



COVID-19 HEALTH, SAFETY & OPERATION PLAN

[IRELAND ACADEMIES]

Advanced Sporting Potential UK Limited (T/A PSA Academies)
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TABLE OF CONTENTS:

1.0	BACKGROUND	3
1.1	COVID-19	3
1.2	HSE Guidelines	3
2.0	INTRODUCTION.....	4
2.1	Scope	4
2.2	Reference Documents.....	5
2.3	Introduction to the Club.....	6
3.0	ROLES AND RESPONSIBILITIES	7
3.1	Clubs and Venues.....	7
3.2	COVID-19 CLUB Safety Officer	7
3.3	COVID-19 CLUB Compliance Officer	8
3.4	Coaches/ Referees.....	Error! Bookmark not defined.
3.5	Players/ Participants.....	9
3.6	Parents and Guardians.....	10
4.0	RISK ASSESSMENT	10
4.1	Risk Assessment Methodology	10
4.2	Risk Assessment Results	13
5.0	OPERATING PROCEDURES	19
5.12	Contact Log.....	Error! Bookmark not defined.
5.13	COVID-19 Action List/Check List.....	Error! Bookmark not defined.
6.0	SUSPECTED CASE RESPONSE PLAN.....	34
7.0	OCCUPATIONAL HEALTH AND SAFETY	36
7.1	General	36
7.2	First Aid	36
7.3	Mental Health and Wellbeing.....	37



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.

1.2 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.

1.3 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.

1.4 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 IRFU 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 IRFU club members and communities.

These recommendations have been based on the advice of the Irish 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:

- IRFU - www.irishrugby.ie/running-your-club/return-to-rugby-for-clubs
- Sport Ireland Return to Sport and Physical Activity - Children and Adolescents
<https://www.sportireland.ie/sites/default/files/media/document/2020-08/covid-19-return-to-play-sports-for-children-version-1.2-08.07.2020.pdf>
- Institute of Public Health Ireland - <https://publichealth.ie/covid>
- The Foreign & Commonwealth Office (FCO)
- HSE Ireland - www.hse.ie/coronavirus
- The World Health Organisation - <https://www.who.int>
- WHO Getting your workplace ready for COVID-19
- Infection Diseases (Amendment) Regulations 2000
- Infection Diseases (Amendment) Regulations 2000

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 Company

Advanced Sporting Potential UK Limited (T/A PSA Academies)

Address: 12 Bury Street, Stowmarket, Suffolk, IP14H1A, UK

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3.0 Roles & Responsibilities

Company Appointments

- *COVID-19 Company Safety Officer*
Neil Marchant - neil@psaacademies.com
- *COVID-19 Company Compliance Officer*
Johne Murphy - johne@psaacademies.com
- *Company Director*
Graham Ross - graham@psaacademies.com

3.1 Clubs and Venues

- COVID-19 Safety Company members appointed as above
- COVID-19 Risk Assessment is carried out by Neil Marchant Tech IOSH (Appendix B)
- COVID-19 Health, Safety & Operation Plan – updated 13 Oct 2020
- Ensure adequate controls and procedures are in place at all times
- Revise/update the above when new information becomes available from the Irish Government, Sport Ireland and the IRFU Return to Rugby for Clubs

3.2 COVID-19 CLUB Safety Officer

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

- Receive updates from COVID-19 Company Compliance officers on activities.
- Assessing risks (carry out Risk Assessments), developing Company Covid-19 Safety Plan.
- Putting procedures in place for players to return to rugby in line with guidance from the IRFU and published guidance from the Irish Government
- Keep updated with ongoing Irish Government, Health Authority and IRFU advice and update the procedures accordingly
- Communicate with customers on latest updates and changes to the PSA Rugby Academy programme activities
- Develop an emergency response in line with the Irish Government, Health Authority and IRFU advice Guidance for a suspected COVID-19 case



- Ensuring that all management and customers 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, staff and customers have returned their Pre-Return to Rugby Personal Assessment Declaration. These shall be based on the templates published by the IRFU.
- Providing safe equipment including personal protective equipment, where necessary
- Ensuring Signage and Information relating to COVID-19 symptoms and hygiene requirements are in place
- Ensuring Signage and Information relating to the IRFU/venue/programme rules and requirements with respect to COVID-19 are in place.
- Ensure action checklists for the COVID-19 Compliance officers are completed.
- Address any players concerns
- Report to Company Director regularly

3.3 COVID-19 Compliance Officer

COVID-19 Compliance Officer 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 Company Compliance officers will be proportional to the number players. It is likely these individuals will be programme staff or coaches. A COVID-19 Company compliance officer must be present at all Academy programmes.

