



Surbiton HC Risk assessment for return to phased hockey activity during Covid-19 pandemic

Version Updates

18 May 2020
 1 June 2020
 8 August 2020
 4 September 2020
 2 December 2020
 20 December 2020
 1 March 2021

Risk Assessed: Phased return to activity during Covid-19			Approved by: SHC Board Written by: Liselle Carey		Date: 18 May 2020 Updated: 1/6/20; 8/08/20; 04/08/20; 02/12/20; 20/12/20; 01/03/21	
What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by WHOM?	Action by WHEN?	Completed
Spread of Covid-19	Members, players, coaches, staff,	<u>Limit numbers and access to club. (Phase 1 from 18</u>	Procedures in place and communicated to users.	SHC Board approval	Immediate	18 May 2020 (ongoing -

		<p><u>Limit numbers and access to Club (EH Stage 4) from 8 August 2020</u></p> <ul style="list-style-type: none"> - Return to competitive play - training and matches - No league or other competitions <p><u>Control numbers and manage access and egress EH Stage 5</u></p> <ul style="list-style-type: none"> - Leagues and competitions resume - Travel distances 	<p>Introduce bookable 1:1 and small group sessions to non-members.</p> <p>Bookable zones for Members use (up to 6 players from different households).</p> <p>Communicate new procedures and guidelines.</p> <ul style="list-style-type: none"> - Guidance for small group coaching sessions <p>Communicate new procedures and guidelines</p> <ul style="list-style-type: none"> - Stage 4 Guidance - EH Guidance for Participants - EH Guidance for Coaches - EH Guidance for Facilities <p>Ensure all participants sign Participation Agreement</p> <p>Introduction of one way systems (Clubhouse and grounds)</p> <ul style="list-style-type: none"> - Communicated to members / visitors via website, newsletter and email - Signage and maps 	<p>SHC Board Coaches Communications Team Admin staff Clubhouse Manager Covid Officer</p>	<p>W/C 1 June 2020</p> <p>w/c 10 August 2020</p>	<p>10 August - ongoing / until guidance changes</p>
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		<p>increased for matches</p> <p>Limit numbers and access to Club (Elmbridge Tier 2) 2 Dec 20 - EH update</p> <p>19 Dec - EH Update Elmbridge Tier 3</p>	<p>Communicate rules on group sizes on and off pitch.</p> <p>Follow govt advice on travel to and from matches</p> <p>Colts training sessions</p> <ul style="list-style-type: none"> - Group organisation and allocation prior to attendance - communicate control mechanisms to parents - Coaches allocated to groups who guide players onto and off pitches. - Coaches lead players to exit point for parent pick up. <ul style="list-style-type: none"> - Adult hockey - no residents from Tier 3 (London Boroughs) may access club - Adult Hockey - only residents within the same Tier 2 area may access the club - U18 organised sport may continue. 	<p>Adult league matches suspended or rescheduled as necessary. Covid Officer Captains / Fixtures sec</p> <p>Comms team</p>		<p>2 Dec - until change in guidance</p>
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		20 Dec - EH update Elmbridge Tier 4	<ul style="list-style-type: none"> - All adult sport suspended - Play Zones suspended - U18 Camps / Private coaching continues 	Comms team Covid officer Captains Coaches		20 Dec 20 - Until change in guidance
Spread of Covid-19 coronavirus	Members, players, coaches, staff, visitors. Anyone who may come into physical contact with club facilities and or remote facilities	Install rigorous track and trace procedures	<ul style="list-style-type: none"> - All club users to register their details at point of entry to SHC and remote facilities using Teamo QR code - Daily attendance registers to be kept for all sessions - Ensure data storage meets GDPR requirements. 	Covid Officer Coaches Admin staff	w/c 10 August	10 August - ongoing / until guidance changes
Spread of Covid-19 coronavirus	Members, players, coaches, staff, visitors. Anyone who may come into physical contact with club facilities / remote facilities or staff (eg delivery workers)	Appoint Covid Officer	Responsible for ensuring guidance is adhered to and communicated. Contact details available to all club members, visitors, England Hockey via Club Portal.	SHC Board	w/c 10 August 2020	10 August - ongoing / until guidance changes
Spread of Covid-19 coronavirus	Members, players, coaches, staff, visitors. Anyone who may	Need for Self Assessment measures prior to activity at club or remote pitches Anybody displaying	Communicated to all players, coaches, officials, members, non-members and visitors. Posters, email, newsletters,	Covid Officer / committee Coaches	w/c 10 August 2020	10 August - ongoing / until guidance changes

