



COVID-19 HEALTH AND SAFETY PLAN

MU Barnhall RFC

IRFU



Project Particulars:	
Prepared by:	John Taylor . C19 Safety Officer
Client:	MU Barnhall RFC
Revision	Draft 1
Date:	02/07/2020

HOW TO USE THE DOCUMENT

This Safety Plan will assist MU Barnhall to manage training and club activities in order to minimise the spread of COVID-19 and safeguard members from the risk of infection. The COVID-19 Health and Safety Plan allows the Club to:

- demonstrate compliance Government and Health Authority guidance
- outline specifics arrangements to managing against COVID-19 at their club
- delineate key roles and responsibility with respect to managing against COVID-19

This document should be treated as a live document and will be updated in line with best practice and as new Government advise is released.

TABLE OF CONTENTS:

- How to use the Document 2
- 1.0 BACKGROUND 5
 - 1.1 COVID-19 5
 - 1.2 HSE Guidelines..... 5
- 2.0 INTRODUCTION 6
 - 2.1 Scope 6
 - 2.2 Reference Documents 6
 - 2.3 Introduction to the Club..... 7
- 3.0 ROLES AND RESPONSIBILITIES 8
 - 3.1 Implementation of IRFU & Government Guidelines **Error! Bookmark not defined.**
 - 3.2 COVID-19 CLUB Safety Officer 8
 - 3.3 COVID-19 CLUB Compliance Officer 9
 - 3.4 Coaches/ Referees..... 10
 - 3.5 Players/ Participants..... 10
 - 3.6 Parents and Guardians 11
- 4.0 RISK ASSESSMENT 12
 - 4.1 Risk Assessment Methodology..... 12
 - 4.2 Risk Assessment Results..... 14
- 5.0 PROPOSED CRITERIA FOR RESUMPTION 15
 - 5.1 Personal Hygiene & Etiquette 15
 - 5.2 Cleaning to Prevent Contamination 15
 - 5.3 Training numbers and permitted activities 15
 - 5.4 Use of PPE..... 16
 - 5.5 Training & Communications 16
 - 5.6 Getting to Training 16
 - 5.7 Physical Distancing 17
 - 5.8 Use of facilities 17
 - 5.9 Catering & Refreshment Facilities..... 17
 - 5.10 Conflict Resolution 17
 - 5.11 Disciplinary Actions 17
 - 5.12 Contact Log..... 18

5.13	COVID-19 Action List/Check List.....	18
6.0	SUSPECTED CASE RESPONSE PLAN.....	19
7.0	OCCUPATIONAL HEALTH AND SAFETY	20
7.1	General	20
7.2	First Aid.....	20
7.3	Mental Health and Wellbeing	20

1.0 BACKGROUND

1.1 COVID-19

Coronavirus disease (COVID-19) is an infectious disease caused by Severe Acute Respiratory Syndrome Coronavirus2 (SARS-CoV-2). Most people (8/10) infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

1.1.1 HOW IT SPREADS

The virus is spread from people in fluid and droplets scattered from the nose or mouth of an infected person when that person coughs, sneezes, or speaks. The droplets can land on surfaces, and other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands. Although spread is more likely to occur through close contact with someone who is already infected with the virus.

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Simple household disinfectants can kill the virus. Surfaces should be cleaned first and then disinfected.

1.1.2 SYMPTOMS

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19.

- Cough
- Difficulty in Breathing
- Fever/High Temperature
- Sore Throat
- Runny Nose
- Flu like symptoms
- Rash
- Loss Of Smell/Taste

It is important to note that some people infected with the virus, so called asymptomatic cases, can demonstrate no symptoms at all, yet can infect others. People who are showing these symptoms must not show up to training, self-isolate and report to their doctor for future information on COVID-19 testing.

1.2 HSE GUIDELINES

To prevent infection and to slow transmission of COVID-19, do the following:

- Wash your hands regularly with soap and water or clean them with alcohol-based hand rub.
- Maintain at least 2 metre distance between you and another person.
- Avoid touching your face.
- Cover your mouth and nose when coughing or sneezing.

- Stay home if you feel unwell.

2.0 INTRODUCTION

2.1 SCOPE

The Return to Rugby policies and Guidelines outlined in the below document are created to be implemented in response to COVID-19. The main objective is the safe returning to rugby for all members and communities.

These recommendations have been based on the advice of the Government, National Public Health Emergency Team (NPHE), The Health Services Executive (HSE), The National Health Service (NHS), the World Health Organisation (WHO), Northern Ireland the Public Health Agency (PHA) and the European Centre for Disease Control (ECDC). IRFU have also gained advice from other World Rugby organisations and sporting groups who are at varying stages of reopening their societies. It should be noted that this is a living document and may be revised following updated advice from the above organisations.

2.2 REFERENCE DOCUMENTS

In undertaking the assessment reference has been made to the following guidance documents:

- *DBEI Return to Work Safely Protocol*
- *NSAI COVID-19 Workplace Protection and Improvement Guide*
- *CIF Construction Sector C-19 Pandemic Standard Operating Procedures*
- *WHO Getting your workplace ready for COVID-19*
- *Infection Diseases (Amendment) Regulations 2000*
- *ECDC Technical Report – Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-Cov-2*
- *IRFU Covid 19 Return to Rugby Guidelines*
- *Gov.ie Roadmap for re-opening Society*

The recommendations outlined in this document are in line with above guidance documents as well as Government guidelines in place at the time of writing. This document is a live document and will be updated as new information and guidelines are issued.

2.3 INTRODUCTION TO THE CLUB

- *Contact Details:* Sean Kirby, Club Secretary. mubarnhallhonsec@gmail.com
John Taylor, Covid 19 Safety Officer
- *Address:* MU Barnhall RFC, Parsonstown, Leixlip, Co. Kildare W23 V56N
- *Facilities :* Clubhouse and playing/training grounds.
- *Number of members and Teams:* 4 Adult Mens, 2 Adult Ladies, U20s Mens, Mixed Ability Adults, Girls & Boys Youths, Minis.