The COVID-19 Compliance Officer 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 Safety Officer.
- Ensure staff and customers are aware of COVID-19 and the companies' procedures
- Facilitate training of players and visitors, where required.
- Keep updated with all new Irish Government, HSE and IRFU guidelines
- Report to the COVID-19 Safety Officer with any updates
- Review IRFU Pre-Return to Rugby Personal Assessment Declaration provided by customers



- 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 customer with a suspected case and attain confirmation from them to allow their return to play
- Advise 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 customer

3.4 Staff & Coaches

Staff and coaches have a responsibility to ensure that training activities and company operations do not cause unnecessary risks to customers, players and the wider community. They shall achieve this through:

- Liaising with the nominated COVID-19 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 players and reinforce good personal hygiene and etiquette, physical or social distancing and handwashing

13.5 Customers (Parents & Players)

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

- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Complete the equivalent of the IRFU Pre-Return to Rugby Personal Assessment Declaration and give to COVID-19 Compliance Officer daily .
- Participate in the induction, and any training provided by the COVID-19 Safety Officer and Compliance Officer
- Read and follow the companies's procedures
- Practice a high level of personal hygiene by washing their hand frequently



- Keep a contact log of direct contact with other people
- 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.
- Report to the COVID-19 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 companies procedures and confirm they understand them
- Practice a high level of hygiene
- Ensure their next of kin is on file with the company
- Listen to ongoing HSE & Government advice
- 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

4.1 Risk Assessment Methodology

4.2 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.

The risk assessments are separated into two categories, as follows: IRFU shall provide Sample Risk Assessment for the company which is outlined below. The Sample Risk Assessment shall include *Universal risks* which could be applied to any club and organisation. *Site Specific risk assessments* must be carried out by the company to identify risks which



are unique to each venue's facilities and organisation based on defined aspects, ie. clubhouse facilities, access and egress to playing areas, communal spaces, communication methods etc.

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.

4.3 Inspection Methodology:

The inspection of the premises should be a visual inspection of club/ venue facilities. The inspection should also include any observations of physical limitations or installations, cleaning methods, specific work practices, administrative processes and so forth.

4.4 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

4.5 Who is affected by the risk

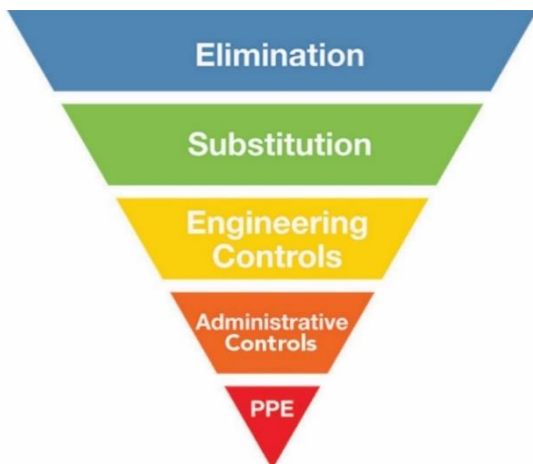
Abbreviations used in the 'To Whom' column of the assessment relate to:

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

4.6 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.



Elimination Physically remove the hazard

Substitution Replace the hazard

Engineering controls Isolate people from the hazard

Administrative controls Change the way people carry out the task

Personal protective equipment Protect the person with PPE

4.7 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.

4.8 Risk Assessment Results



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

5.0 Operating procedures

Based on the IRFU 'Return To Play' guidelines published on Fri 5th June (see [here](#) for more info), the below is a comprehensive list of the operational procedures that will be delivered around all PSA Rugby Academies taking place in Ireland in summer 2020. This is a working document, with a 'live' version available via the PSA Academies cloud environment, to be shared with all key operational delivery partners if/when required.