	come into physical contact with club facilities / remote facilities or staff (eg delivery workers)	<u>symptoms or who is quarantining should not attend.</u>	website All entrants to club must provide evidence of their self-assessment by scanning QR code at entry. Coaches must verbally clarify this at the start of the session.	Admin staff		
Spread of Covid-19 coronavirus	Members, players, coaches, staff, visitors. Anyone who may come into physical contact with club facilities / remote facilities or staff (eg delivery workers)	<u>Strict hygiene measures in place.</u> Frequent hand washing / use of hand gel where soap and water not available. No sharing of equipment. 1:1 Coaching - only coaches to handle balls and equipment such as cones. Phase 2: from 1 June 2020 - Small Group sessions - only coaches to handle balls and equipment. Members booking pitch time to use their own balls. (only members of same household can hire pitch Or 1 player can play with 1 other player from different	Members / coaches encouraged to bring their own hand sanitisers. Spray sanitisers, wipes and hand gel available for members, visitors and coaches in any event. Posters explaining guidance displayed. Club balls sanitised in bleach solution between sessions. New / 'fresh - sanitised balls' used for each session. Members only touch club balls with sticks. Members advised not to share balls; to clean and wipe all equipment down before and after sessions.	Communications team. Club Manager Head coach / Coaches	Immediate	18 May 2020 Ongoing (until Government guidelines change)

		<p>household following social distancing guidelines.</p> <p>Phase 2: (from 1 June 2020) - groups using free play zones should not share equipment.</p> <p>Stage 4: (from 10 August 2020) - Groups of 30 on pitch - Maintain socially distanced groups of 6 off pitch</p> <p>Continue enhanced cleaning of facilities.</p>	<p>Members to label their own balls.</p> <p>Posters explaining guidance displayed.</p> <p>Nominate 1 player in a group to use their own named balls. Other players only use sticks to touch balls.</p> <p>Coaches should ensure that all equipment - balls, cones, goal posts are sanitised after sessions.</p>		w/c 1 June 2020	
Spread of Covid-19 coronavirus	<p>Members, players, coaches, staff, visitors.</p> <p>Anyone who may come into physical contact with club facilities / remote facilities or staff (eg delivery workers)</p>	<p><u>Current Government Social distancing measures followed and implemented</u></p> <p><u>From 10 August move to Stage 4 /5</u></p>	<p>Areas on pitch marked out with tape, nets and barriers.</p> <p>Use of benches / dugouts prohibited.</p> <p>Posters explaining guidance displayed.</p> <p>Benches / dug outs can be used as long as 2m social distance is adhered to.</p> <p>Max 30 incl coaches in each</p>	<p>Head Coach Other coaching staff</p> <p>Grounds staff</p> <p>Club Manager</p> <p>Covid Officer</p>	<p>Immediate</p> <p>w/c 10 August 2020</p>	<p>18 May 2020 Ongoing (until government guidelines change)</p> <p>10 Aug 2020 Ongoing or until guidance changes</p>

		<p>20 Dec (tier 4)</p> <ul style="list-style-type: none"> - Off pitch guidance changed to no groups except within same household / household bubble - Meet one other person of different household outdoors 	<p>discrete group while on pitch.</p> <p>Maintain group size of 6 outside pitch and in clubhouse. No group goal celebrations, handshakes etc.</p> <p>Reduce pre and post match meet-times.</p> <p>Avoid use of changing rooms and showers where possible.</p> <p>One way systems implemented to be used in busy times.</p> <p>No adult hockey No Play Zones U18 organised sport only.</p> <p>Camps</p> <ul style="list-style-type: none"> - Stress hand hygiene - 2m social distancing - Lunch time (bring packed lunch - Stagger lunch breaks - 2 x children per picnic table 	<p>Communication to SHC users Comms team</p> <p>Covid officer</p> <p>Coaches instructed to remain vigilant at all times</p>	<p>From 6 September 2020</p> <p>From 20 Dec 2020</p>	<p>Ongoing / until guidance changes</p>
Spread of	Members, players,	<u>Cleaning and hygiene</u>	Advice on handwashing / use	Club manager	During before	18 May 2020

