

RISK ASSESSMENT

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

Date of Assessment	16 May 2021	Date of next review	21 June 2021
Assessment carried out by	Covid-19 officer		

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 being the field of play Covid-19 officer and for overseeing and reporting to the Covid-19 officer as appropriate. A training session for all Team Managers and coaches has been 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 or Victoria Park, 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.

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		<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 16 per court (plus a officials/workforce). No aggregate maximum. - 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 16 per court (plus officials/workforce) 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>

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		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"> - Applied for and granted a permit for use of Newbold Comyn and/or Victoria Park – the permit system is to help the public spaces control numbers which in turn mitigates the risk for us. - Implementation of an online booking session. All attendees must book in advance and no drop ins will be permitted to participate - Spectators are only permitted with prior agreement and must be at least 3m from the edge of the court and maintain social distancing and comply with latest Government guidance at all time. Training for coaches/session organiser that if there are spectators are not complying with Government guidance and/or are excessive then they should be 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	Players/coach/session organiser	At or following session

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		Manager/Treasurer for it to be replaced as soon as possible		
	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. Note these sessions are game play. Therefore, the 15 point 60 second time out for sanitisation will be utilised.	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
	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, kool packs and sanitiser	Coach/session organiser	At session
	Travel to and from venues	Government advice should be followed. Where public transport is used Government guidance must be followed including wearing of face masks.	Individual participant	Before/after session
Indoor adult 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	- 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	Coaches/Team Manager/Sports centre staff	At each session

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		<ul style="list-style-type: none"> - Balls will be sanitised prior to (unless not used since previous sanitising) and after each session. - Where venue requires face coverings must be worn within the venue to get to the activity area. 		
	<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"> - For adults, we will limit participants based on size of venue and ventilation rates (as advised to us by the relevant venue). For sessions at AT7 with two courts we will have a maximum of [TBD] people in the hall area at any time. At Bablake with one court (4 badminton court hall) we will have a maximum of 35 people in the hall area at any one time. For juniors see junior section. - Coaches, officials and volunteers are counted in the maximum numbers. - 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. - Spectators are only permitted in the hall if there is sufficient headroom in the maximum numbers above. They should use a viewing gallery where appropriate. Spectators should maintain social distancing at all times. 	<p>Coach/session organiser – included in session rules also</p> <p>Booking system means no more than pre-determined session number (plus coach where applicable) can book session</p>	<p>Prior to (via online booking system) and at each session</p>

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	<p>Participant conduct – need all participants to comply with session rules to ensure safe environment</p>	<p>- 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.</p> <p>- 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.</p> <p>- 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.</p> <p>- 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 ensure track and trace requirements are complied with.</p>	<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>
	<p>Taking cash payments</p>	<p>No cash payments will be permitted at sessions. For recreational sessions or PAYG members online booking system will be utilised to permit payment.</p> <p>For NVL members (adult, student or training only) standing order payments should continue as previously or if we move to session payments (PAYG) these must be paid on line.</p>	<p>Committee via online booking system. Team Managers to ensure members use online booking system appropriately</p>	<p>Prior to session/at session</p>

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	Changing facilities – increased risk of transmission	<p>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.</p> <p>Sports centres have an increased cleaning regime of toilets/facilities. Comply with any numbers limitation as appropriate.</p> <p>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</p>	<p>Session rules and Team Managers.</p> <p>Sports centre staff</p>	At sessions
	Close proximity training – increased risk of transmission	<p>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.</p> <p>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 proximity for prolonged periods and avoid any training that involves touching between players.</p> <p>Balls will be sanitised between sessions.</p>	<p>Coaches/Team Managers/ session rules on booking</p> <p>Providing all individual participants via online booking with access to NGB guidance and this risk assessment.</p>	At sessions
	First Aid	<p>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).</p>	<p>Coaches/Team Managers/Sports Centre staff</p>	At session

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	Travel to and from venues	<p>Government advice should be followed.</p> <p>Where public transport is used Government guidance must be followed including wearing of face masks.</p> <p>Currently no competitive volleyball – once this changes and travel to matches is considered this risk assessment should be revised.</p>	Individual participant	Before/after session
Junior sessions (at Bablake School)	Cleanliness – ensuring suitable hygiene standards to reduce risk of transmission of virus	As per indoor above		
Note this section should be read in conjunction with indoor training above	Social distancing – to be able to maintain social distancing as far as possible off court to reduce risk of transmission	<ul style="list-style-type: none"> - Junior players (under 18 at start of academic year) are permitted to train indoors subject to maximum space and ventilation requirements. - We will limit number of people at session to no more than 16 per court at Bablake School (plus minimum of 2, maximum of 4 adults in a coaching/supervision capacity). 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 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 - where two sessions are run back to back (Tues evening at Bablake school) the second set of 	<p>Coach/session organiser – included in session rules also</p> <p>Booking system means no more than 16 (plus coach/adult supervisors) can book for the series of sessions.</p>	Prior to (via online booking system) and at each session

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		attendees shall be asked to wait outside until called in by volunteers to avoid too many people in changeover (and sessions official finish and start time will be 10 minutes apart).		
	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

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		- 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.		
	Spectators	In Roadmap Stage 3 spectators are permitted at indoor subject to maximum venue numbers. Therefore: <ul style="list-style-type: none"> - Spectators must fill in a test and trace register on arrival leaving relevant details - The first 6 spectators arriving shall use the Bablake viewing gallery and remain socially distanced at all times - Any spectators over 6 must use the hall benches in the location directed by the coaches and must remain socially distanced at all times. Any spectators not completing test and trace details and/or not maintaining social distancing requirements will be asked to leave the session.	Included in bookings and cs.	Ongoing