Timescale	Action	Details	How/Where
Pre-Booking (from 12/06/20)	New Academy Product Page launched	Updated product page for the 2020 Irish Rugby Academies programme – see https://www.psaacademies.com/academies/2020-irish-schedule/	PSA Academies Website
	Updated 2020 IRE Rugby Academies Booking Ts&Cs Page	New booking Ts&Cs to reflect non-residential format, new minimum booking numbers, cancellation terms etc. See https://www.psaacademies.com/wp-content/uploads/2020/06/KG-PSA-Academies-2020-IRE-Rugby-Academy-Programme-Booking-TsCs-210620.pdf	PSA Academies Website
Booking Process (any time up to programme start date)	Customers added to Broadcast WhatsApp Group	Broadcast will allow PSA Academies to stay in direct contact with customers specific to each Academy programme. The regular communications will include any programme updates due to changes in the Government and/or IRFU guidelines, procedures required of customers in attending programmes etc. Customers will have opted in to this group as part of the post-registration form found at	WhatsApp Broadcast Group

		https://www.psaacademies.com/irish-post-booking-registration-form	
	Online Registration Only	PSA Academies will only accept registration through our dedicated online booking system at www.psaacademies.com . This will allow us to ensure our programme numbers are limited to Government/IRFU guidelines and to communicate requirements and expectations directly with customers in advance of each Academy programme.	PSA Academies Website
	Detailed player data collected through online booking form	PSA Academies will create a detailed online registration form, either at initial booking and/or in advance of the programme start (see here), that collects all required information for each player and their parent/legal guardian. This information, which will be securely stored on our Hubspot CRM system under GDPR rules, will ensure that we have accurate personal, medical and contact information for all players registered to each Academy programme	PSA Academies Website
	90 players capacity limit per programme	PSA Academies will cap all 2020 Academy programmes in Ireland at 90 players to ensure that we remain under 100 people, including staff, onsite at all times.	PSA Academies Website

Recruitment (ongoing)	Recruit externally or internally for suitably qualified COVID-19 Programme Manager (IRFU COVID-19 Compliance Officer)	The COVID-19 Programme Manager will be a suitably qualified and/or trained person(s) to lead on the safe implementation of all key operational procedures outlined in the PSA Academies COVID-19 plan, including the completion of all applicable checklists and site reports.	People HR
	Recruit experienced coaching staff	Coaching staff must be experienced and capable of a high standard of delivery of quality rugby training content in a socially distanced programme format. Additional, suitably qualified standby staff will be in place to step up in a situation where any lead coach is no longer in a position to take part in a programme, for medical, personal or any other reasons that may occur	People HR
	Recruit externally or internally an experienced Training Manager	Training Programme Manager will be suitably trained and experienced person(s) to oversee the delivery of the rugby programme in a quality control position.	People HR
	Recruit a Programme Medical Lead	For all 2020 PSA Rugby Academies programmes, a fully trained Medical Lead, in the form of a trained nurse, paramedic, physiotherapist or similarly qualified person, will be a key part of the	People HR

		<p>operational team. The Medical Lead will have lead responsibility for;</p> <ul style="list-style-type: none"> • All medical screening including temperature checks of all attendees, staff & players • Ensuring that all attendees (staff and players) have completed and returned their daily Personal Assessment Declaration • Quality control around the tracking and monitoring of all groups attending the Academy Programme • The oversight of the Contact Tracing Log for each Academy programme, which will be delivered via a contactless NFC wristband that all players & staff with wear/carry, with the data kept in a secure cloud hosted 3rd party environment (NuTickets https://admin.nutickets.com/admin/dashboard) for 24/7 access 	
Min 14 Days in advance of Programme Start Date	Video Webinar Briefing Call with all Customers (Parents only)	A Welcome Zoom Webinar will allow PSA Academies to introduce the key company COVID-19 procedures with main objective being to educate customers around the completion of the IRFU Pre-Return to Rugby Personal	Live Zoom Webinar (plus any cloud-based recording subsequently sent to customers)