MU Barnhall RFC is a community based rugby club, founded in 1969, based in Leixlip on approx. 15 acres, having a large clubhouse, large car park plus supplementary parking, 3 playing pitches and additional training areas. MU Barnhall has an affiliation with Maynooth University which has it's own playing grounds & training areas on the university Campus.

3.0 ROLES AND RESPONSIBILITIES

Key management personnel including their roles and responsibilities with respect to COVID-19.

- COVID-19 CLUB Safety Officer
- COVID-19 CLUB Compliance Officers
- Youth Coordinator
- Hon. Club Secretary
- Club Captain
- Chair of the house committee
- Director of Rugby
- Club President
- Minis Coordinator
- Club Welfare Officer

3.1 IMPLEMENTATION OF IRFU & GOVERNMENT GUIDELINES

- Appoint COVID-19 Safety Committee members (COVID-19 CLUB Safety Officer, COVID-19 Compliance officers)
- Ensure COVID-19 Risk Assessment is carried out by Competent Person (A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to undertake the task)
- Ensure COVID-19 Health and Safety Plan is prepared
- Ensure adequate controls and procedures are in place at all times
- Revise/update the above when new information becomes available from Government and Health Authorities

3.2 COVID-19 CLUB SAFETY OFFICER

The **COVID-19 CLUB Safety Officer** shall undertake the following duties, or delegate them to a named and competent member of the Club Committee:

- Lead the Safety Committee which will be comprised of all relevant stakeholders.
- Ensuring that adequate COVID-19 CLUB compliance officers are appointed. A COVID-19 CLUB Compliance Officer must be present at all club activities.
- Receive updates from COVID-19 CLUB Compliance officers on activities.
- Assessing risks (carry out Risk Assessments), developing Club Covid-19 Safety Plan.
- Advising the club of the necessary Procedures required to be in place for club members to return to rugby in line with forthcoming guidance from the IRFU and published guidance from member state Governments.
- Keep updated with ongoing Government, Health Authority and IRFU advice and update the procedures accordingly
- Communicate with members on latest updates and changes to training and club activities
- Develop an emergency response in line with Government, Health Authority and IRFU advice Guidance for a suspected COVID-19 case
- Ensuring that all management and club members are provided with and participate in necessary induction, training, and adhoc briefings

- *Co-ordinate adhoc briefings when required to communicate messages about good hygiene, respiratory etiquette and physical distancing*
- *Ensure all management & Members have returned their Pre-Return to Rugby Personal Assessment Declaration. These shall be provided by the IRFU.*
- *Advising the club of the necessary safe equipment required including personal protective equipment.*
- *Advising the club of the necessary Signage and Information relating to COVID-19 symptoms and hygiene requirements are in place*
- *Advising the club of the necessary Signage and Information relating to IRFU and Club rules and requirements with respect to COVID-19 are in place.*
- *Ensure action checklists for the COVID-19 CLUB Compliance officers are completed.*
- *Address any club member concerns*
- *Report to club president regularly*

3.3 COVID-19 CLUB COMPLIANCE OFFICER

COVID-19 CLUB Compliance Officers will carry out the day to day monitoring of compliance with protocols as set out in the Return to Rugby Guidance Document. The number of COVID-19 CLUB Compliance officers will be proportional to the size of the club, the number of teams and number players. It is likely these individuals will be coaches or team managers. A COVID-19 CLUB compliance officer must be present at all club activities.

The COVID-19 CLUB Compliance Officers shall:

- *Monitor activity to ensure social distancing and hygiene rules are followed.*
- *Complete the action checklist (daily, weekly, monthly) and provide to the COVID-19 Club Safety Officer.*
- *Ensure players and club members are aware of COVID-19 and the clubs' procedures*
- *Facilitate training of players and club members, where required.*
- *Keep updated with all new Government, HSE and IRFU guidelines*
- *Report to the COVID-19 CLUB Safety Officer with any updates*
- *Review IRFU Pre-Return to Rugby Personal Assessment Declaration provided by members*
- *Maintain confidentiality of suspected cases*
- *Provide safe equipment including personal protective equipment, where necessary*
- *Follow protocols for persons showing symptoms of COVID-19.*
- *Assist in contact tracing should there be a confirmed case of COVID-19.*
- *Keep in contact with any member with a suspected case and attain confirmation from them to allow their return to play*
- *Advice in instances where non-compliance with social distancing, respiratory etiquette and hygiene rules are observed.*

- *Implement temperature testing in line with Public Health advice, or if requested from a member.*

3.4 COACHES/ REFEREES

Coaches/Referees have a responsibility to ensure that training activities and club operations do not cause unnecessary risks to players and the wider community. They shall achieve this through:

- *Liaising with the nominated COVID-19 CLUB Compliance Officers, if not acting in this position*
- *Participating in COVID-19 training as required*
- *Planning training activities to align with those permitted at any given time*
- *Educating teams and reinforce good personal hygiene and etiquette, physical or social distancing and handwashing*

3.5 PLAYERS/ PARTICIPANTS

Players/ Participants of the clubs have a responsibility to act in a safe and respectable manner while at the grounds. Failure to do so could result in the formation of clusters at the club endangering the wider community. All Players/Participants should be advised to:

- *Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.*
- *Complete IRFU Pre-Return to Rugby Personal Assessment Declaration and give to COVID-19 CLUB Compliance Officer a minimum of 3 days before returning.*
- *Participate in the induction, and any training provided by the COVID-19 CLUB Safety Officer and COVID-19 CLUB Compliance Officers*
- *Read and Follow the club's procedures*
- *Practice a high level of personal hygiene by washing their hand frequently*
- *Keep a contact log of direct contact with other people*
- *Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.*
- *Be open and honest if they have been in contact with a COVID-19 case or suspected case*
- *Self-Isolate at home and contact their GP if they display any symptoms.*
- *Complete IRFU Pre-Return to Rugby Personal Assessment Declaration and give to COVID-19 CLUB Compliance Officer a minimum of 3 days before returning.*
- *Participate in the induction, and any training provided by the COVID-19 Response Management Team*
- *Report to the COVID-19 CLUB Compliance Officer immediately if they develop symptoms while at the training*
- *Complete any temperature testing as implemented by the COVID-19 Response Management Team in line with Public Health advice*
- *Read the club's procedures and confirm they understand*

