

RISK ASSESSMENT

Coventry and Warwick Riga Volleyball Club – Covid-19 risk assessment

Date of Assessment	06 September 2020	Date of next review	30 September 2020
Assessment carried out by	Committee		

In line with Volleyball England guidance we have appointed Clare Francis as the Covid-19 officer who will oversee our compliance (the Covid-19 officer can be contacted at coronavirus@rigavolleyball.com). At individual sessions Team Managers and coaches will be responsible for overseeing and reporting to the Covid-19 officer as appropriate. A training session for all Team Managers and coaches will be provided to ensure compliance.

Note this risk assessment is split into:

- Outdoor venues
- Indoor venues
- Junior sessions

Please consult relevant section. It should be read in conjunction with the NGB guidance and the online session rules. All participants have a responsibility to familiarise themselves with this risk assessment prior to participating in any session.

Venue/Activity	What are the hazards?	What are the mitigations or actions you will take to control the risk?	Who needs to carry out the action?	When should the action be completed by?
Recreational outdoor volleyball – up to 6v 6 at Newbold Comyn, Leamington Spa	Cleanliness – ensuring suitable hygiene standards to reduce risk of transmission of virus	<ul style="list-style-type: none"> - Coaches/session organiser will ensure participants hand sanitise before and after session and in each water break - Net should be put up by a limited number of volunteers only. After completion of set up and tear down of net the volunteers should all sanitise their hands 	<ul style="list-style-type: none"> Coaches/session organisers Via online booking system (see session rules) 	At each session.

COVENTRY AND WARWICK RIGA
RETURN TO PLAY

		<ul style="list-style-type: none"> - Session rules include no sharing of equipment and require all participants to comply with hygiene requirements - Balls will be sanitised prior to and after each session. 		
	<p>Social distancing – to be able to maintain social distancing as far as possible off court to reduce risk of transmission</p>	<ul style="list-style-type: none"> - limit number of people at session to 12 per court (plus a coach). Aggregate cannot exceed 30 people. - Members are informed not to congregate prior to or after sessions so that social distancing can be maintained off court - no congratulatory touches permitted between players during play 	<p>Coach/session organiser – included in session rules also</p> <p>Booking system means no more than 12 per court (plus coach where applicable) can book session</p>	<p>Prior to (via online booking system) and at each session</p>
	<p>Participant conduct – need all participants to comply with session rules to ensure safe environment</p>	<ul style="list-style-type: none"> - Provision of session rules to all participants in advance of session setting out rules for attending. This includes a self-assessment of Covid-19 symptoms. - Reminder of rules at start of each session. Training to coaches/session organiser that if participants do not comply with the rules or act responsibly they shall not be permitted to attend sessions. - online booking system will capture all test and trace requirements. This will be accessible by the Covid-19 officer, coaches and one Team Manager from each team. Each will be briefed in respect of data protection compliance. - should a participant (coach, player, official etc) have any Covid-19 symptoms following a session they should immediately notify the Team Manager or the Covid-19 officer (on coronavirus@rigavolleyball.com). 	<p>Committee via online booking system</p> <p>Coaches/session organiser – via a check list provided as part of training</p>	<p>Prior to and at each session as required.</p>

COVENTRY AND WARWICK RIGA
RETURN TO PLAY

		If a Team Manager is notified they must immediately notify the Covid-19 officer. The Covid-19 officer will ensure track and trace requirements are complied with.		
	Public space – may be difficult to manage numbers within guidance and/or spectators	<ul style="list-style-type: none"> - Implementation of an online booking session. All attendees must book in advance and no drop ins will be permitted to participate - Spectators should not be encouraged. Training for coaches/session organiser that if there are spectators they must maintain social distance and be in groups of less than 6. If not asked to leave. If not session must be abandoned. 	<p>Committee via online booking system</p> <p>Coach/session organiser</p>	Prior to and at each session as required.
	Setting up of equipment – use of hammer	Players advised of risk and instructed how to put up equipment safely	Players/coaches setting up equipment	At session
	Uneven ground	Coaches/volunteers advised to locate most suitable area for set up paying due care and attention for area of ground selected (e.g. holes, ground stability, prior use, litter, dog litter, wildlife) Players advised of risks	Players/coach/session organiser	At session
	Equipment needs replacing	Players/coaches/session organiser must report worn equipment and/or damage to coach and Team Manager/Treasurer for it to be replaced as soon as possible	Players/coach/session organiser	At or following session
	Close proximity training – increased risk of transmission	Follow National Governing Body separate guidance at all times. This is in line with Volleyball England advice and guidance.	<p>Coaches/Team Managers/session rules on booking</p> <p>Providing all individual participants via online booking with access to</p>	At sessions