<p>Covid-19 coronavirus</p>	<p>coaches, staff, visitors.</p> <p>Anyone who may come into physical contact with club facilities / remote facilities or staff (eg delivery workers)</p>	<p><u>controls.</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>All equipment incl balls / cones cleaned and disinfected. 1:1 Coaching and Group sessions - only coaches to handle balls and equipment such as cones.</p> <p>Members booking pitch time to use their own balls. (only members of same household can use pitch Or 1 player can play with 1 other player from different household following social distancing guidelines.</p> <p>Phase 2: from 1 June 2020 Members free play up to 6 players from different households - advised not to</p>	<p>of hand sanitiser communicated - website, newsletter, email, posters. Spray sanitisers and wipes available for members, coaches and visitors in any event.</p> <p>Keep record of daily cleaning</p> <p>Balls, cones (and other equipment disinfected in bleach solution before, between and after sessions. Club balls sanitised in bleach solution between sessions. New / 'fresh - sanitised balls" used for each session.</p> <p>Members only touch club balls with sticks. Members advised not to share balls; to clean and wipe all equipment down before and after sessions.</p> <p>Members to label their own balls.</p> <p>Nominate 1 player to use</p>	<p>Coaches / Club manager</p> <p>Coaches</p>	<p>and after sessions - ongoing.</p>	<p>Ongoing (until government guidelines change)</p>
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		<p>share equipment.</p> <p>Use of PPE - risk to players and staff of contracting CV-19 considered low due to outdoor environment. No requirement for PPE in this setting</p>	<p>own labelled balls. Other players should only touch each other's balls with their stick.</p>			
<p>Spread of Covid-19 coronavirus</p>	<p>Members, players, coaches, staff, visitors.</p> <p>Anyone who may come into physical contact with club facilities / remote facilities or staff (eg delivery workers)</p>	<p><u>Cleaning and hygiene</u></p> <p>Phase 4: From 10 August 2020</p> <p>Use of PPE for staff cleaning toilets and facilities - risk is moderate when cleaning indoor facilities</p> <p>Enhanced cleaning regime</p> <p>Visible cleaning charts</p>	<p>Discourage sharing of equipment encourage use of own stick, face masks, bibs and GK equipment.</p> <p>Provide masks, gloves and plastic aprons if requested. Encourage frequent hand washing / sanitizing. Use normal cleaning products and dispose of waste securely.</p>	<p>Cleaning staff</p> <p>Bar / Club manager</p>	<p>w/c 10 Aug 2020</p>	<p>10 Aug 2020</p> <p>Ongoing / until guidance changes</p>
<p>Spread of Covid-19 coronavirus</p>	<p>Vulnerable groups - the elderly; pregnant workers / members; those with</p>	<p>Discourage use of Club and facilities.</p> <p>Manage use of Club and</p>	<p>Communication - via newsletter, email, website.</p> <p>Monitor and control numbers.</p>	<p>SHC Board</p> <p>Communications team</p>	<p>Immediate</p> <p>(until government</p>	<p>18 May 2020</p> <p>Ongoing (until government</p>

	<p>underlying health problems considered to be “at risk”.</p> <p>BAME community</p>	<p>facilities (update 4 Sep 2020)</p> <p>Communicate risks in line with current evidence based research and ensure members are aware of measures the club has put in place to mitigate risks</p>	<p>One way systems in place. Assign Covid Lead to busy match days and training sessions.</p>	<p>Covid Officer / Covid Leads</p>	<p>guidance changes)</p> <p>10 August 2020</p>	<p>guidelines change)</p> <p>Ongoing from 10 aug or until guidance changes.</p>
<p>Risk to health and safety and safeguarding</p>	<p>Members, players, coaches, staff,</p>	<p>Adherence to current and updated Health and Safety and Safeguarding policies.</p> <p>Ensure First Aid is accessible. Educate current First Aid guidance to First Aiders, coaches, managers</p>	<p>SHC Guidelines here</p> <p>Awareness of individual’s potential anxiety to return to play after lock down by educating and provide appropriate support</p> <p>Communicate St John Ambulance best practice here</p>	<p>Health and Safety Safeguarding Officer Coaches Managers Membership Manager Covid Officer.</p>	<p>Immediate</p>	<p>Ongoing</p>
<p>Covid Risk to staff - coaches and participants in Schools</p>	<p>Coaching staff in outreach schools. Participants in schools and to those attending sessions</p>	<p>Communicate policies with coaches and schools.</p> <p>Adherence to SHC guidance in school and club</p>	<p>Risk Assessment reflects policy.</p> <p>School coaches instructed by SHC Schools Co-ordinator</p>	<p>Covid Officer Coaching Leads Coaching Staff</p>	<p>Immediate-4 Sep 2020</p>	<p>4 September 2020</p> <p>- Ong oing -</p>

<p>Health and Safety and Safeguarding</p>	<p>at SHC</p>	<p>setting</p> <p>Ensure coaches are familiar with policy at individual schools.</p> <p>Adherence to hygiene and social distancing requirements.</p> <p>Adherence to SHC Policy. Coaches DBS requirements up to date</p>	<p>on risk, policy.</p> <p>Ensure coaches are adhering to EH Advice to Schools (available on SHC Policies and Guidelines page)</p> <p>Share policies and risk assessment with schools.</p> <p>Communicate with schools and share SHC guidance.</p> <p>Ensure schools policies</p> <p>See SHC Policies and Guidelines</p>	<p>Safeguarding Officer</p> <p>SHC Community Projects Co-ordinator</p>		
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