- *Practice a high level of hygiene*
- *Ensure their next of kin is on file*
- *Listen to ongoing HSE & Government advice*
- *Keep a contact log of direct contact with other people*
- *Following suspicion of COVID-19, or recovery from the illness, provide a return to rugby letter from the Doctor or personal declaration*

3.6 PARENTS AND GUARDIANS

Parents and Guardians are required to adhere to requirements as set out in Section 3.5. They are also responsible for ensuring children under their care act in accordance with section 3.5.

4.0 RISK ASSESSMENT

A Covid 19 Safety Risk Assessment has been completed by the C19 Safety Officer & Club Welfare Officer

4.1 RISK ASSESSMENT METHODOLOGY

4.1.1 IDENTIFICATION OF RISK ITEMS

The first step in the process is to identify those hazards which present a risk of a spread of infection between persons.

In keeping with typical Risk Assessment methodology, hazards in this document are referenced as Risk Items. The Risk Items 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.

IRFU has provided a Sample Risk Assessment which was used as an assistive template.

The identification of Risk Items is based on assessment against the recommendations in the relevant guidance documents as applied to an organisation having regard to the application of professional judgement and common sense to the particular circumstances.

4.1.2 INSPECTION METHODOLOGY:

The inspection of the premises comprised of a visual inspection of club facilities. The inspection also included observations of physical limitations or installations, cleaning methods, specific work practices, administrative processes and so forth.

4.1.3 EVALUATION OF RISK ITEMS

The second step in the process is to rate each Risk Item. This involves three sub-steps as follows:

- Assign an Occurrence Rating to the Risk Item (Likelihood)
- Assign an Impact Rating to the Risk Item (Anticipated Severity)
- Assign an overall score to the Risk which is product of the Likelihood and Impact rating to give an overall Risk Rating

The likelihood rating is judged by reference to the likelihood of the Risk Item occurring in accordance with the following scoring criteria:

Rare/Remote

Unlikely

Possible

Probable

Almost Certain

Impact Scoring is based on the anticipated severity of the outcome. In scoring impact, the Risk Item is graded from 1 to 5, with 5 indicating the most serious outcome and 1 the least severe outcome. The scoring criteria are as follows:

- Negligible harm (Escape Unharmed)
- Minor harm (Minor Injury)
- Moderate harm (Injury)
- Major harm (Major Injury/Death)
- Extreme harm (Multiple Deaths)

The product of the two scoring outcomes provides an overall Risk Rating based on the following table:

		SEVERITY				
		EXTREME HARM 5	MAJOR HARM 4	MODERATE HARM 3	MINOR HARM 2	NEGLIGIBLE HARM 1
LIKELIHOOD	ALMOST CERTAIN 5	25	20	15	10	5
	PROBABLE 4	20	16	12	8	4
	POSSIBLE 3	15	12	9	6	3
	UNLIKELY 2	10	8	6	4	2
	RARE 1	5	4	3	2	1

The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.

KEY TOSHADING		
15 - 25	Level of risk is unacceptable.	HIGH
8 - 12	Level of risk may be tolerable. Seek to reduce level of risk.	MEDIUM
1 - 6	Level of risk is acceptable	LOW

4.1.4 WHO IS AFFECTED BY THE RISK

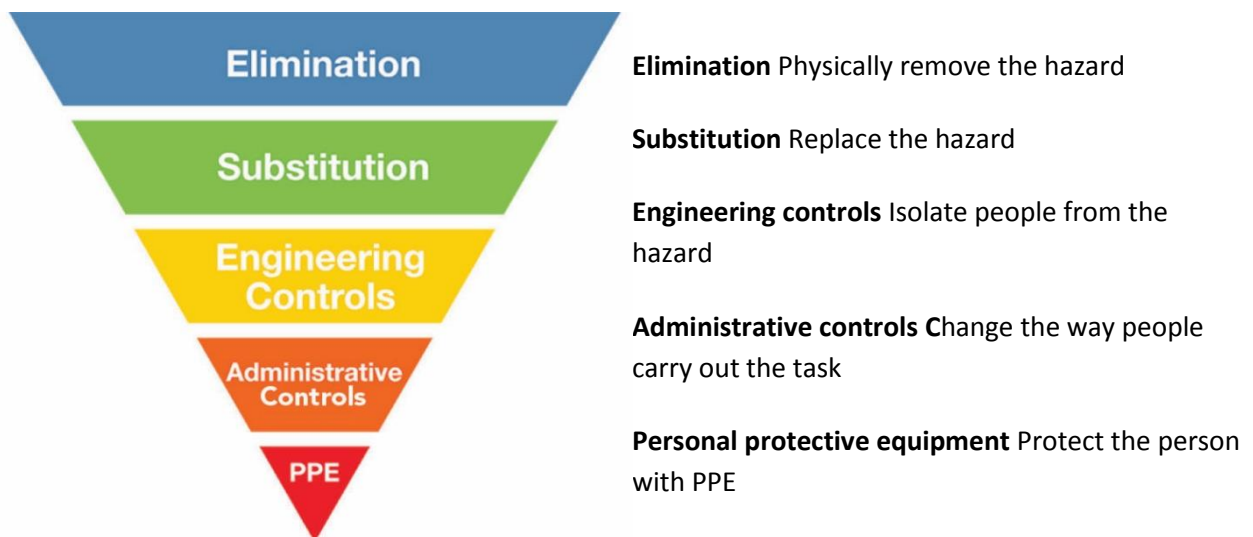
Abbreviations used in the 'To Whom' column of the assessment relate to:

- P = Public
- S = Sports Players/ Participants/Members
- V = Visitors

4.1.5 CONTROL MEASURES

The control measures, indicated within the fifth column of the assessment, and further detailed in Section 5.0, named 'Proposed Criteria for Resumption' below, are considered to be reasonably practicable measures, to mitigate or eliminate the Risk Items. The objective is to reduce; either immediately or within a reasonable timeframe; the level of risk completely or to a tolerable or acceptable level.