		<p>Assessment Declaration Form and outlining to customers their obligations in terms of knowing the key COVID19 symptoms, following all preventative measures in terms their own and the players' activities while attending the Academy programme, what to expect in terms of the format of the Academy programme and the importance of the Academy Rules & Disciplinary Procedures during the COVID19 restrictions period. The Webinar may be followed up by a basic COVID19 procedures quiz and/or survey to further prepare customers for their attendance on the Academy programme concerned.</p>	
	<p>Staff Induction & Training</p>	<p>Online Video Webinar with all Programme delivery staff to induct them in PSA Academies COVID19 and overall management procedures including specific expectations and responsibilities of all staff in terms of actively implementing high standards in areas such as their own health screening, social distancing, communications, risk identification and effective resolution, reporting within their roles etc. Staff will be fully briefed on any procedures specific to each</p>	<p>Live Zoom Webinar (with recording available to review), additional online courses (World Rugby etc.) & relevant company procedural documentation</p>

		Academy site plus the standards expected in delivering a high-performance programme for PSA Academies. Staff will be expected to complete any relevant online training courses and/or complete additional reading/research in advance of their Academy programme work, with all staff required to fully comply with all health screening requirements during Academy programmes.	
48 Hours Before Programme Start Date	Conference call with Programme Management & Venue Liaison Officer	Final Conference call with the key Programme management team and the Venue Liaison Officer. Final run through of the programme daily operations. Confirm names of all Venue staff onsite for recording in contact tracing. Confirm final details of facility use and deep cleaning	Zoom conference call
24 Hours Before Arrival	Video Webinar Briefing Call with all Customers (Parents & Players)	Online Video Webinar to run through final Programme details including; <ul style="list-style-type: none"> • Programme Team Roles & Responsibilities • Health Screening Requirements (Declarations, Process if symptomatic) • Check in & Check Out Procedures 	Live Zoom Webinar (plus any recording subsequently sent to customers)

		<ul style="list-style-type: none"> • Rugby Programme Philosophy, Aims & Objectives, Key Procedures • Online Education Programme format & objectives • End of Programme Online Awards • Player Responsibilities – Social Distancing, Handwashing, Hygiene, Programme Rules 	
	WhatsApp Broadcast/Email to all Customers	<p>WhatsApp Broadcast Group message and/or personalised email to all customers including;</p> <ul style="list-style-type: none"> • Reminder of key customer & attendee responsibilities as outlined on the Final Zoom Webinar (Cork Example https://us02web.zoom.us/rec/share/v-hyLKz5zyBLZM_tt3DBfK5-PljFeaa8gSNM8vcNnxxxxv_E3T3uSRvIC3ewZTn2 - Access Password: Xv2#zjV6) • Link to the online Personal Health Declaration Assessment Form that must be completed before checking in on their first day of the Programme (Cork example https://www.psaacademies.com/2020-cork-covid-19-personal-assessment/) 	WhatsApp Broadcast Group/HubSpot Marketing email

		<ul style="list-style-type: none"> • Specific details relating to the customers Programme experience (timings for staggered arrival/departure, the colour code for the player's training group/zone, etc.) <p>Copies of the IRFU Return To Rugby checklists for Players & Parents as a reminder of overall Irish Rugby COVID-19 operating standards that PSA Academies, as rugby-themed sports event organiser, are complying to</p>	
	WhatsApp Message	Final general reminder messages to the Academy programme customers, reminding them to review their emails, forward their completed Declaration Forms etc.	WhatsApp Broadcast Group
	Staff Orientation on site	<p>COVID19 Programme Manager will conduct an onsite orientation for all programme staff (with the Venue Liaison Officer to attend is possible or necessary) to ensure they are fully up to date on;</p> <ul style="list-style-type: none"> • Programme operational procedures & their roles/responsibilities within these • Latest Programme schedule • Venue layout • Any other key information 	Physical meeting with any specific actions raised to be shared via the Programme Team WhatsApp Group

Arrival & Check In	Staggered arrival/start times	<p>Training groups will be requested to arrive at 15-minute intervals. This will reduce the numbers of customers arriving onsite at any one time and will ensure that designated training units are not mixing.</p> <p>Players will go straight from check in to their designated colour coded training zone to meet their coach to begin their training day. Parents/Legal Guardians are then encouraged to leave site immediately to reduce risk of mingling (no observation of the training programme is allowed, a limited number of images/videos from training will be shared via the WhatsApp Broadcast Group and social media channels).</p> <p>5 minutes will be programmed between arrival groups to ensure a buffer.</p>	Designated Check In Area/Training Zones
	Contact tracing process	<p>The COVID19 Programme Manager will ensure that full and detailed contact tracing is delivered of all staff, players, customers & other people using each Programme venue daily. This will allow PSA Academies to easily share details with the relevant stakeholders in the event of a suspected and/or positive COVID-19 case associated with the Programme being confirmed. The</p>	NFC Wristbands/Android Devices/NuTickets admin platform

