



Oxford Grove JFC Risk Assessment – Training/Matches/Safety

The below risk assessment applies to all Oxford Grove JFC activity and is to be combined with a coach specific supplementary risk assessment & checklist.

No	Hazard	Risk	Before Risk Reduction Measures Applied			Action Required to Reduce the Risk to an Acceptable Level	Controls/Measures Applied	Residual Risk After Controls Measures Applied	
			Hazard Severity (a)	Likelihood of Occurrence (b)	RA Rating (a x b)			Risks	Revised Assessment Rating
1	Spread of Covid-19 Coronavirus	Exposure from others due to: Living with someone with a confirmed case of COVID-19. Having come into close contact with a confirmed case of COVID-19 Being advised by a public health agency that contact with a diagnosed case has occurred.	3	2	6	All stakeholders to be made aware of the symptoms of coronavirus pre event and told not to attend if displaying symptoms and follow government guidelines on self-isolation and shielding. Oxford JFC coaches to be made aware of symptoms of participants and report any concerns to Covid 19 Officer. All coaches to be made aware of symptoms of staff or volunteers.	Email sent prior to commencement of all event to all stakeholders by Oxford Grove JFC. Continue following government advice on self-isolation/shielding. Maintain contact with Covid 19 Officer / committee and follow Oxford Grove JFC policy / guidance. Implement social distancing. Oxford Grove JFC coaches required to complete health check questionnaire for all relevant team members/parents before partaking in activity.	Stakeholders displaying symptoms advised not to attend event, and sent home if displaying symptoms on site therefore only isolated occurrences likely	3 Low
2	Suspected case whilst at training/matches	A stakeholder demonstrates symptoms of coronavirus while at training/match venue	3	2	6	Instruct to return home immediately, follow self-isolation guidance and request a test. Avoid physical contact with hard surfaces etc in area of contact with symptomatic person	Person to inform Oxford Grove JFC coaches who else they have been in close contact with. Coach to inform Covid-19 Officer and log incident Coach/parent awareness of symptoms and procedures	Spreading virus to others at venue mitigated so only isolated occurrences likely.	3 Low



						Provide sanitisation product and advice	<p>Areas/Equipment immediately sanitised, regularly cleansed thereafter and social distancing maintained.</p> <p>Disinfectant spray provided.</p> <p>Oxford Grove JFC committee/officer advised immediately.</p>		
3	Poor personal hygiene standards	Infection control may be compromised	3	2	6	<p>At least 70% alcohol based hand gel to be provided for all pressure areas.</p> <p>Advise staff to catch coughs and sneezes in tissues. Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean/unwashed hands.</p>	<p>Provision of 70% alcohol hand gel, disinfectant spray and gloves.</p> <p>Stock check on volumes of above prior to leaving for event – to avoid stockout</p> <p>Enhanced cleaning regimes for welfare facilities in particular door handles/locks/toilet flush. Ensure handwashing signs/instructions displayed in those areas</p> <p>Parents/players advised to bring own supply of hand gel for use prior to play, on course and on completion</p>	Mitigating actions minimise risk of spreading infection	3 Low
4	Lack of cleaning	Areas that staff are working from and facilities that are open at training grounds/match venues are not cleaned regularly	3	2	6	<p>Regular sanitisation of any touch points and equipment.</p> <p>Ensure venue has regular and thorough cleaning schedules in place</p>	<p>Advice on the procedures for cleansing and daily disinfection of areas in use (particularly in areas of high use such as door handles, light switches, reception and office areas) using appropriate cleaning products and methods, with checks to be carried out.</p> <p>Liaise with all club to ensure expectations are understood and complied with.</p> <p>Cleaning schedule implemented</p>	Actions mitigate risk of spreading or contracting infection	3 Low
5	Not maintaining Social Distancing	People ignoring or unaware that they are	3	2	6	Reduce the number of persons in any area to comply with the 2	Floor tape/signs in place at 2m spacing around areas of potential congestion to control distance	A number of people may continue to	3 Low



		breaching social distancing rules				<p>metre social distancing advice required by governments</p> <p>Review processes and implement social distancing requirement.</p> <p>Ensure all coaches understand social distancing requirements.</p>	<p>between people or use barriers if required.</p> <p>One way system around venue recommended to control flow of people.</p> <p>Sufficient, prominent notices in place</p>	breach social distancing requirements	
6	Lack of PPE	Insufficient PPE supplies may not reduce the risk of spreading infection	2	3	6	<p>Provision of suitable masks/gloves to be made available for coaches/players</p> <p>Coaches advised to make use of PPE provided and advised of the safe use of PPE</p> <p>Host venue to confirm sufficient provision of PPE for their staff and any volunteers is in place.</p>	<p>Prior sourcing and supply of sufficient quantities of PPE in advance of each event.</p> <p>Pre-event stock check</p> <p>Players advised to bring their own PPE</p>	Low risk with sufficient supplies of PPE stock	3 Low
7	Need travel, including to and from training/match venues and for coaches	Risk of coaches/stakeholders contracting or spreading infection during delivery stages of each event because of need to travel out of home/local area	2	3	6	<p>Social distancing to be maintained when travelling.</p> <p>Stakeholders/coaches advised to travel alone or with members of their household only</p> <p>Advise coaches/stakeholders on need to limit use of public transport.</p>	<p>Email to coaches for awareness of the relevant travel regulations aswell as all parents</p> <p>Individual travelling is responsible for researching and abiding by advice to destination, using www.gov.uk</p> <p>Insurance confirmation.</p>	Reduction in travel therefore less opportunity for spreading infection and consequent reduction in risk	3 Low