Below is the Hierarchy of controls which should be considered when carrying out a Risk Assessment at your club.



4.1.6 RESIDUAL RISK

The residual risk is the level of the remaining risk produced when proposed control measures have been applied. It is necessary to ensure that the risk control measures are fully implemented to achieve these levels.

4.2 RISK ASSESSMENT RESULTS

Results of club risk assessment of the day to day activities for running the clubs should be recorded in tables in Appendix B.

5.0 PROPOSED CRITERIA FOR RESUMPTION

MU Barnhall RFC will complete criteria for resumption for training and club activities based on the outcome of the risk assessment.

Criteria for resumption are control measures which should be put in place prior to commencing training and club activities. These shall be as per IRFU Guidelines.

5.1 PERSONAL HYGIENE & ETIQUETTE

MU Barnhall RFC shall include measures for advising, implementing, and controlling personal hygiene and Etiquette in line with Government and Health Authority advice. This may include –

- *Measures for Preventing the spread of infection*
- *Hand Hygiene*
- *Respiratory Etiquette*
- *Physically Distancing Etiquette*

5.2 CLEANING TO PREVENT CONTAMINATION

MU Barnhall RFC shall include measures and procedures which will be implemented for enhanced cleaning in line Government and Health Authority advice. This may include –

- *General Cleaning Protocols*
- *Cleaning after a Suspected case*
- *Workstation cleaning*
- *Cleaning of Sanitary Facilities*
- *Cleaning of Changing Rooms Facilities*
- *Cleaning of high touch points between Training Sessions*
- *Cleaning procedures for Balls and Equipment*

5.3 TRAINING NUMBERS AND PERMITTED ACTIVITIES

MU Barnhall RFC shall have in place measures for limiting the number of players at training sessions. The C19 Safety Officer shall advise the Director of Rugby, Youth Coordinatr & Mini Coordinator on the appropriate activities allowed during any given time, according to IRFU guidelines.

- *Measures for minimising numbers at the club*
 - *Scheduling training sessions*
 - *Reduced training numbers*
 - *Additional training session*
 - *Permitted training activities*

5.4 USE OF PPE

The club will provide the following as required:

- *disposal gloves*
- *face masks*

5.5 TRAINING & COMMUNICATIONS

The COVID-19 CLUB Safety Officer shall receive training and guidance from the LBIRFU & IRFU.

Trainign will be provided to:

COVID-19 CLUB Compliance Officers & all relevant personel by way of:

- *Briefings*
- *Induction Training*
- *Daily briefings*
- *Signage*
- *Meetings (E-meetings or socially distanced)*

Records of training should be maintained.

5.6 GETTING TO TRAINING

MU Barnhall RFC have procedures in place to ensure risk is mitigated where possible. The return is in line with Government and Health Authority. The following actions/structures in place:

Pre-Return to Rugby Personal Assessment Declaration

- *Notification of Training Times*
- *Arriving ready to train (in kit)*
- *How to travel to training – Personal Hygiene, Car Sharing etc.*
- *Parking and Drop off/ Collection areas*
- *Check-in Systems*
- *Changes to pedestrian routes and walkways*
- *Planned and Permitted Training Activities*
- *Actions when leaving training*
-

5.7 PHYSICAL DISTANCING

MU Barnhall RFC will encourage and advise all members in respect of social distancing including

-

- *Training and communications*
- *Signage*
- *Restrictions on spectators and visitors*
- *Changes to walkways etc*
- *Briefings*

5.8 USE OF FACILITIES

Club facilities will be managed to adhere with Government and Health Authority Guidelines and reduce the risk of the spread of the virus. This may include –

- *Use and cleaning of toilets and changing rooms*
- *Use and cleaning of balls and training equipment*

5.9 CATERING & REFRESHMENT FACILITIES

The club house and dressing room areas shall remain closed until permitted to do so. Dressing rooms will be used for urgent use of toilet facilities only. Prior to opening clubhouses must ensure all facilities adhere to current IRFU, Government and Health Authority guidance with respect to restaurants and pubs.

5.10 CONFLICT RESOLUTION

Any instances of disagreement or differences in interpretation of guidelines between club members when implementing the new procedures for the club may result in there being a requirement for the club to facilitate and mediate conflict resolution.

Matters shall be referred to the C19 Safety Officer who will involve the executive as appropriate to resolve matters.

If necessary the assistance of the LBIRFU will be sought.

5.11 DISCIPLINARY ACTIONS

The club will adopt an encourage and advise approach to the return to rugby guidelines.

Persistent or extreme non adherence may result in the closure of club facilities.

Any disciplinary action will be take place in accordance with normal club operating rules.

5.12 CONTACT LOG

Saftey Officer will ensure that contact logs shall be collated and maintained. As far as possible the club will adhere to paperless options in all matters.

Each coaching group retains a records of the return to play declarations and this is the responsibility of the named compliance officers.

No GDPR issues arise in respect of this function which was clarified at the IRFU Briefing on the 9th June 2020. Forms are completed by club membersand are for the purposes of public health.

All records will be held securely.

5.13 COVID-19 ACTION LIST/CHECK LIST

The Saftey Office and other club officers will carry out covid safety action inpections on a regular basis and any non compliance actions will be completed. A review and feedback system has been established to rectrify any problems or issues.The club executive will be infomed of any issues that arise in a timely fashion.

