

**COVID – 19 Watford Borough Council Advice and Guidance for those wishing to restart community activity in council premises or where the council has a direct involvement in the provision of that activity.**

**Appendix 2: Example risk assessment checklist:**

**Risk assessments must be carried out to ensure reasonable steps are being taken to ensure the health and safety of individuals (see sport England’s Legal guidance to support this process [Sports England’s Legal support guidance](#).)**

**Risk assessments: checklist of practical considerations:**

**1. Incorporating specific, Sport England, Public Health England, Government guidelines and National Governing Bodies guidance, directions or policies:**

Clubs and activity providers should consider **incorporating specific Sport England, Public Health England, Government guidelines and National Governing Bodies guidance, directions or policies** into its own protocols. This could include specific guidance relating to travel arrangements, venues and facilities, and matches and competitions. It is worth also noting that Return To Play & Activities protocols should be living and breathing documents which are updated regularly, as new Government and NGB guidance is received and as the situation continues to evolve.

**2. Reviewing and updating existing health and safety policies:**

Review, take advice on, and update (where necessary) [existing health and safety policies](#), to ensure they are fit-for-purpose, and are in line with guidance and protocols issued by the Government, public health authorities or NGBs.

**3. Employer-specific risk assessments:**

Under health and safety legislation, **employers** must conduct a suitable and sufficient [risk assessment](#) of all of the work activities carried out by their employees (including homeworkers), to identify hazards and assess the degree of risk. The same may apply for deploying volunteers before return, therefore, any sports and physical activity providers which is an employer should carry out this assessment and take measures to mitigate any risks identified in a coronavirus context. New requirements imposed on employees and volunteers for the safety of themselves and their colleagues should also be considered: this might relate to ensuring that equipment is cleaned regularly and, as far as is reasonably possible, the working environment was safe for the specific job being undertaken.

**4. Return to play & activities strategy and coronavirus response plan:**

Clearly, it’s more straightforward to create a safe environment for non-contact and physically distant sports (such as golf and tennis) compared to sports requiring close proximity (such as netball and basketball) or physical contact (such as both codes of rugby). Therefore, these issues should all be reviewed on a regular basis and protocols should be specific to the sport or activity at play. Once again, everything should come back to the relevant sport-specific guidance to ensure the sports and physical activity provider’s response is tailored and proportionate.

Sports and physical activity providers should formulate, and implement, a Return to Play & Activities **strategy**. This should include a specific **coronavirus response plan** which is catered to deal with any suspected or actual coronavirus cases which arise following the Return to Play & Activities. Advice can be found [here clubs](#), and [here for leisure/commercial providers](#).

#### **5. Appointing a Coronavirus Officer:**

Sports and physical activity providers should appoint at least one **coronavirus officer** or **operational lead** to take responsibility for managing and coordinating any health and safety issues which arise, as well as providing information and strategic support to members and other participants, and implementing official guidance. Ideally the individual(s) should have operational knowledge or at least have access to clinical advice. NGBs should ideally appoint a coronavirus 'chief medical officer', or at the very least have access to suitable medical advice, to deal with coronavirus risk assessments and policy developments, and deal with the management of suspected and actual cases.

#### **6. Insurance:**

Sports and physical activity providers should carefully consider its **insurance** policies as set out in **section 4** of [Sports England's Legal support guidance](#) (Understanding your insurance position is essential, you should liaise directly with your insurers and insurance advisers before the return of play or activities process begins. This is to ensure that the relevant sport or physical activity is adequately insured and to ascertain whether any additional steps are required. This also applies to freelance coaches (including yoga teachers) and personal trainers).

#### **7. Terms and conditions of membership:**

Sports and physical activity providers in particular clubs and NGBs, should revisit the **terms and conditions of membership** with its individual members, and consider whether any changes are required. If so, these should be communicated clearly and in writing to all affected members.

#### **8. Data management and data privacy :**

Sports and physical activity providers should consider its data management functions and any data privacy risks arising from return to play & activities, and associated coronavirus issues.

#### **9. Staff education or training :**

Sports and physical activity providers should consider whether any education or training with employees, staff and volunteers is required (either virtually or in line with social distancing guidelines).

## **Appendix 2: Example risk assessment checklist:**

### **10. Venues, Open Spaces and facilities:**

All venues and facilities at which sport and physical activity takes place will require a [specific coronavirus risk assessment](#) to be undertaken before any return to play & activities can commence. Whilst this will require a sport-specific approach, and should be in line with relevant official and NGB guidance, some of the matters which should be considered to mitigate risk and ensure all reasonable steps are being taken to discharge the Sports and physical activity provider's duties include the following:

- a. Upgrading of facilities to comply with hygiene standards
- b. Ensuring there are separate exit and entry areas with hand washing and sanitising stations
- c. Ensuring that hand sanitisers are dispersed throughout the venue or facility
- d. Ensuring there's an appropriate supply of personal protective equipment (PPE)
- e. Ensuring there is [appropriate public health signage](#) displayed
- f. Providing for a dedicated isolation area for management of participants who become unwell
- g. Ensuring venues and facilities have been deep cleaned prior to reopening
- h. Ensuring use of changing rooms and showers has been fully suspended.

### **11. Communications and public health messaging strategy:**

Implementing a clear communications and public health messaging strategy is critical. This relates to both internal communications (i.e. how protocols and guidance are communicated to members and participants, and how these individuals are kept updated); and also external communications (i.e. the communications between NGBs, clubs, activity providers, competitions and participants, as well as government agencies, public authorities and other relevant stakeholders, including the media).