physically distance 8. Implement a one-way system for the arrival of children and the departure of children after sessions. 10 Coaches/volunteers will meet the children at the holding area and take them to their designated training area to reduce any congestion. 10. Areas to remain closed where physical distancing cannot be enforced 11. Staff and users to be reminded regularly of the importance of physical distancing. 12. Identified COVID officer will ensure the above control measures are being adhered to. 	<ol style="list-style-type: none"> 1. Restricted training groups to 10 players and 2 Coaches in each 20x20 grid 2. Coaches to be responsible for their own group 3. Car Park to be used as a drop-off area, children then move to sanitisation area, Parents to outside fenceline 5. Team App used as a Track/Trace register 6. Parents to be directed outside playing field area if spectating 8. Coaches 12. relevant age group Covid Officer/Coach 	19/07/2020	19/10/2020

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 participate if feeling unwell	Staff, volunteers, cleaners, coaches, Players	Hand sanitising facilities in place, Masks provided, Gloves provided. Temperature checks.	<p>1 If anyone declares feeling unwell prior to attending any session they will be instructed not to attend and follow Scottish Government Guidance.</p> <p>2.If anyone becomes unwell with any of the identified symptoms of COVID-19 in the facility they will be sent home and advised to follow the self-isolation guidance from Scottish Government.</p> <p>3 If anyone fails the pre training Temperature check they will be sent home and advised to follow Scottish Government Guidance.</p> <p>4. Ensure records and contact details of staff, coaches and volunteers for each session are taken to aid Test & Protect.</p>	<p>1. Parents/Guardians with temperature check onsite also used to determine this</p> <p>2. Coach/COVID Officer for each age group will advise/contact Parent/Guardian</p> <p>3. PAYFC Officer at sanitisation desk</p> <p>4. Team App used to retain the Track/Trace register of all attendees</p>	19/07/2020	19/10/2020
Users entering the premises with flu-like symptoms	Children coaches, staff, volunteers, visitors, cleaners, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	We have a sanitisation desk in place at each session where temperatures are also checked. Anyone giving a temp >38deg will be told to return home	<p>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.</p> <p>2. Ensure records and contact details of all participants for each session are taken to aid Test & Protect.</p>	<p>1. PAYFC Officer on duty at sanitisation desk</p> <p>2. Team App used as Track/Trace register</p>	19/07/2020	19/10/2020

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
Booking procedures leading to increased risk of spread of bacteria/virus	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Normal booking procedures are in place	<ol style="list-style-type: none"> 1. COVID-19 screening questions at the time of booking 3. Online bookings where possible 4. Minimise cash transactions, encourage card or online payments where possible 	PAYFC Committee	19/07/2020	19/10/2020
Situations where participants who are arriving or leaving the session are unable to adhere to physical distancing guidelines	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Normal operating procedures are in place	<ol style="list-style-type: none"> 1. Review programming and timetabling session to defer user groups 2. Redesigning arrival and departure to ensure physical distancing in place 3. Circulation areas marked to encourage people to physically distance 4. Implement a one-way system 5. Other coaches and participants to be reminded regularly of the importance of physical distancing 6. Suitable locking/closing mechanisms available on non-emergency exit doors. Restricted entry/exit on some external doors (not compromising emergency exits) 8. Participants encouraged to wait in own vehicles or outside until session start time 9. Participants encouraged to exit the training area immediately following the end of their session. 	PAYFC Committee and Coaches	19/07/2020	19/10/2020
Cleaning practice increasing risk of bacterial/viral contamination	Children Coaches, staff, volunteers, visitors, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	<ol style="list-style-type: none"> 1. Robust general cleaning schedule in place 2. Cleaning tasks monitored by responsible person. 	<ol style="list-style-type: none"> 1. Additional time allowed for cleaners to carry out cleaning between each user group. 2. Frequently cleaning, disinfecting equipment at the beginning and end of sessions by coaches/COVID Officer. 	Age Group COVID Officers/Coaches	19/07/2020	19/07/2020
Number of people attending any session	Children Coaches, staff, volunteers, visitors, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Numbers attending us restricted to 10 players and 2 Coaches in each individual marked 20mx20m area	<ol style="list-style-type: none"> 1. Consider capacity of session based on space available, activity to be delivered and amount of movement per participant required to ensure compliance with Scottish Government guidance on physical distancing 2. Coaches and participants to be reminded regularly of the importance of physical distancing. 	Age group Coaches when asking who is attending the event	19/07/2020	19/10/2020

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
Participants entering the premises with flu-like symptoms	Children Coaches, staff, volunteers, visitors, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	We have a sanitisation desk located at the entrance to the facility. Anyone reporting with a high temperature or recent COVID symptoms will be refused entry	<ol style="list-style-type: none"> 1. Should be asked to leave / refused entry and directed to self-isolate and call or email NHS24. Scottish Government guidance should be followed at all times. 2. Ensure records and contact details of all participants for each session are taken to aid Test & Protect 3. COVID-19 screening questions at the time of booking 4. Conduct temperature checks of children and coaches prior to any activities. 4. Pre/post-activity checklist and verbal screening carried out by coach prior to session. 	<ol style="list-style-type: none"> 1. PAYFC COVID group and volunteers at sanitisation station 2. Track and Trace through Team App when booking the session 	19/07/2020	19/10/2020
Session activities leading to increased risk of spread of bacteria/virus	Children Coaches, staff, volunteers, visitors, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions))	<ol style="list-style-type: none"> 1. Current session plan 	<ol style="list-style-type: none"> 1. Redesigning activities to ensure physical distancing in place. 2. Pre-session checklist completed by coach 3. Pre-session verbal screening by coach 4. Activities planned to avoid close contact where possible 5. Avoid sharing of equipment if possible (if it must be shared, ensure adequate cleaning with appropriate materials between participants). 	<ol style="list-style-type: none"> 1. Age group Coaches at each session 	19/07/2020	19/10/2020
Cleaning practice increasing risk of bacterial/viral contamination	Children Coaches, staff, volunteers, visitors, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	<ol style="list-style-type: none"> 1. Robust general cleaning schedule in place 2. Cleaning tasks monitored by responsible person. 	<ol style="list-style-type: none"> 1. Additional time allowed for coaches to carry out cleaning between each user group 2. Frequently cleaning, disinfecting equipment and surfaces that are touched regularly using appropriate cleaning products and methods. 	<ol style="list-style-type: none"> 1. Each age group coach 	19/07/2020	19/10/2020
Opposing Teams arriving for games when their COVID status is unknown	All individuals taking part and/dropping of participants	<ol style="list-style-type: none"> 1. The SFA have a list of COVID Compliant clubs who are allowed to now take part in games. When PAYFC request permission to host a match, the list is checked and approval is only given if the proposed opponents are included on the list of COVID Compliant clubs. 2. PAYFC will continue to temperature check and sanitise all individuals taking part 3. Parents/Guardians have been instructed through the PAYFC TeamApp that NO spectators are allowed and drop off and go. 4. Opposing teams are notified on confirmation of the fixture that NO spectators are allowed and it is simply drop off and go 	Continual monitoring and checks will be made during the event to ensure there no issues occurring related to COVID restrictions in place.	All PAYFC Coaches on duty at the event	02/10/2020	19/10/2020