6.0 SUSPECTED CASE RESPONSE PLAN

Club response to suspected case of COVID-19.

This may include but is not limited to:

- *Use of the Isolation Room*
- *Details of the initial Assessment*
- *Notification of next of Kin / Doctor*
- *Transportation of Suspected Case from the club*
- *Arrangements for cleaning after suspected or confirmed case of COVID-19*
- *Waste disposed of properly*
- *Arrangements for players returning to play after illness*
- *Communication with LBIRFU & IRFU as appropriate*
- *Communication with local public health authorities & the HSE as appropriate*

7.0 OCCUPATIONAL HEALTH AND SAFETY

7.1 GENERAL

All existing Occupational Health and Safety provisions shall continue to apply to all activities within the club during the phased return to rugby. Occupational health and safety risk assessments should be updated, where relevant, to address potential exposure to COVID-19. Any updated documents should be shared with the relevant members.

7.2 FIRST AID

Normal procedures for 1st aid and injury shall continue with the addition of PPE included. As per guidelines, "chest compressions only" shall be encouraged for CPR

7.3 MENTAL HEALTH AND WELLBEING

The club will support its members in safeguarding their mental health and will make a suitable referral in consultation with the player or guardian as per normal safeguarding.

Appendix A

Pre-Return to Rugby Personal Assessment Declaration Form

PRE-RETURN TO RUGBY PERSONAL ASSESSMENT DECLARATION

Should you answer YES to any of the below questions you should NOT attend your club and before you return you should follow appropriate medical advice and guidelines.

QUESTION	YES	NO
1 Have you been in close contact (<2m for 15minutes or more) with anyone who is confirmed to COVID-19 virus in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
2 Have you been in close contact (<2m for 15minutes or more) with anyone who is suspected of having COVID-19 virus in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
3A Do you live in the same household with someone who has symptoms of COVID-19 who has been in isolation within the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
3B Have you been advised by a doctor to self-isolate at this time?	<input type="checkbox"/>	<input type="checkbox"/>
4 Are you suffering now, or have you suffered any the following symptoms in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
A Cough	<input type="checkbox"/>	<input type="checkbox"/>
B Breathing difficulties	<input type="checkbox"/>	<input type="checkbox"/>
C Fever/ High temperature	<input type="checkbox"/>	<input type="checkbox"/>
D Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>
E Runny Nose	<input type="checkbox"/>	<input type="checkbox"/>
F Flu Like Symptoms	<input type="checkbox"/>	<input type="checkbox"/>
G Rash	<input type="checkbox"/>	<input type="checkbox"/>
H Loss Of Smell/Taste	<input type="checkbox"/>	<input type="checkbox"/>
6 Have you been advised by a doctor to cocoon?	<input type="checkbox"/>	<input type="checkbox"/>
7 Have you returned to Ireland from another country within the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>

If "YES", where?	
------------------	--

I confirm that I have not travelled from another country in the past 14 days , that I have not been in close contact with anyone who has been outside of the country in the past 14 days, that I have not been in close contact with anyone who is in self-isolation in relation to COVID-19 in the past 14 days, that I am not suffering from any COVID-19 symptoms nor do I believe for any reason that I have contracted the virus. I commit to advising management and excluding myself if this situation changes, (i.e. if at a point in the future, I would answer "yes" to any of the above questions).

NAME:	
SIGNATURE:	
DATE:	



Appendix B

MU Barnhall RFC

Covid 19

Risk Assessment

Assessed by:

John Taylor – Club Covid 19 Safety Officer

Billy Goodburn – Club Welfare Officer

Assessment Date: **02/07/2020**



Preface:

This assessment of risk is done with consideration to the **current** Covid 19 situation in Ireland and subsequent proportionate risk.

To Date: Total recorded cases of C19 for Leixlip, Celbridge, Maynooth, Straffan; 489

National Active Cases; 345 total
 0.007% of the population
 1 in 14,265 residents of Ireland.

Ref: Gov.ie
 CSO.ie

To be read in conjunction with the club C19 Safety Plan



SUBJECT AREA	HAZARDS AND EFFECT	TO WHOM	PRIMARY RISK BASED ON NO CONTROLS			EXISTING CONTROL MEASURES	RESIDUAL RISK			ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED
			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
UNIVERSAL RISKS										
Lack of Information	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> 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 COVID-19 Compliance officers to check daily updates from the Government 	4	1	4	<p>Encourage all members to follow government advice and guidelines provided by HSE www2.hse.ie/coronavirus/</p> <p>Regular communication to remind members of current protocols, and new updates</p>
Shaking Hands / Physical Greeting	Serious Illness & Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> Provide COVID-19 Induction training to all members before they return to training Signage to be displayed of the spread of the virus COVID-19 Compliance Officers to monitor and discourage. 	4	1	4	<p>A culture change is needed to discourage hand shaking and other forms of physical greeting. COVID-19 Compliance Officers to be vigilant in monitoring and reminding members</p>
Washing / Cleansing Hands	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> 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 	4	1	4	<p>Regular communication to remind members of good hygiene practices</p>



SUBJECT AREA	HAZARDS AND EFFECT	TO WHOM	PRIMARY RISK BASED ON NO CONTROLS			EXISTING CONTROL MEASURES	RESIDUAL RISK			ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED
			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
						and near common touch points				
Document sharing	Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> Paper documents only to be handed out or shared with members where electronic means are impractical. 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 where possible. 	4	1	4	
Travelling to and From Training	Serious Illness & Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> Discourage car sharing Encourage players to travel in their own vehicle or with members of their own household Encourage players to regularly sanitise their car Arrive at the club ready to play Drivers must Drop off and go or wait in their cars 	4	2	8	
Physical Distance	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> Pitches to be laid out according to ITFU guidelines for distancing. Government advice on social distancing to be adhered to. Limit the number of players at training sessions Training rota to be created to reduce number of persons at any one time 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 Provide COVID-19 Induction training to all members 	4	2	8	A culture change is needed to discourage people from stopping in passageways to converse or lean in to hear conversations. COVID-19 Compliance Officers to be vigilant in monitoring and reminding members



