



"WORKING WITH THE COMMUNITY, FOR THE COMMUNITY"



PORTICO VINE ARLFC

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

COVID 19 CONTROL MEASURES



METHOD STATEMENT



Reference No.	Covid 19	COVID 19 SECURE MANAGEMENT AT PORTICO CLUBHOUSE & PLAYING FIELDS, SCHOLES LANE
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INTRODUCTION OF WORKS

These RAMS cover all required activities within the Portico Vine clubhouse and playing fields at Scholes Lane

<u>Brief Description of Sequence of Events / Mode of Operation</u>	
<u>Task No.</u>	<u>Description</u>
1	These RAMS cover UK government Covid-19 guidelines, Rugby Football League (RFL) guidelines and Portico Vine policies
2	These RAMS only cover Covid-19 related control measures. All other Health & Safety control measures are covered by individual, specific Risk assessments when necessary
3	Number stated in the Activity column of risk assessment relates directly to the relevant section of the "Working safely during Covid-19" secure guidelines released by UK Government.

<u>Revision History</u>		
<u>Issue No.</u>	<u>Reason For Issue</u>	<u>Date:</u>
1	Risk assessment for return to small group training	10.6.20
2	Updated following RFL latest guidelines dated 10 th August 2020	11.8.20



RISK ASSESSMENT / METHOD STATEMENT FORM



Reference No.	Covid 19	Assessment By D.Hobin	Assessment Date 11 th August 2020	Revision 2	Review Period Guideline change	Task Portico Vine ARLFC Activities
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Persons at risk

Players, coaches, volunteers associated with the club and any visitors during training sessions including parents, guardians, carers etc
Visitors for maintenance, upgrade work or cleaning activity.

RISK ASSESSMENT METHODOLOGY : RISK = PROBABILITY x SEVERITY

<p style="text-align: center;">PROBABILITY</p> <p>IM 1 Improbable VUL 2 Very Unlikely UL 3 Unlikely L 4 Likely VL 5 Very Likely</p>	<p style="text-align: center;">SEVERITY</p> <p>NFA 1 Near miss / No First Aid FA 2 First Aid injury MTC 3 Medical treatment case LTA 4 Lost Time Accident MAJOR 5 Major accident or Fatality</p>
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RISK RATING		IM	VUL	UL	L	VL		
	NFA	1	2	3	4	5		WITH CONTROL MEASURES IN PLACE No further action required
	FA	2	4	6	8	10		Requires Review of measures by Senior committee
	MTC	3	6	9	12	15		STOP – Risk is intolerable Further controls required
	LTA	4	8	12	16	20		
	MAJOR	5	10	15	20	25		



RISK ASSESSMENT



Activity	Hazards / Objective	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk	Further Actions	Who	By	Completed
2.0 Personnel on site at Portico	Those who can work from home should work from home. Work in this context is volunteer work.	3	4	12	Visits to the clubhouse to be minimised for essential activities only & volunteering from home is being maximised. Communications implemented using Zoom, Whatsapp groups & telephone.	1	3	3				
2.1 Protecting people at higher risk	To protect clinically vulnerable and clinically extremely vulnerable individuals	2	4	8	We currently have 8 clinically extremely vulnerable people as part of the club volunteers or playing / coaching staff & they do not attend the training sessions or club facilities but work from home. Any person who lives with a person who is Clinically Extremely Vulnerable are requested to work from home or if they do attend the club training / facilities then stringent social distancing measures must be adhered to. We are actively monitoring the situation with club membership if they come into contact with clinically extremely vulnerable or clinically vulnerable people. We continue to monitor daily updates from the government on the status of different vulnerable groups including BAME and for the different regions within the UK.	1	4	4	Carry out further check on status of clinically extremely vulnerable people within the club Monitor daily updates on government guidelines and RFL guidelines	WV AMcB	30.8.20 Ongoing	



