**COVID-19 RISK ASSESSMENT**

**XXXXX SPECIAL OLYMPICS CLUB**

**Date Completed: \_ \_ / \_ \_ / \_ \_ \_ \_**

**Date Reviewed: \_ \_ / \_ \_ / \_ \_ \_ \_**

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# **IDENTIFICATION OF RISK**

A **hazard** is something that can cause harm. A **risk** is the chance or likelihood, high or low, that any hazard will actually cause somebody harm.

The first step in the process is to identify those hazards that present a risk of a spread of infection between persons or serious illness. The hazards will typically be either management issues (e.g. poor sanitation practices), physical features which act as shared touchpoints which will allow the spread of the virus, or physical features which do not allow adequate physical distancing between persons.

The identification of hazards is based on assessment against the recommendations in the relevant guidance documents from the Health Authorities, Government, other National Governing Bodies and Special Olympic Ireland’s Return to Activities Protocol as applied to the club having regard to the application of judgement and common sense to the particular circumstances.

# **INSPECTION METHODOLOGY**

The Risk Assessment was undertaken after an inspection of club facilities / areas of the venue used by the Club for training. The inspection included any observations of physical limitations or installations, cleaning methods, specific venue practices, administrative processes and so forth. The inspection also included communication with the venue owner’s / management taking into account a multi-use environment where other activities may also be taking place e.g. Leisure Centre.

# **WHO IS AFFECTED BY THE RISK**

Abbreviations used in the ‘To Whom’ column of the sample risk assessment relate to:

* P = Public
* A = Attendees

Any individual present within the activity space. This will include athletes, coaches and volunteers, visitors, guests, spectators (where permitted) and may include parents / guardians / carers where their presence is required.

* O = Other Persons

Any facility or venue staff or contractors who access the activity space for the purposes of providing essential services

# **HEALTH & SAFETY**

COVID-19 arrangements must complement any existing fire safety arrangements or any existing provisions within the venue.Fire doors must be kept free from obstructions at all times. Emergency exit, emergency exit signage or any fire safety equipment (e.g. fire extinguishers / break glass units) should not be blocked or covered by any signage.

# **FIRST AID**

COVID-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. It does not infect through the skin.

**Risk:** The greatest element of risk for a First Aid Responder is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth.

**Control:** The key interventions to manage this risk are to minimize hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.

**Risk**: There is also a significant risk of direct transfer of the virus on to mucous membranes by droplet transmission, that is, by direct impact of larger infectious virus droplets generated from the person’s respiratory tract landing directly in your eyes, nose or mouth.

**Control:** This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask / face covering to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).

Administering First Aid

If, as a First Aid Responder, close contact with a person who may require some level of first aid can be avoided, do so. This of course will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, and stroke. First Aid Responders should be familiar with the symptoms of COVID-19. They will need to perform a “dynamic risk assessment” based on the scenario they are presented with.

If you suspect a person has experienced a cardiac arrest, do not listen or feel for breathing by placing your ear and cheek close to the person’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compression-only CPR until help arrives. To reiterate the point, a person in cardiac arrest should have compression-only CPR applied. If an Automated External Defibrillator (AED) is available, this may be used. If there is a perceived risk of infection, a cloth/towel should be place over the person’s mouth and nose and compression-only CPR and early defibrillation should be attempted until help arrives.

Persons with minor injuries (cuts, abrasions, minor burns) - where practical, a First Aid Responder should avoid close contact and advise the injured party what steps to take in treating their injury.

Mask Wearing

An appropriate mask / face covering should be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided. Any person presenting with symptoms consistent with COVID-19 should be treated as a suspected case and the club’s suspected case response plan followed. A mask / face covering should be made available to give to person if they are displaying symptoms consistent with COVID-19 to limit droplet dispersion.

First Aid Responder must ensure that the face covering / mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face and should be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided..

First Aid Kits & Equipment

No reusable equipment should be returned to service without being cleaned/disinfected appropriately.