SUBJECT AREA	HAZARDS AND EFFECT	TO WHOM	PRIMARY RISK BASED ON NO CONTROLS			EXISTING CONTROL MEASURES	RESIDUAL RISK			ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED
			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
						<ul style="list-style-type: none"> before they return to the club All members to complete health declaration Spectators are not permitted to watch training. 				
Unavoidable Close Contact – First Aid	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> Persons must wear appropriate PPE and follow strict hygiene protocols Create an exclusion zone around their activity Direct contact log for each person must be kept 	4	1	4	
Shared Touchpoints: Gates, Toilets, Light switches, Door handles, etc.	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> All hard surfaces, light switches and door handles are to be disinfected on a regular basis, at least twice per day when club facilities are in use. Hand sanitizer to be available at entrances and key locations of shared touchpoints (e.g. pitches, toilets, gates, sign-in areas, etc.) Loose material/items to be tidied away on desks Mechanism for leaving doors/gate open to reduce requirement to touch surface should be considered. High touch items to be cleaned after each training session 	4	2	8	Disinfectant to be made readily available to all members to allow them clean down surfaces
Handrails	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> Clubs to ensure handrails are cleaned regularly Hand sanitizer made available to allow persons to sanitise their hands after using handrails 	4	2	8	
Workstations	Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> All desks to be disinfected by the user at the end of each use. 	4	2	8	Hot desking should not be permitted.



SUBJECT AREA	HAZARDS AND EFFECT	TO WHOM	PRIMARY RISK BASED ON NO CONTROLS			EXISTING CONTROL MEASURES	RESIDUAL RISK			ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED
			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
						<ul style="list-style-type: none"> • Desks to be kept clean and tidy • Workstations to be arranged to allow a 2m distance between users 				
Meetings	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> • To be done remotely if possible • Meeting room to be set up to allow social distancing • No physical greeting • No physical meetings to exceed 2 hours 	4	1	4	Meeting Host to ensure contact tracing is possible.
Shared Appliances – Kettle, Coffee-Machines; Water Coolers, Printers	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> • All appliances to be disinfected regularly • Users to sanitise hands before and after use • Disinfectant to be made available • Signage to be displayed in relevant areas 	4	2	8	
Water bottles and refill station	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> • Members shall not share water bottles or other drinking vessels • Water bottles should not be allowed to touch the taps or spouts to avoid contamination. • Members advised to clean water bottles regularly 	4	1	4	
Cutlery, cups and glass ware	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> • Club house and refreshment facilities to remain closed until permitted. • Once open, Government and Health Authority advice should be followed. • All eating utensils and drinkware to be disposable or dishwasher cleaned 	4	2	8	



SUBJECT AREA	HAZARDS AND EFFECT	TO WHOM	PRIMARY RISK BASED ON NO CONTROLS			EXISTING CONTROL MEASURES	RESIDUAL RISK			ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED
			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
						<ul style="list-style-type: none"> All items only to be removed from patrons whilst wearing gloves. 				
Toilets	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> Flush handles and sink taps to be cleaned regularly Hot water and soap to be provided No towels or hand dryers, disposable tissue only Social distancing should be observed at all times. Make appropriate alterations to toilets to allow for social distancing. 	4	2	8	Persons should avoid taking the sink/urinal beside another person if another is available
Emergency evacuation	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> In case of an Emergency Evacuation normal procedures must be followed Installation of new screens or barriers should not impede the evacuation routes 	4	3	12	In an emergency, the immediate risk to life will override physical distancing protocols.
Travelling by Public Transport	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> Members advised against using public transport to training. Where public transport is the only option for members, then regular talks reminding them of protocols. Persons should be briefed of correct hygiene and protocols when using Public Transport All persons using public transport should wash their hands as soon as they arrive at the club 	4	2	8	Additional car and bicycle parking may be required to facilitate those who can no longer travel by public transport.
Waste Bins	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> All rubbish to be disposed of accordingly All bins to be disposed of after every day that the club is in use Appropriate PPE gloves to be used when bringing out 	4	2	8	



SUBJECT AREA	HAZARDS AND EFFECT	TO WHOM	PRIMARY RISK BASED ON NO CONTROLS			EXISTING CONTROL MEASURES	RESIDUAL RISK			ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED
			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
						the bins				
Deliveries	Serious Illness Spread of Virus	P, S, V	4	2	8	<ul style="list-style-type: none"> Deliveries to be scheduled at a specific time Physical distance to be implemented Do not sign for the deliveries but advise them of your name Request invoices and receipts to be sent via email. Paperless to be encouraged 	4	1	4	COVID-19 Compliance officer to keep a log of all deliveries
Car park	Serious Illness Spread of Virus	P, S, V	4	2	8	<ul style="list-style-type: none"> Members should be discouraged from lingering in carparks before and after training Members should arrive 5 mins before training 	4	1	4	
Entrances	Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> Pin pads to be disinfected regularly Hand Sanitizer to be available at every entrance to clubhouse and pitches and use of same promoted. Covid-19 officer to ensure these are adequately stocked Signage to be present at entrances advising on physical distancing Implementation of one way systems where possible 	4	2	8	
Visitors directly involved in club activities	Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> If feeling unwell, visitors must not come to the club No hand shaking Pre arrival time to be given, visitors cannot show up unannounced Visitors time to be kept as short as possible 	4	2	8	



SUBJECT AREA	HAZARDS AND EFFECT	TO WHOM	PRIMARY RISK BASED ON NO CONTROLS			EXISTING CONTROL MEASURES	RESIDUAL RISK			ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED
			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
Changing rooms / lockers / showers	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> Club houses and changing rooms are to remain closed until permitted to do so. Once in use social distancing guidelines must be followed. Must be disinfected after use – responsibility of the compliance officer. Must be kept clean and tidy. Personal belongings to be store correctly. Signage to encourage social distancing numbers at anyone time to be limited as appropriate 	4	1	4	
Refreshment Facilities	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> Once permitted to open current Government and Health Authority guidelines must be followed – this may include requirement for - queue management systems disposable utensils and cups individual condiment packets Table and chairs to cleaned after use Tables and chairs spaced to allow 2m distancing Gloves for staff handling cash Appropriate social distance and/or PPE between servery/till and customer Appliances disinfected regularly 	4	2	8	This include BBQs and other outdoor catering.
Kitchens	Serious Illness Spread of	P, S, V	4	3	12	<ul style="list-style-type: none"> Clubhouse and kitchen facilities to remain closed until permitted to do so. Once permitted to open current Government and 	4	2	8	Consider Separate utensils and condiments for each prep station.