RISK ASSESSMENT



Activity	Hazards / Objective	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk	Further Actions	Who	By	Completed
2.2 People who need to self-isolate	To make sure individuals who are advised to stay at home under existing government guidance do not physically come to the training sessions or the clubhouse. This includes individuals who have symptoms of Covid-19 as well	2	4	8	All club members, volunteers and families or persons within their household who have covid-19 symptoms are not allowed to attend the club facilities and advised to self isolate for 14 days. The club has purchased contactless temperature monitors and all persons attending the Portico site - clubhouse or playing fields have a temperature check with anyone over 37.6 deg C asked to leave and report for a virus test. There has been no adverse results to date All club members have been allowed to be involved from home and be in communication with the club via social media and Zoom meetings.	1	4	4	Carry out audit that temperature measurements being taken at training sessions	MH	30.8.20	
2.3 Equality in the workplace	To treat everyone at the club equally	1	4	4	We continue to operate in full compliance with our Equality policy.	1	4	4				
3.1 Coming to and leaving clubhouse & playing fields	To maintain social distancing wherever possible on arrival and departure and to ensure hand washing/sanitising on entering the clubhouse	3	4	12	Families should arrive in separate transport car sharing to be avoided. If travelling by public transport a face covering / mask is mandatory. Separate entry & exit points have been implemented and must be complied with. A one way system is allowed for access to the toilets. One in one out system for use of toilets. Sanitising facilities are provided within the clubhouse.	1	4	4				

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RISK ASSESSMENT



Activity	Hazards / Objective	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk	Further Actions	Who	By	Completed
3.2 Moving around the clubhouse & playing fields	To maintain Social distancing wherever possible while members are present at Scholes Lane	3	4	12	Entry into the clubhouse is to be restricted for essential use only & the number of people in at any time minimised. The clubhouse is closed except for : Use of toilets with one in one out basis For cleaning & sanitising purposes For maintenance purposes & upgrade work To access equipment - balls, cones etc To access the first aid room , if necessary. The separate entrances and exits must be used and follow the arrows marked. Briefings, meetings to be held outside in open areas or via Zoom virtual meetings. Any briefings to contractors etc in the building must be done by minimal numbers and social distancing. If social distancing not achievable for any particular task then a face covering / mask must be worn and any relevant PPE Sanitisers are located in several areas & are to be used on entry and exit after hand washing. Any surfaces used (tables, chairs) to be sanitised after use.	1	4	4				
3.3 Making the clubhouse safe for people who work statically	To maintain social distancing between people who work in one place	3	4	12	There are no instances of people working in the clubhouse at a desk / table / one place where additional measures are required.	1	4	4				

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RISK ASSESSMENT



Activity	Hazards / Objective	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk	Further Actions	Who	By	Completed
3.4 Meetings	To reduce or eliminate transmission due to face to face meetings and maintain social distancing during meetings.	3	4	12	All club meetings will in the first instance be carried out virtually by social media, zoom, phone calls. In the event of a meeting needed in the clubhouse (eg to show a contractor what repair or upgrade work is required or to plan work) the number of persons should be minimised and social distancing applies. Face coverings / masks must be used if any task cannot be achieved by social distancing. Sanitiser and cleaning materials are available to ensure any chairs / tables are sanitised after use. Equipment shall not be shared between parties unless sanitised in between each use eg tools.	1	4	4	Check spare disposable face masks are available for non club members when visiting eg contractors	WM	30.8.20	
3.5 Common Areas	To maintain social distancing while using common areas	4	4	16	The changerooms, showers and other common areas are closed. Toilets are restricted to single person occupancy. Parents/Guardians/ Carers/other family members / friends who stay at Scholes Lane during training sessions MUST also socially distance whilst watching their children train. Anyone failing to comply will be politely asked to leave.	1	4	4	Audit social distancing by parents/ guardians/carers at training sessions. Audit 2 random sessions	MH	30.8.20	