First aid kits should be stocked with additional face mask / face covering, surgical gloves and sanitisers.

Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.

# **RISK ASSESSMENT**

| **HAZARD/RISK** | **GROUP AT RISK****Public (P)****Others (0)****Attendee (A)** | CURRENT MEASURES | **ADDITIONAL MEASURES** | **ACTION BY** |
| --- | --- | --- | --- | --- |
|
| **First Aid** **Unavoidable Close Contact**  | P, A,O | * Persons must wear appropriate PPE and follow strict hygiene protocols.
* Create an exclusion zone around their activity.
* In an emergency, the immediate risk to life will override any physical distancing protocols.
* First aid kits should be stocked with additional face mask / face covering, surgical gloves and sanitisers.
 | * No reusable equipment should be returned to service without being cleaned/disinfected appropriately.
* Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.
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| **Emergency evacuation** | P, A,O | * In case of an Emergency Evacuation normal procedures must be followed.
* In an emergency, the immediate risk to life will override any physical distancing protocols.
 | * Any COVID-19 measures e.g. use of screens etc. should not impede the evacuation routes.
* Club log of session attendance maintained.
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| **Travelling to and from club activities / by public transport****Car Park** | A | * Encourage attendees to travel in their own vehicle or with attendees of their own household / place of residence.
* Arrive at the club activity ready to participate.
* All persons using public transport should wash their hands as soon as they arrive at the club.
 | * Attendees advised of the requirement to wear face-coverings on public transport.
* Members should be discouraged from lingering in carparks before and after club activities.
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| **Entrances** | P, A,O | * If present, swipe cards to be disinfected regularly, pin pads to be disinfected regularly – consider deactivating locking mechanism while in use.
* Hand Sanitiser to be available at every entrance to the training / activity venue and use of same promoted.
* COVID-19 Activity Lead(s) to ensure these are adequately stocked.
 | * Mechanism for leaving doors/gate open should be considered.
* Implementation of one way systems where possible.
* Signage to be present at entrances advising on physical distancing.
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| **Deliveries** | P, A,O | * Do not sign for the deliveries but advise them of your name.
* Request invoices and receipts to be sent via email.
 | * COVID-19 Activity Lead(s) to keep a log of all deliveries.
* Paperless correspondence to be encouraged.
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| **Physical Distancing** | P, A,O | * Field of play to be laid out to allow physical distancing
* Keep the Pod of 6 approach for training indoors
* Keep substantial space between your groups (groups or pods)
* Limit number of chairs in a meeting room, or where seats can’t be removed, blank off seats less than 2m from each other.
* Signage to remind members to stay physically distance.
* All members to complete Pre-Return Self Declaration Form.
 | * Spectators are not permitted to watch training.
* Provide COVID-19 Induction training to all members before they return to the club.
* COVID-19 Coordinator and COVID-19 Activity Lead(s) to be vigilant in monitoring and reminding members
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| **Shaking Hands / Physical Greeting** | A,O | * Provide COVID-19 Induction training to all members before they return to training
* Signage to be displayed on the spread of the virus.
* COVID-19 Coordinator and Activity Lead(s) to monitor and discourage.
 | * COVID-19 Coordinator and Activity Lead(s) be vigilant in monitoring and reminding attendees.
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| **Lack of Information** | A,O | * Provide COVID-19 Induction training to all members before they return to the training.
* Update all relevant documents and communicate the updated information.
* Provide signage in key locations.
 | * Perform regular orientation / induction talks and briefings to remind members of current protocols, and new updates.
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| **Document sharing** | A,O | * No paper documents to be handed out or shared with members where practicable
* Paper document when necessary, to be stored in a “Polly pocket” file (capable of being wiped), and held by a single person only.
 | * All information to be stored on a share drive. Security protocols to be put in place as required.
* All documents to be sent via email or link.
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| **Meetings****Beyond Sport Activities (Athlete Leadership, Health Promotion etc.)****Workstations** | A,O | * Numbers attending meetings / beyond sport activities should be limited to those who are required to be present only.