SUBJECT AREA	HAZARDS AND EFFECT	TO WHOM	PRIMARY RISK BASED ON NO CONTROLS			EXISTING CONTROL MEASURES	RESIDUAL RISK			ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED
			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
	Virus					Health Authority guidelines must be followed. <ul style="list-style-type: none"> Follow normal HACCP guidelines Clean surfaces and utensils regularly 				
Bar	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> Clubhouse and Club facilities to be opened according to IRFU and government guidelines Once permitted to open current Government and Health Authority guidelines must be followed. This may include – <ul style="list-style-type: none"> Removing seating from bar counter Glassware to be carefully washed and collected using gloves All utensils to be regularly cleaned Seating & tables to be spaced to allow recommended distance of physical separation 	4	2	8	
Balls and Equipment	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none"> 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 	4	2	8	
Rugby Training	Serious Illness Spread of	P,S,V	4	3	12	<ul style="list-style-type: none"> PADs to be completed by players prior to training Training to be performed in accordance with IRFU guidelines 	4	2	8	



SUBJECT AREA	HAZARDS AND EFFECT	TO WHOM	PRIMARY RISK BASED ON NO CONTROLS			EXISTING CONTROL MEASURES	RESIDUAL RISK			ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED
			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
	virus					<ul style="list-style-type: none"> • Compliance Officers to oversee training • Coaches training plans to safety officer. 				



Risk Rating Matrix

		SEVERITY				
		EXTREME HARM	MAJOR HARM	MODERATE HARM	MINOR HARM	NEGLIGIBLE HARM
		5	4	3	2	1
LIKELIHOOD	ALMOST CERTAIN 5	25	20	15	10	5
	PROBABLE 4	20	16	12	8	4
	POSSIBLE 3	15	12	9	6	3
	UNLIKELY 2	10	8	6	4	2
	RARE 1	5	4	3	2	1



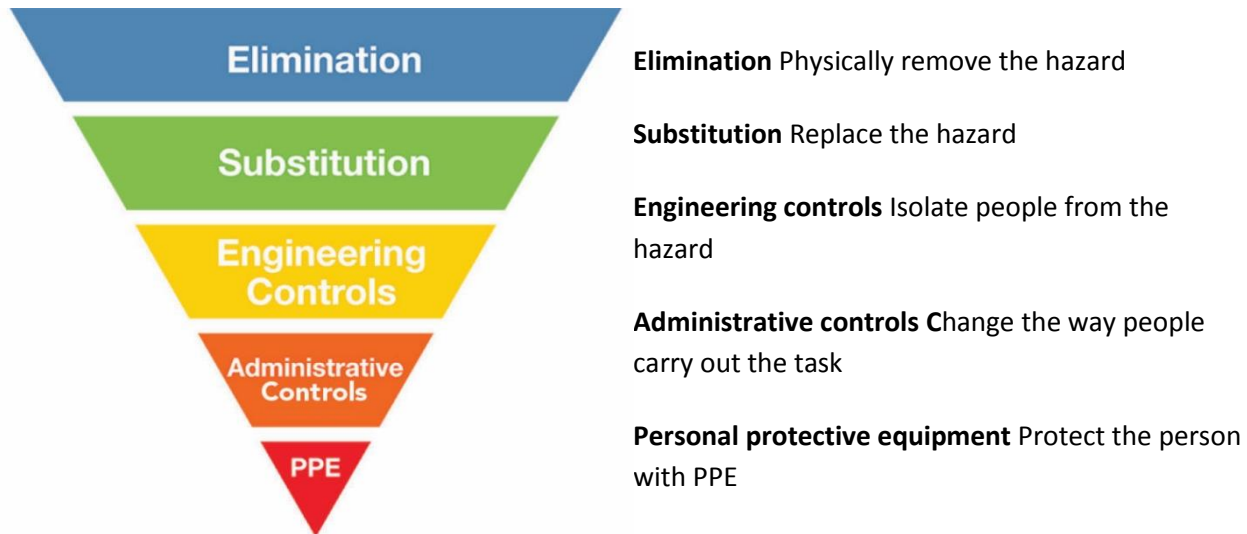
The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.

KEY TOSHADING		
15 - 25	Level of risk is unacceptable.	HIGH
8 - 12	Level of risk may be tolerable. Seek to reduce level of risk.	MEDIUM
1 - 6	Level of risk is acceptable	LOW



Hierarchy of Controls

Below is the basis on which the Hierarchy of controls was considered when carrying out the Risk Assessment.





Sign off & Approval

Risk Assessment Conducted by:

John Taylor

Club Covid Safety Officer

Date: _____

Billy Goodburn

Club Welfare Officer

Date _____

Reviewed and Approved by Club executive

Sean Kirby

Honorary Secretary

Date: _____

Sam Cawley

Director of Rugby

Date _____

Review Date: 1st October 2020 or sooner if required.