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RISK ASSESSMENT



Activity	Hazards / Objective	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk	Further Actions	Who	By	Completed
5.1 Before opening clubhouse	To make sure that any areas that have been closed or partially used is clean and ready at Rugby restart	3	4	12	The Portico Vine Covid -19 secure document is key to any re-opening whereby full compliance must be confirmed before opening other areas. The clubhouse has had a full 'Fogging' by a specialist company prior to opening for use at training sessions. All areas would be thoroughly cleaned and sanitised before use. Windows and doors will be open whenever possible to allow free airflow. The opening of other areas in the clubhouse will be agreed with the club Covid-19 officer and the Club Senior committee. All RFL guidelines will be followed.	1	4	4				
5.2 Keeping the clubhouse clean	To keep the clubhouse clean and prevent transmission by touching contaminated surfaces.	3	4	12	The clubhouse will be thoroughly cleaned weekly and check sheets completed. A general clean will be completed after each use - training sessions, maintenance. Sanitiser is available in the clubhouse to wipe down surfaces used. Rugby equipment used on training sessions must be cleaned and sanitised before and after use. Waste bins are provided to dispose of masks, wipes and cleaning materials and must be emptied after each training session or visit to the clubhouse. If there is any suspected case of Covid-19 then a full area sanitisation process will be carried out.	1	4	4	Audit that checksheets are in place and being used	MH	30.8.20	

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RISK ASSESSMENT



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RISK ASSESSMENT



Activity	Hazards / Objective	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk	Further Actions	Who	By	Completed	
5.3 Hygiene- Handwashing, Sanitation & Toilets	To help everyone keep good hygiene during their visit to the clubhouse and training sessions.	3	4	12	Extra washing and sanitisation stations have been installed within the clubhouse. Covid-19 hygiene posters have been put on walls in several areas to remind people to wash hands and sanitise. Toilets are available for use on training sessions with a one in one out policy and handwashing / sanitise after use. Deep cleaning of toilets are carried out weekly and check sheets recorded.	1	4	4	Audit condition of toilets to ensure clean	MH	30.8.20		
5.4 Changing Rooms & Showers	To minimise the risk of transmission in changing rooms and showers	4	4	16	Changing Rooms and Showers are CLOSED and cannot be used at any time until further notice. Players attending training should arrive in their kit and return home in their kit. Sharing of kit tracksuits is not allowed.	1	4	4					
5.5 Handling equipment, materials & waste	To reduce transmission through contact with objects delivered to the clubhouse . To reduce risk of transmission from Rugby equipment used in training - balls , cones etc	4	4	16	Tools and equipment for cleaning and maintenance are to be sanitised after use. Shared equipment is to be kept to a minimum and sanitised between uses. New items delivered to the clubhouse should be wiped / sanitised before use or left for a minimum 4 days prior to handling. Rugby balls should be sanitised before use and any equipment such as cones. Any new equipment or parcels delivered to the clubhouse shall be wiped / sanitised or left for 4 days before handling / opening. All waste shall be removed from the site on a regular basis as per current contract with external party.	1	4	4					

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RISK ASSESSMENT



Activity	Hazards / Objective	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk	Further Actions	Who	By	Completed
6.1 Face Mask / Covering	Face masks are beneficial indoors when socially distancing is not achievable.	3	4	12	Face masks / coverings must be worn in the clubhouse when social distancing cannot be achieved. The toilets are restricted to one in one out and so no need to be worn. They must be used if socially distancing cannot be achieved when cleaning or carrying out maintenance / upgrade activities. The number of people allowed to enter the clubhouse is restricted to the minimum necessary and masks / coverings are to be worn if more than 6 people in the building. Wash hands and sanitise before placing covering / mask on face. Ensure the face mask is worn correctly covering mouth and nose. Throw away disposable masks in the waste bins / bags provided at the club. Re-usable face masks / coverings must be washed as per manufacturers instructions.	1	4	4				
7.1 Shift patterns and working groups	To change the way work / training is organised to create distinct groups to reduce the number of contacts people have.	3	4	12	Only one team can train at any one time which will be authorised by the Head coach. Maintenance activities are to be carried out when there are no teams training. Weekly Cleaning should be carried out when there are no teams training. Any upgrade work should be scheduled when teams are not training.	1	4	4				