		Players will receive their pre-allocated wristbands at registration on the first day of the programme.	
	Health Screen	PSA Academies, led by the Programme Medical Lead, will conduct a daily health screen of all players (including a visual assessment of health status). Parents will also be reminded on a daily basis via the WhatsApp Broadcast Group to confirm any change answers provided within the Personal Assessment Declaration required as mandatory step pre-Academy start.	Designated Programme Check In Area
	Social Distance set up	The arrival/check-in station will be positioned in an open external area (weather permitting) that is clearly marked, with separate entry & exit paths. Waiting zones for checking in players will be clearly marked to ensure social distancing is maintained at all times. Clear signage sharing COVID-19 symptoms and prevention guidelines will be displayed across the Venue site. Hand sanitiser stations will be available in the waiting line & at the check in desk Physical distancing at break times/lunch	Designated Programme Check In Area
	Travelling in family units	Customers are advised to restrict all travel to and from the Programme Venues to their own family units or	Travel to/from Programme Venue + Check In/Check Out

		<p>when car-pooling is unavoidable, to other players within their assigned training group.</p> <p>On day one of the programme, one adult is allowed to enter the designated check-in area per player to ensure correct registration. No siblings or otherwise non-attending children will be permitted to join the check-in line. In situations when parents are travelling with multiple young children and it is not suitable to leave them, an express check-in option can be offered, but only on prior request. After day one of the programme, parents are requested to remain in their vehicles in the designated parking area (unless otherwise requested to accompany their player) and should depart the site once their players group have made their way to their designated training zone. Parents are encouraged to contact Programme <anagement through WhatsApp Broadcast Group to discuss any programme issues.</p>	
	<p>No Mobile Phone Policy</p>	<p>We will operate a strict No Mobile Phone policy for all players across all of our programmes. Due to shortened programme hours and the additional COVID19 risks posed, we are requesting</p>	

		that all players DO NOT bring mobile phones to our venues. In the case of emergency, parents and players will be able to make contact with each other via the Programme contact number or WhatsApp broadcast group.	
	PPE	<p>All Programme Staff to be provided with;</p> <ul style="list-style-type: none"> - Gloves (to be worn at check in/check out/when handling or sanitising any programme equipment) - Face mask (to be worn at check in/check out, in any enclosed spaces or situations where social distancing is unenforceable) - Hand sanitiser/wipes <p>Dedicated supply for all staff & coaches Training in use and disposal Process for disposal for all used PPE PPE compulsory for all shop/physio/check in/check out activity</p>	
Facilities	Toilets	<p>Toilets with direct outdoor access will be available at set times to minimise contact between designated training groups. Main contact points (handles, taps, hand dryers etc.) to be cleaned regularly, ideally after each group's use Cleaning of all toilets min 3 times per day Isolation are externally & ventilated Active monitoring by coaches & staff</p>	Designated Venue Toilets

	Sports Hall	Indoor sports facility will only be used in the event of poor weather. PSA Academies will inspect, and risk assess all possible indoor spaces before the programme and document procedures to ensure suitable ventilation, social distancing capacity & identify commonly touched services that will require cleaning before & after being used by consecutive designated training groups.	Programme Venue
	Changing rooms	Changing rooms will be locked and not available for the duration of the programme. All personal belongings for the designated training groups will be stored securely in an assigned area within their training zones and will be made available for the players to use at specific programme times (breaks, lunchtime etc.)	Programme Venue
Equipment	Dedicated training group equipment	Each designated training group will be supplied with 1 ball per person and cones. These items will stay with that group for the duration of the programme and will not be shared. Cleaning of all kit before and after sessions Deindated equipment per pod – no mixi	Designated Training Zones