Low

8	Coach concerns about contacting coronavirus at training/match venue	Coaches nervous about working because of concerns about being infected	3	2	6	<p>Covid-19 Officer involvement in ascertaining and mitigating concerns</p> <p>Review of coaching schedules</p> <p>Staff planning of event to identify optimum number of coaches required for day of event</p>	<p>Regular assessment of coaching needs and work allocation to address concerns / alternative coaching options</p> <p>Coach support</p>	Coach concerns may not be mitigated in the short term	Low
9	Adverse weather	Bad weather causing a suspension or abandonment of play may result in mass gatherings	2	3	6	<p>Venue evacuation plan to be in place.</p> <p>Stakeholders advised to shelter in their own vehicle during a delay or evacuation, or to follow alternative guidance identified by relevant coach in advance of event</p> <p>Emphasise the need for social distancing measures to avoid mass gatherings.</p>	<p>Event evacuation/delay plan shared with all stakeholders in advance of each event</p> <p>Electronic communication between coaches and stakeholders regarding suspension updates. (whatsapp groups/email groups)</p>	Mass gatherings could arise by default but largely mitigated by actions undertaken	3 Low
10	Touching of equipment and transferring infection	Spread of infection.	2	3	6	<p>FA Guidance amendments to be implemented to minimise contact points</p> <p>Venues to remove or cover all furniture</p>	<p>Communication to all stakeholders/coaches about adaptations to the rules.</p> <p>Club staff to remove or cover furniture</p>	Risk of passing infection through contact with items touched by other people mitigated to a large extent by implementing the actions. Residual risk low.	3 Low



Low

11	Accessing clubhouse and indoor facilities	<p>Potential gathering of people which could increase spread of infection</p> <p>Shared areas where a number of people may touch hard surfaces, again increasing risk of spreading infection.</p>	2	3	6	<p>Limit access to essential clubhouse facilities only, and as agreed with the venue</p> <p>Social distancing measures to be implemented throughout clubhouse</p> <p>Restricted access to named individuals i.e. kitchen only to kitchen staff and subject to appropriate social distancing requirements</p>	<p>Limit to essential use only e.g. toilets, or in line with relevant government guidelines if the club/facility can demonstrate appropriate compliance measures</p> <p>Maximum number of people in clubhouse confirmed with club, taking relevant government guidelines into consideration</p> <p>One way walk systems for people to navigate through the clubhouse, minimising access as far as possible.</p> <p>2m indicators to advise people how to maintain a social distancing gap.</p> <p>Access/egress points left open</p>	Social gathering risk largely mitigated to low levels	Low
12	Stakeholders sharing vehicles for travel and sharing equipment	Failure to socially distance increases the risk of sharing infection	3	2	6	<p>Coaches advised to travel separately and avoid public transport where possible, or to use face coverings if not possible.</p> <p>Minimise sharing of equipment and sanitise regularly</p>	<p>Coaches advised to wear appropriate PPE when handling shared equipment.</p> <p>Regular sanitisation of equipment between uses.</p> <p>All travel preauthorised and vehicle sharing / use of public transport to be minimised</p> <p>Communicate to stakeholders to travel to the venue alone or with members of the same household and to avoid public transport</p>	Those not complying with requests / guidelines at risk of sharing or contacting infection	3 Low
13	Staff/coaches working onsite within the clubhouse environment at risk of infection	Indoor environment understood to provide greater risk of spreading or contracting infection than outdoors	3	2	6	Identify, sanitise and regularly clean workspace, office furniture and touch points.	<p>Workstations regularly cleaned and sanitised.</p> <p>Cleaning schedule prepared, shared and implemented</p> <p>Working areas 2m apart to support</p>	Low residual risk due to mitigations implemented	3 Low