COVENTRY AND WARWICK RIGA
RETURN TO PLAY

		Note these sessions are game play. Therefore, the 15 point 60 second time out for sanitisation will be utilised.	NGB guidance and this risk assessment.	
	First aid provision	No facility at event for first aid (as outdoor public space). Ensure players aware and Team Manager to have basic supplies of plasters and sanitiser	Coach/session organiser	At session
	Travel to and from venues	Government advice should be followed – currently this does not include sharing transport with members outside of one's own household. Where public transport is used Government guidance must be followed including wearing of face masks.	Individual participant	Before/after session
Indoor volleyball training at Centre AT7, Bablake School Note – this section should be read in conjunction with existing indoor risk assessments available here.	Cleanliness – ensuring suitable hygiene standards to reduce risk of transmission of virus	<ul style="list-style-type: none"> - Coaches/session organiser will ensure participants hand sanitise before and after session and in each water break. All participants are asked to bring own hand sanitiser. Sports centre also has sanitisation stations. - Sports centre staff will be responsible for set up and tear down of equipment. If players/coaches assist should be limited people and once up/down all volunteers should sanitise their hands. - Session rules include no sharing of equipment and require all participants to comply with hygiene requirements - Balls will be sanitised prior to (unless not used since previous sanitising) and after each session. 	Coaches/Team Manager/Sports centre staff	At each session
	Social distancing – to be able to maintain social distancing as far as possible off court to	- limit number of people at session to 12 per court (plus a coach). Therefore for adults will not exceed 24 (plus coaches) at Centre AT7 when two courts are booked. At Bablake given the increased free space around court NVL training sessions will be limited to 16 (plus one coach) and Recreational sessions will be	<p>Coach/session organiser – included in session rules also</p> <p>Booking system means no more than pre-determined</p>	Prior to (via online booking system) and at each session

COVENTRY AND WARWICK RIGA
RETURN TO PLAY

	<p>reduce risk of transmission</p>	<p>limited to 18 (game play – 12 on and 6 socially distanced off court during game).</p> <ul style="list-style-type: none"> - Members are informed not to congregate prior to or after sessions so that social distancing can be maintained off court - Where sports centre maintains dedicated entry and exit points/a one way system members advised to follow this and appropriate signage - no congratulatory touches permitted between players during play 	<p>session number (plus coach where applicable) can book session</p>	
	<p>Participant conduct – need all participants to comply with session rules to ensure safe environment</p>	<ul style="list-style-type: none"> - Provision of session rules to all participants in advance of session setting out rules for attending. This includes a self-assessment of Covid-19 symptoms. - Reminder of rules at start of each session. Training to coaches/session organiser that if participants do not comply with the rules or act responsibly they shall not be permitted to attend sessions. - online booking system will capture all test and trace requirements. This will be accessible by webmaster, coaches and one Team Manager from each team. Each will be briefed in respect of data protection compliance. - should a participant (coach, player, official etc) have any Covid-19 symptoms following a session they should immediately notify the Team Manager or the Covid-19 officer (on coronavirus@rigavolleyball.com). If a Team Manager is notified they must immediately notify the Covid-19 officer. The Covid-19 officer will 	<p>Committee via online booking system</p> <p>Coaches/session organiser via checklist provided as part of training</p>	<p>Prior to and at each session as required.</p>