RISK ASSESSMENT



Activity	Hazards / Objective	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk	Further Actions	Who	By	Completed
7.2 Travel to Clubhouse & Playing Fields	To avoid mixing of non family groups which could lead to transmission of Covid-19	4	4	16	Only essential travel to the clubhouse is allowed or for training sessions. All persons including parents/guardians/ carers should travel in separate cars. If using public transport they must follow government rules and wear a mask / face covering whilst travelling. Any family returning from overseas from a country that requires quarantine period as per government guidelines will not be allowed to attend training sessions or the clubhouse.	1	4	4				
7.3 Communications	To make sure all personnel attending training sessions and the clubhouse understand the Portico Vine Covid-19 related safety procedures and control measures. To ensure communications with club members who are isolating or decided not to return to training sessions at this time	3	3	9	A separate Portico Vine Covid-19 secure guide has been completed and circulated to all club members plus posted on the clubs facebook account and website. Communications via whatsapp groups and facebook continue plus telephone contact where necessary. A separate email account has been set up with all members of the club including parents/guardians/carers to allow consistent communications to everyone at the club. "oneteamonedream2020@outlook.com" Committee meetings take place via Zoom as required at this time. Communications using visuals are utilised as much as possible with increased signage at the clubhouse.	1	3	3				



RISK ASSESSMENT



Activity	Hazards / Objective	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk	Further Actions	Who	By	Completed
Wellbeing & Mental Health Support	Potential to forget about those isolating or those who have decided not to return to training at this stage.	3	2	6	Regular communication is being sent out to all club members irrespective of whether they have returned to training or not. Those who are self isolating are known and contacted regularly by the clubs Vice Chairman to offer support or help as required. The club follow RFL guidelines and support the "State of Mind" initiative. Contact has been made with Halton Coach re: a presentation on well being and mental health in October at the clubhouse (subject to meeting guidelines change) or via Zoom.	1	3	3	Confirm date for presentation and location	MH	30.9.20	
Returning to Training / games	To ensure it is safe to return to training and ensure no pressure to do so on players or parents / guardians/carers	2	4	8	The option to return to training under the latest RFL and Government guidances is purely voluntary and at the discretion of the family of the club member. Everyone has different circumstances and it is their own choice with no pressure from the club. The club has collected the required Covid-19 Screening forms and are currently held by the club Covid-19 Officer. The club has submitted its "Return to Play Expression of Interest" as requested by the RFL to show that the club wishes to resume Rugby League matches when safe to do so.	1	4	4				

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RISK ASSESSMENT



Activity	Hazards / Objective	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk	Further Actions	Who	By	Completed
Training Activity	To avoid risk of transmission of Covid-19 during training sessions. Compliance to RFL guidelines and Government latest rules.	4	4	16	Training sessions will be one team only at any one time. coaches,committee members, volunteers, parents,guardians,siblings or any family member,friend staying at the session will have their temperature taken by contactless thermometer and anyone 37.6 Deg c or over will be asked to leave Training group size is maximum 30 players, with minimum 2 coaches. Maximum duration is 60 minutes but can be multiple sessions in a week. Medium risk training which includes Touch rugby is allowed for 20 minutes maximum & only in pods of 15 players for the week. No shoulder contact must be made Balls cleaned or swapped with sanitised balls after all medium risk activity. All equipment to be sanitised before use eg cones Players & coaches to wash hands & sanitise before and after training sessions. No sharing of kit or tracksuits etc Players to bring own drinks and be clearly identifiable so that there is no mixing. Coaches to continue to document attendees. Anyone who becomes infected after training should inform the club Covid-19 officer and their coach immediately. They should also report to the NHS Track & Trace system	1	4	4	Review RFL Guidelines as it is planned to increase medium risk activity to 40 mins on 24th August	DH	24.8.20	

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