* Attendees will be advised there is no physical greetings
* Self-declaration forms must be returned in advance of any activity / meeting.
* Attendees must wear masks including in office areas.
* Equipment sharing should be discouraged
* Limit number of chairs in a meeting room, or where seats can’t be removed, blank off seats less than 2m from each other.
* Signage to remind members to stay physically distance.
* Desks to be kept clean and tidy and disinfected by the user at the end of each use.
 | * Meetings to be done remotely where practicable.
* Ongoing consideration to Room densities, meeting durations and ventilation should continue.
* All contact surfaces and equipment should be sanitised regularly.
* A contact log for the meeting / activity must be maintained.
* Workstations to be arranged to allow physical distancing between users.
* “Hot desking” should not be permitted.
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| **Washing / Cleansing Hands** | A | * Provide COVID-19 Induction training to all persons before they return to training.
* Signage on hygiene to be displayed at the entrances, and other appropriate locations.
* Signage to be displayed at sinks indicating correct method on how to wash hands effectively.
 | * Hand sanitiser stations to be positioned at entrances and near common touch points.
* Regular briefings to remind attendees of good hygiene practices.
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| **Balls and Equipment** | A | * Balls and equipment shall only be used when permitted to do so.
* Limit the number of persons using the same equipment
* Clean balls before and after each training session
* Clean equipment before and after each use
* Label balls and equipment to assist in identifying same
 | * Coaches will keep all equipment / equipment bags in between practices and sanitizes at the start and end of each session.
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| **Water bottles and refill station** | P, A,O | * Attendees shall not share water bottles or other drinking vessels
* Water bottles should not be allowed to touch the taps or spouts to avoid contamination.
 | * Attendees to label all personal equipment.
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| **Shared Touchpoints: Gates, Toilets, Light switches, Door handles, handrails etc.****Shared Appliances – Kettle, Water Coolers, Printers etc.** | P, A,O | * All hard surfaces, light switches and door handles, handrails and appliances are to be disinfected on a regular basis.
* Hand sanitiser to be available at entrances and key locations of shared touchpoints (e.g. field of play, toilets, gates, sign-in areas, handrails etc.).
* Users to sanitise hands before and after use.
* Mechanism for leaving doors/gate open to reduce requirement to touch surface should be considered.
 | * Disinfectant to be made readily available to all attendees to allow them clean down surfaces.
* High touch items to be cleaned at regular intervals during the competition schedule.
* Loose material/items to be tidied away on desks or other admin areas.
* Signage to be displayed in relevant areas.
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| **Toilets / Changing rooms / lockers / showers** | P, A,O | * Limit the number of people permitted in the bathroom to one person at a time, where possible.
* Flush handles and sink taps to be cleaned regularly.
* Hot water and soap to be provided.
* Limit the use of towels or hand dryers, disposable tissue are preferable.
 | * Physical distancing should be observed where possible.
* Persons should avoid taking the sink/urinal beside another person if another is available.
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| **Changing rooms / lockers / showers** | A,O | * Must be disinfected throughout the day.
* Must be kept clean and tidy.
* Personal belongings to be store correctly.
* Signage to encourage physical distancing.
 | * Use of showers should be limited; athletes should be encouraged to shower at home where possible.
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| **Waste Bins** | P, A,O | * All rubbish to be disposed of accordingly while wearing appropriate PPE gloves.
* All bins to be disposed of after every day that the club is in use.
 | * Agreed waste management procedures in place and under the control of the venue staff.
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| **Visitors** | P, A,O | * Non-Essential visitors to be restricted.
* Communication to visitors and information regarding COVID-19 club procedures to be provide in advance of arrival.
* If feeling unwell, visitors must not come to the club.
* Controlled access of visitors in place.
* Visitors time to be kept as short as possible.
 | * Visitors are allowed access by invitation only and are escorted at all times.
* Pre arrival time to be given, visitors cannot show up unannounced.
* No hand shaking or physical greetings permitted.
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