****

**COVID-19 Risk Assessment Form Template**

|  |  |  |  |
| --- | --- | --- | --- |
| Facility/club/coach name: |  | Date:Risk assessment to be reviewed for each session |  |
| Facility/club address: |  | Location: |  |
| Person(s) carrying out assessmentPerson(s) carrying out approval (maybe head coach or Covid officer) | Name(s) |  Position(s) |
|  |  |
| Potential Hazard(s) |  Consequences |  Who is at risk  | Evaluation of riskL=Low, M=Medium, H=HighRisk matrix below | Control measureControl measures may be different in each club, please add/delete as necessary. | Action by*(who?)* | Action by*(when?)* | Done (✓) |
| Likelihood | Severity | Overall |
|  **Before Session and Session Planning** |
| Registration/TrackingAttendance Issues | Transmission risk of Covid-19 | Coaches | Players |  |  |  | Ensure every person in attendance has registered in advance and on their arrival, to enable tracking of the virus if anyone attending tests positive.Ensure that all personal information (data) gathered is held/stored in line with General Data Protection Regulation (GDPR) guidelines.Encourage cashless payment methods where possible |  |  |  |
| Individuals arriving when they have Covid-19 symptoms or have been in contact with Covid-19 | Transmission risk of Covid-19 | Coaches | Players |  |  |  | Ensure everyone entering the training environment has completed a Covid-19 self assessment – those in high risk groups should not returnCoaches are encouraged to take advantage of free lateral flow testing available from government. Testing twice per week is advisable. |  |  |  |
| Overcrowding of venue or training area based on ventilation and social distancing rules | Transmission risk of Covid-19 | Coaches | Players |  |  |  | Procedures put in place and communicated clearly outlining maximum number of people allowed in venue and training area |  |  |  |
| Crossover between training groups arriving and leaving venuesCrossover of participants and spectators/parents etc. between separate sessions | Transmission risk of Covid-19 | Coaches | Players | Spectators |  |  |  | Ensure all areas are in and around venue allow for recommended social distancing (includes carparks) to be maintainedTime must be allocated to leave enough time between sessions to avoid crossover contact and contamination between different groups |  |  |  |
| Lack of handwashing facilities or anti-bacterial (60% alcohol) at venue/club | Transmission risk of Covid-19 | Coaches | Players |  |  |  | Handwashing and/or anti-bacterial (60% alcohol) hand sanitiser made available on arrival, during and post session – replaced when needed |  |  |  |
| Appropriate or sufficient cleaning of high touch areas or equipment | Transmission risk of Covid-19 | Coaches | Players |  |  |  | Identify all high touch surfaces – e.g door knobs, hand rails, light switches, taps, toiletsRemove all high touch surfaces that can be reasonably be removed – e.g. vending machines, water coolers, chairs in reception areaEnsure regular cleaning and disinfecting regime of high touch surfaces that cannot be removedPlace hand sanitisers close to high touch surfaces |  |  |  |
| Outdoor training in new area or changeable areas | Transmission risk of Covid-19 | Coaches | Players |  |  |  | A decision will be made by organiser if weather conditions are prohibitive to the safety of the participants or the structure of the equipment.Ensure all participants can adhere to the government guidelines for social distancing throughout all of the session.Ensure the activity is appropriate for the playing surface, adapted to ensure safety throughout, no throwing unless using a dummy/prop.Inspect area and clear of any potential hazards |  |  |  |
| Face masks not being worn when off the mat area (training mat)Face masks not used to protect coaching staff | Transmission risk of Covid-19 | Coaches | Players |  |  |  | Adequate signage for participants to follow government restrictions on mask wearingParticipants instructed on mask use whilst not participatingCoaches that are not participating in activity are required to wear a mask (indoors) to protect participants |  |  |  |
| First Aid provision from coaches breaking social distancing | Transmission risk of Covid-19 | Coaches | Players |  |  |  | First aiders provided with adequate PPE, mask, gloves and aprons.Records maintained for NHS Wales Track & Trace of contact. |  |  |  |