	Cleaning equipment	<p>Equipment will be sanitised every hour, or after each training block whichever period is first.</p> <p>Cleaning of all kit before and after sessions</p> <p>Deindated equipment per pod – no mixing</p> <p>Cleaning of all toilets min 3 times per day</p> <p>Isolation are externally & ventilated</p>	
	Water bottles	<p>No sharing of water bottles is permitted. Each player must bring a clearly marked water bottle of their own and must refill these from designated refilling points.</p>	
	Larger technical rugby equipment use	<p>Where it is not possible to supply enough equipment for each group, e.g. Shadowman tackle units or hit shields, these pieces of equipment will remain in their specific training zone, where designated training groups will visit on a rotated basis, with this equipment subject to a deep clean between each group use</p>	
	Isolation	<p>If any player or staff member becomes unwell and the Programme Medical Lead has any concerns that their symptoms may be consistent with COVID-19, immediate arrangements will be made for them to depart the site, with a request to follow the isolation guidance.</p>	

		<p>While the player is awaiting collection, they will be moved, if possible and if appropriate, to a well-ventilated area where they can be isolated behind a closed door. Where possible, the Programme Medical Lead will be mindful of individual children's needs – for example it would not be appropriate for younger children (Minis group) to be alone without adult supervision. If it is not possible to isolate an ill player or staff member, the Programme Medical Lead will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they will be given access to a separate bathroom if possible. The bathroom will be fully cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The relevant stakeholders (Venue Liaison Officer, relevant health authorities etc) will be notified as soon as possible and a full Incident Report</p>	
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		and timeline will be completed by the Programme Medical Officer	
Daily Programme	Programme units	PSA Academies will operate designated training group units within each programme. Units will be at a maximum of 15. a ratio of 1:15 with mixing of players outside of each training unit be avoid to an absolute minimum.	
	Coaching zones	Each designated training group unit will have a clearly marked training zone which will be identifiable by a colour. Within the training zone, the recommended social distancing will be maintained throughout the training and Programme staff will be expected to coach from a minimum distance of 2m	
	Rotation	Coaches will rotate between groups in a unidirectional flow system on a 24-hour basis meaning that one group will be with the same coach for the duration of the day. The only exception will be the Head of S&C who will rotate through the groups each day and deliver our socially distanced movement competency programme.	
	Breaks (Lunch time, bathroom & Camp Shop)	Designated training groups will remain in their training zones for the duration of their breaks (weather permitting) to ensure no mixing between groups.	

		Breaks will be taken at staggered times to further reduce the risk of groups mixing during free time.	
	Camp Shop Operations	Each training unit will have a dedicated 15-minute camp shop allocation of time within the training programme. A designated staff member wearing appropriate PPE will run the shop which will be completely portable and contactless. The shop will sell healthy snack and drinks provided by our nutrition partners.	
	Online Shop Click & Collect	The player pack and other online shop items purchased will be available for pick up as part of the check out process at the Academy programme venues, ideally on Weds/Thurs PM. The pick process will be socially distanced and designed for quick dispatch.	
	PPE	Hand sanitiser will be available and both staff and players will be expected to wear a face mask during any indoor training session. All staff will be provided with a minimum number of medical standard face masks to be worn when required during the Programme duration.	
	Training	PSA Academies will operate a strict non-contact training programme. Our programme will focus on technical skill	

		development through appropriate drills, games and discussion within each designated training group.	
	Staggered Departure times	As per arrival check in, PSA Academies will stagger departures to ensure that groups do not mix and to remove the risk of mingling. In the event that a parent is not on time, the player will be taken back to their training zone and the parent will have to wait for a break in group departures.	
Departure	Expert Webinars	To remove the risk of indoor activities, PSA Academies will run a daily evening programme online to deliver expert talks, quizzes and other modules	
Nightly Evening Programme	Programme Planning/Review Meetings	Each night the Programme Management Team will host a short Review and Preview Planning Meeting with all players and staff. This call will provide an opportunity for PSA Academies to highlight the Programme Focus Areas, explain any programme changes that need to be implemented for the following day and highlight any procedural aspects going well/that need increased focus	
	COVID-19 Reporting	Customers are asked to please report if an attendee subsequently develops COVID-19. Our Programme team will be covering a 3 week schedule of	

		Programmes and it is critical that we know of any potential risk posed from past exposure	
Post Event	End of Academy Awards Webinar	PSA Academies to host an End of Academy Webinar to announce the Academy Award winners, to share the Programme highlights, confirm the COVID-19 reporting and to thank all attendees & stakeholders for a successful Programme delivery	End of Programme Declaration, Marketing & Survey
	Marketing Campaign	Send end of Academy WhatsApp Broadcast Group message and email with call to action for customer feedback (Final Health Declaration & survey), summary of COVID-19 reporting, and thank you	

5.1 Conflict Resolution

There may be instances of disagreement or differences in interpretation of guidelines between company members when implementing the new procedures for the company. As a result of this there may be a requirement for the company to facilitate and mediate conflict resolution.