Appendix C

Key Personnel & Information

Key Personel for Covid 19 Safety listed below



KEY PERSONNEL

CLUB PRESIDENT	Declan Counihan
CLUB SECRETARY	Sean Kirby
CHAIR OF HOUSE COMMITTEE	Conor Abderson
CLUB WELFARE OFFICER	Billy Goodburn
DIRECTOR OF RUGBY	Sam Cawley
COVID-19 CLUB SAFETY OFFICER	John Taylor
COVID-19 CLUB COMPLIANCE OFFICERS:	To be named
YOUTH COORDINATOR	Camille O'Sullivan
MINI COORDINATOR	Noeleen Harrison
CLUB CAPTAIN	Tom McKeown
REGISTRATIONS OFFICER	Theresa Tallon
HEALTH & SAFETY OFFICER	Padraig Beatty



PARTICULARS OF THE PREMISES

AVERAGE NUMBER OF PEOPLE IN THE PREMISES BY DAY:

AVERAGE NUMBER OF PEOPLE IN THE PREMISES BY NIGHT:

LOCATION OF ISOLATION ROOM

ISOLATION ROOM 1:

Referees room (subject to change)

ISOLATION ROOM 2:

Derssing room (subject to change)

CLEANING COMPANY

NAME:

N/A

TELEPHONE

EMAIL

CONTACT NAME:

CONTACT DETAILS:

IN HOUSE CLEANING

CONTACT NAME:

Conor Anderson, Chair of House Committee

EMERGENCY CONTACTS

AMBULANCE SERVICES

999 / 112

HSE MEDICAL OFFICER OF HEALTH

Director of Public Health Nursing



Appendix D

Visitor Declaration

Visitors to the club involved in rugby activity shall be subject to relevant health declarations from their own clubs. All visitors involved in rugby activity who are not members of other affiliated clubs (such as youth programmes etc) shall complete the appropriate forms prior to activity.



VISITOR HEALTH DECLARATION

	QUESTION	YES	NO
1	Have you been in close contact (<2m for 15minutes or more) with anyone who is confirmed to COVID-19 virus in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you been in close contact (<2m for 15minutes or more) with anyone who is suspected of having COVID-19 virus in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
3	Do you live in the same household with someone who has symptoms of COVID-19 who has been in isolation within the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have you been advised by a doctor to self-isolate at this time?	<input type="checkbox"/>	<input type="checkbox"/>
4	Are you suffering now, or have you suffered any the following symptoms in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
	A Cough?	<input type="checkbox"/>	<input type="checkbox"/>
	B Breathing difficulties?	<input type="checkbox"/>	<input type="checkbox"/>
	C Fever/ High temperature?	<input type="checkbox"/>	<input type="checkbox"/>
	D Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>
	E Runny Nose	<input type="checkbox"/>	<input type="checkbox"/>
	F Flu Like Symptoms	<input type="checkbox"/>	<input type="checkbox"/>
	G Rash	<input type="checkbox"/>	<input type="checkbox"/>
	H Loss Of Smell/Taste	<input type="checkbox"/>	<input type="checkbox"/>
6	Have you been advised by a doctor to cocoon at this time?	<input type="checkbox"/>	<input type="checkbox"/>
7	Have you returned to Ireland from another country within the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>

If "YES", where?

I confirm that I have responded to the questions above truthfully based on my current condition and I commit to advising the person I am meeting and excluding myself if this situation changes, (i.e. if a point in the future, I would answer " YES" to any of the above questions).

NAME:

SIGNATURE:

DATE:

VISITING:



Appendix E

Action/Check Lists for COVID-19 CLUB Compliance Officer

Action/Check lists should be completed at regular intervals –

- *Before/After Each Training Session*
- *Daily*
- *Weekly*
- *Monthly*

Included below are sample checklists which may be used or altered as necessary.



DAILY CHECKLIST

TRAINING SESSION											DATE:			
RESPONSIBLE PERSON											Week Ending			
	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
HYGIENE	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
1	Hand Sanitizers available at key areas		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Soap is available at all hand washing facilities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Waste Bins in place		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	High Touch Facilities disinfected before and after training		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Disinfectant available for all players to clean down surfaces as required.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTATION	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
6	Have players provided Pre-Return to Rugby Personal Assessment Declaration		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are all players cleared to play?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Has the team received any return from illness forms?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



COMMUNICATION		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
9	Is Signage is in place, visible, and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Have players received induction training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHECK-IN		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
11	Queuing system in place and being observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Sanitiser available for players as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Signage in place at check-in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT USE		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
14	Equipment sanitised before training session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Equipment sanitised after training session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitization		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
15	Has the rubbish been disposed of appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Have all surfaces & touchpoints cleaned thoroughly:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Have all toilets and sinks been disinfected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Hand washing facilities include soap hot water, disposable towels in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIALS:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DATE:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



TRAINING LOG

CLUB NAME		DATE	
RESPONSIBLE PERSON		SUBJECT:	

PARTICIPANTS

1.		16.	
2.		17.	
3.		18.	
4.		19.	
5.		20.	
6.		21.	
7.		22.	
8.		23.	
9.		24.	
10.		25.	
11.		26.	
12.		27.	
13.		28.	
14.		29.	
15.		30.	

GENERAL NOTES

Informal education may include –

- **Don't Share water bottles**
- **Wash hands before and After training**
- **Don't spit or clear nasal passages on the pitch**
- **Adhere to social distancing measures**
- **No horseplay**
- **Do not shake hands, fist bump or high five**
- **If you feel unwell, notify your coach immediately**



Appendix F

Occupant Capacities for Rooms

Details of occupant capacities for the club house based on Government and Health Authority Guidelines.



Building	Zone	Room Name	Capacity with Physical Distancing
Clubhouse		Members Bar	Capacity analysis not yet carried out
		Function Room	Capacity analysis not yet carried out
		Kitchen	Capacity analysis not yet carried out
		Office	Capacity analysis not yet carried out
		Exec Meeting Room	Capacity analysis not yet carried out
		Players Meeting Room	Capacity analysis not yet carried out
		Changing Rooms	Capacity analysis not yet carried out
		Toilets	Capacity analysis not yet carried out