|  **During Session and Session Delivery** |
| Providing adequate space for participantsIndividuals not abiding to social distancing rules during the session | Transmission risk of Covid-19 | Coaches | Players |  |  |  | Training area must be able to provide a 3m x 3m in area for every participant.Maximum of 30 adults indoorsMaximum of 50 adults outdoorsIf session contains both adults and u18’s then maximum number of permitted for adults applies.Coaches, spectators and workforce count towards the maximum number allowed indoors |  |  |  |
|  Parents & Spectators being close to the field of play (or tatami) | Transmission risk of Covid-19 | Coaches | Players | Spectators |  |  |  | Area of play must be clearly marked to ensure safe distance minimum of 3m from spectators.Minimum 3 x 3 metre mat space made available per person. These rules must be strictly adhered to and managedClear allocated space per person |  |  |  |
| Contamination of personal belongings, Judo suit, training equipment etc.Contamination of judo tatami mat. | Transmission risk of Covid-19 | Coaches | Players |  |  |  | Clothing, footwear, training bags, water bottles (labelled), training equipment etc. must be cleaned following government guidelines as necessary, before during and after session– encourage individuals to bring own and Avoid sharing of equipment – dependent of phase of returnAvoid bringing unnecessary belongings to the venue/practice areaClearly marked designated areas for personal belongingsParticipants to take own tissues to session for wiping sweat, blood etc. |  |  |  |
| Transmission of virus through session equipment | Transmission risk of Covid-19 | Coaches | Players |  |  |  | Ensure that mats/tatami (if used) are laid by designated staff/volunteers whoare aware of safe manual handling, kinetic lifting techniques and who wearrecommended PPE, disposed of in a provided pedal bin.Ensure mats/tatami (if used) are thoroughly cleaned prior to starting the sessionwith Government recommended products, allowing for enough time for themats to completely dryCarry out an inspection to ensure the mats/tatami (if used) are completely dryand there an no gaps or signs of damage.Ensure that all other equipment used (e.g. uchikomi bands, cones etc.) arethoroughly cleaned prior to starting the coached session with Governmentrecommended products, allowing for enough time for the equipment tocompletely dry. |  |  |  |
| Coaches need to demonstrate techniques using another person to throw, hold someone down etc. | Transmission risk of Covid-19 | Coaches | Players |  |  |  | Coach to use of visual aids to demonstrate where necessary – e.g. video |  |  |  |
| Potential crossover of people or bubbles between training session |  |  |  |  |  | Participant close-contact grpups must be strictly managed.Clear allocated space per person or close-contact groups.Records maintained for NHS Wales Track & Trace of contacts. |  |  |  |

Risk Matrix

The columns following the risk data indicate where additional controls may be required or where special attention should be given.

the columns of the risk rating sections are headed Likelihood, Severity.

* L is for “likelihood” and is given in the first column.
* S is for “severity” and is indicated in the second column.
* O is for ‘Overall Risk Rating” and is indicated in the third column.

**Likelihood x Severity = Risk**

The control measures, indicated within the assessment, are reasonably practicable to control the risks identified based on the protocol.

The findings of the risk assessment shall be communicated to those who may be exposed, or otherwise come into contact with the hazards and risks identified.

Club Managements must ensure that the control measures are implemented and managed.

An ongoing review of the assessment should take place for every session and amended if the guidance from the Welsh Judo or Welsh Government departments is updated and suggests that the last control measures suggested are no longer sufficient to control risks, or are inappropriate, or if additional hazards are identified. A process of continuous assessment and re-assessment should be undertaken to ensure appropriate risk controls in accordance with all Welsh Government & Welsh Judo protocols.

|  |  |
| --- | --- |
|  | **SEVERITY** |
| **LIKELIHOOD** |  | **1** | **2** | **3** |
| **1** | **1** | **2** | **3** |
| **2** | **2** | **4** | **6** |
| **3** | **3** | **6** | **9** |