							social distancing. Use outdoor working space where possible. Implement a one way walk system if having to work indoors.		
14	Staff/coaches closely interacting with players, colleagues and venue staff	Staff interacting with many stakeholder groups at events may increase risk of contracting or spreading infection	3	2	6	The need for social distancing measures to be emphasised and are in place. Socially distanced (including electronic) communications to be implemented	Need to maintain 2m distance at all times, emphasised to coaches. Need to use mobile phones rather than personal interaction advised to all coaches and players.	Risk mitigated by reduced face to face interaction	3 Low
15	Presence of Spectators/parents	More people on site may contribute to spread of coronavirus	2	3	6	Minimise number of spectators to access an event. Advise all stakeholders of key person entry only. Minimise groups together to a maximum of 6 people in close proximity. Advise all stakeholders of the policy on social distancing Restrict access to those not involved in the delivery of or participation in the event.	Clear communication to all stakeholders prior to the event. Physical access controls over site (e.g. car park gate attendant)	Some spectators or third parties may try to access site but risk of gaining access mitigated by identified controls	3 Low
16	Presence of a Noticeboard	Could cause congregation and increase risk of spreading infection	3	2	6	Do not use a physical noticeboard, but instead rely on electronic communication	All information to be sent by electronic means.	Limited residual risk due to distancing from paper communications	2 Insignificant



17	Conducting Prize Presentations/MOM presentations	Congregation of people therefore increased risk of contracting or spreading infection	3	2	6	As restrictions are lifted by relevant governments, local management discretion on suitability of prize presentations etc, with coaches safety and the avoidance of gatherings as priority	<p>Advise coaches that prize presentations etc are not to be undertaken and instead players are to leave premises on completion of their round/meal.</p> <p>In the event of appropriate mitigations and safety assessment by responsible coaches, agree with host venues that limited prize presentation activity can take place subject to host venue demonstrating and managing compliance with relevant government regulations. Coach/stakeholder safety not to be compromised.</p>	Risk mitigated by immediate departure of participants from venue	3 Low
18	Provision of catering	Congregation of people therefore increased risk of contracting or spreading infection	3	2	6	Restrictions placed on catering offerings in line with governments' guidelines	<p>Catering service provided on a takeaway basis if possible</p> <p>Catering to be served outdoors where possible.</p> <p>Table service only to avoid congregation at bar. Tables placed to ensure social distancing is possible.</p> <p>Where catering/congregations are indoors, responsible coaches to confirm compliance with relevant government guidelines, host venue arrangements and putting stakeholder safety as the main priority</p> <p>Participants requested to leave premises on completion of meal.</p>	Risk mitigated by pre-planning of event requiring host venue's demonstrable compliance with relevant government requirements	3 Low



Low

24	Monitoring of Access/Egress points	Failure to monitor access/egress points of clubs may result in increased numbers of people on site and increased risk of contracting or spreading infection	2	3	6	<p>Person at access/egress point of golf club to check stakeholders in and out.</p> <p>Players not allowed access on site until close to their tee time.</p> <p>Players to leave club immediately after their round.</p>	<p>Communication to players beforehand informing them of restrictions to arrival times.</p> <p>PGA advice on running PGA Tournaments during COVID-19 pandemic (provided separately)</p> <p>Access/egress point staffed to control access. Cover at planning meeting to confirm that host venue has sufficient staff/volunteers available on day of event to properly manage access and movement around car parks</p>	Reduced risk of unnecessary number of people on site at any time	Low
25	Tournament taking place in area of local lockdown	Spreading of coronavirus amongst others and in the wider community	2	3	6	<p>Relevant government and local authority guidelines monitored to ascertain restrictions in areas of lockdown.</p> <p>Advice to be sought from local authority.</p>	In the event of restrictions in local lockdown areas preventing the event from going ahead, tournament to be cancelled immediately and all stakeholders informed	Risk mitigated due to event being cancelled	3 Low
26	Players travelling from outside of local lockdown area to play in a tournament	Increased risk of spreading coronavirus outside of local area if players are unaware of or ignore current guidelines	2	3	6	Players to be advised in advance of all events of the need to comply with all government guidelines	<p>Communication to all players beforehand advising them to comply with relevant government guidelines</p> <p>Guidance note for all tournament staff to add to their COVID information. 'All players are to comply with relevant government guidelines, including restrictions in place within local lockdown areas'</p> <p>PGA Staff who become aware of a player from a local lockdown area who is planning to travel to an event and is breaching guidelines to strongly advise of the need to consider withdrawing from the tournament.</p>	Some isolated occurrences where players may ignore guidelines and advice	4 Low



Severity (A)		Likelihood (B)	A x B =	Risk Assessment Rating
Trivial injury	1	Most unlikely	Insignificant	1 or 2 = Controls adequate
Slight injury	2	Unlikely	Low	3 or 4 = Review controls, take action if required
Major injury	3	Likely	Medium	6 or 8 = Action to be taken to reduce risks
Death (one or more persons)	4	Most likely	High	9,12 or 16= Urgent action required. Consider halting the activity process

Note: The figures in red apply as of now, the figures in blue will only apply after remedial actions are taken, at which time the assessment will need to be reviewed.

Created: 09/06/20
Updated: 17/8/2020