PSA Academies will manage conflict resolution within the company if require:

- Create a healthy culture. Treat everyone in your team fairly and equally, provide them with praise and recognition, and be open and honest at all times.
- Learn to spot the early signs of conflict. Read team members' body language (e.g. crossed arms), facial expressions and tone of voice.
- Deal with conflict promptly. Take action early to help your people resolve the situation before it escalates.
- Develop rules for handling conflict. Ensure team members listen to one another, respect each other's points of view, and refrain from interrupting each other.
- Never take sides. Your role is to help the team members address the issues causing the conflict and to reach a resolution that works well for them.

6.0 SUSPECTED CASE RESPONSE PLAN

PSA Academies will follow:

<https://d2cx26qpfwuhvu.cloudfront.net/irfu/wp-content/uploads/2020/08/26174055/18-CASE-RESPONSE-GUIDELINES.pdf>

PSA Academies response to suspected case of COVID-19. This may include –

- Initial Response to suspected/ Confirmed case of COVID-19 at the venue
- Location and Arrangements for 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
- How waste will be disposed of
- Arrangements for players returning to play after illness

7.0 Occupational Health & Safety

Requirement

Clubs should detail arrangements for existing Occupational Health and Safety and risk management provisions within the club. Clubs should ensure that COVID-19 arrangements complement the club Safety Statement for staff and volunteers. Items to consider include –

- *Fire Safety*
- *Food Safety and Hygiene*
- *Environmental Health and Safety*
- *General Public 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

Requirement

Emergency First aid will be administered at the venue by qualified FA Staff. . If This may include –

- EFA will be IAW: www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.html
And
- PSA ACTIVITY – FIRST AID FOR DURING THE CORONOVIRUS (COVID-19) PANDEMIC (Used with RA 18 – First Aid)
- Additional PPE will be available to all FA Trained Staff/ Coaches:
 - Face Masks
 - Gloves
 - Disposable Aprons
- Staff/ Coaches are to adhere to strict Personal Hygiene at all times, disposable gloves worn at all times when dealing with a casualty, disposable face masks and aprons worn when in close proximity with the casualty.
- If required, staff/ coaches are to call for ambulance for immediate assistance or transference to the local hospital.
- Incident/ Accident Forms are to be completed for every casualty.

7.3 Mental Health and Wellbeing

Infectious disease pandemics like coronavirus (COVID-19) can be worrying. Some people might find it more worrying than others. This can have an affect on our mental health. PSA Academies supports it's Staff, Coaches and players in safeguarding their mental health.

PSA Academies will follow: <https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/health-wellbeing/>

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	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	<input type="checkbox"/>	<input type="checkbox"/>
	B	<input type="checkbox"/>	<input type="checkbox"/>
	C	<input type="checkbox"/>	<input type="checkbox"/>
	D	<input type="checkbox"/>	<input type="checkbox"/>
	E	<input type="checkbox"/>	<input type="checkbox"/>
	F	<input type="checkbox"/>	<input type="checkbox"/>
	G	<input type="checkbox"/>	<input type="checkbox"/>
	H	<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?	
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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

Risk Assessment

RISK ASSESSMENT FORM

Company:	PSA Academies	Assessment No: 17	Coronavirus (COVID-19)	Assessment Date:	01 March 2020		
Centre/ Location:	Various Locations Ireland	Assessment Type (Delete as appropriate; see Note 1)					
		Specific	Generic ✓	Record of Dynamic Assessment			
Activity/Process: PSA Academies Camps - (COVID-19)							
PSA Academies continues to monitor closely the situation regarding the spread of COVID-19. We are keeping up-to-date with guidance as it continues to be released from relevant bodies. These include:							
<ul style="list-style-type: none"> • Institute of Public Health Ireland - https://publichealth.ie/covid/ • The Foreign & Commonwealth Office (FCO) • HSE Ire - www2.hse.ie/coronavirus/ • The World Health Organisation - https://www.who.int/ • Return to Rugby Ire - https://www.irishrugby.ie/running-your-club/return-to-rugby-for-clubs/ 							
Assessor			Line Manager Acceptance (See Note 2)				
Name:	N MERCHANT		Name:	G Ross			
Position:	Head of Compliance		Position:	Director			
Signature:	<i>Neil Marchant</i>		Signature:	<i>Graham Ross</i>			
Hazards (Include Hazard Survey Number where applicable)							
Who is at Risk?	Control Measures (Specific existing Control Measures)	Risk Rating (Likelihood X Consequence)	Additional Controls (Each Control Measure is to be specific and managed)	Residual Risk Rating (See Note 4)	Management Plan		
					Owner	Target Date	Comp Date