COVENTRY AND WARWICK RIGA
RETURN TO PLAY

		ensure track and trace requirements are complied with.		
	Taking cash payments	No cash payments will be permitted at sessions. For recreational sessions or PAYG members online booking system will be utilised to permit payment. For NVL members (adult, student or training only) standing order payments should continue as previously.	Committee via online booking system. Team Managers to ensure members use online booking system appropriately	Prior to session/at session
	Changing facilities – increased risk of transmission	Comply with venue guidance on changing facilities. In particular advise members to attend ready to play and minimise use of changing facilities where possible. Note in some sports centres changing and shower facilities are closed. Sports centres have an increased cleaning regime of toilets/facilities. Comply with any numbers limitation as appropriate. If toilet facilities are not clean or no soap available advise sports centre reception staff or Team Manager so that this can be reported/escalated	Session rules and Team Managers. Sports centre staff	At sessions
	Close proximity training – increased risk of transmission	Follow National Governing Body separate guidance at all times. This is in line with Volleyball England advice and guidance and required by Sports Centre risk assessments. Note these sessions are training and game play. Therefore, the 15 point 60 second time out for sanitisation will be utilised during game play and 30 minute sanitisation break during training. Coaches will be mindful in structuring training to avoid close	Coaches/Team Managers/ session rules on booking Providing all individual participants via online booking with access to NGB guidance and this risk assessment.	At sessions

COVENTRY AND WARWICK RIGA
RETURN TO PLAY

		proximity for prolonged periods and avoid any training that involves touching between players.		
	First Aid	Comply with National Governing Body guidance. In addition sports centres will continue to provide first aid provision in venue with mitigating measures (such as PPE).	Coaches/Team Managers/Sports Centre staff	At session
	Travel to and from venues	Government advice should be followed – currently this does not include sharing transport with members outside of one's own household. Where public transport is used Government guidance must be followed including wearing of face masks. Currently no competitive volleyball – once this changes and travel to matches is considered this risk assessment should be revised.	Individual participant	Before/after session
Junior sessions (at Centre AT7) Note this section should be read in conjunction with indoor training above	Cleanliness – ensuring suitable hygiene standards to reduce risk of transmission of virus	As per indoor above		
	Social distancing – to be able to maintain social distancing as far as possible off court to reduce risk of transmission	- limit number of people at session to no more than 26 over the two courts at Centre AT7 (plus minimum of 2, maximum of 4 adults in a coaching/supervision capacity). No more than 30 in total. This reflects the junior age group and takes into account Volleyball England safeguarding adult to junior ratios and Out of School Setting Covid guidance based on likely actual attendance. - as sessions are booked as a series then Test and Trace will be passed for all booked on series whether	Coach/session organiser – included in session rules also Booking system means no more than 26 (plus coach/adult supervisors) can book for the series of sessions.	Prior to (via online booking system) and at each session

COVENTRY AND WARWICK RIGA
RETURN TO PLAY

		or not attended actual session. If they did not attend the individual can inform the authorities. This is made clear in the session rules. - otherwise as per indoor above		
	Participant conduct – need all participants to comply with session rules to ensure safe environment	As per indoor above		
	Taking cash payments	No cash payments will be permitted at sessions. All payments will be via online booking system	Committee via online booking system. Junior Manager to ensure members use online booking system appropriately	Prior to session/at session
	Changing facilities – increased risk of transmission	As per indoor above		
	Close proximity training – increased risk of transmission	As per indoor above		
	First Aid	As per indoor above		
	Travel to and from venues	As per indoor above		
	Safeguarding	- Junior Manager has a DBS check. If Junior Manager is not present any week an alternative Club person with a current DBS shall be present at the session	Junior Manager and Club Welfare Officer	Ongoing

COVENTRY AND WARWICK RIGA
RETURN TO PLAY

		<p>- Club safeguarding policies shall apply – see (https://rigavolleyball.com/governance/club-welfare/) in particular communications will be with parents. Photos of sessions will only be taken/used on social media with parental consent.</p>		
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