			(See Note 3)					
Does the FCO advise against travel from this Country/ location?	Staff/ Participants <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, Group will not be accepted by PSA Academies.	2 x 3 = 6	<input type="checkbox"/> PSA consulted				
Lack of Information	Staff, players/ visitors	<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		Encourage all players to follow news and guidelines provided by HSE www2.hse.ie/coronavirus/ Perform regular toolbox talks and circulars to remind members of current protocols, and new updates				
Existing medical conditions	Staff, players/ visitors	Phone 111/ Consult GP or relevant support group for advice and precautions.	1 x 1 = 1	No additional controls				
Prevention of Infection	Staff, players/ visitors	-Wash your hands with hand sanitizer, soap or water often – do this for at least 20 seconds -Always wash your hands when you get home or into work -Use hand sanitiser gel if soap and water are not available -Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze -Put used tissues in the bin straight away and wash your hands afterwards -Try to avoid close contact with people who are unwell Do not touch your eyes, nose or mouth if your hands are not clean	1 x 2 = 2	No additional controls				
Exposure to infection	Staff, players/ visitors	NHS 111 has an online coronavirus service that can tell you if you need medical help and advise you what to do	2 x 2 = 4	No additional controls				

		<p>Use this service if:</p> <ul style="list-style-type: none"> • you think you might have coronavirus • in the last 14 days you've been to a country or area with a high risk of coronavirus – see our coronavirus advice for travellers • you've been in close contact with someone with coronavirus 						
<p>Individuals showing signs of Infection: Cough High Temperature Shortness of breath</p>	<p>Staff, players/ visitors</p>	<p>UKNHS 111 has an online coronavirus service that can tell you if you need medical help and advise you what to do.</p> <p>Use this service if:</p> <ul style="list-style-type: none"> • you think you might have coronavirus • in the last 14 days you've been to a country or area with a high risk of coronavirus – see our coronavirus advice for travellers • you've been in close contact with someone with coronavirus 	<p>2 x 2 = 4</p>	<p>No additional controls</p>				
<p>Excursions/ School Integrations</p>	<p>Staff, players/ visitors</p>	<p>Group Leaders, Support and Staff, to monitor all Students prior to departure. NHS 111 has an online coronavirus service that can tell you if you need medical help and advise you what to do.</p>	<p>2 x 2 = 4</p>	<p>No additional controls</p>				

		<p>Use this service if:</p> <ul style="list-style-type: none"> • you think you might have coronavirus • in the last 14 days you've been to a country or area with a high risk of coronavirus – see our coronavirus advice for travellers • you've been in close contact with someone with coronavirus 						
Hand washing	Staff, players/visitors	<p>Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance.</p> <ul style="list-style-type: none"> • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Drying of hands with disposable paper towels.</p> <ul style="list-style-type: none"> • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <ul style="list-style-type: none"> • https://www.nhs.uk/conditions/emollients/ <p>Gel sanitisers in any area where washing facilities not readily available</p>	2 x 2 = 4	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus</p>				

				<p>(COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>				
Shaking Hands / Physical Greeting	Staff, players/visitors	<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 <p>COVID-19 Compliance Officers to monitor and discourage.</p>	2 x 2 = 4	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 players				
Cleaning	Staff, players/visitors	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	2 x 2 = 4	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.				
Social Distancing	Staff, players/visitors	<p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish</p>	1 x 2 = 2	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.				

		<p>times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <ul style="list-style-type: none"> • Pitches to be laid out to allow 2m social distancing • Rooms to be laid out to allow 2m social distancing, or, where seats are 1m<2m, screens/solid guarding to be provided between members • 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 before they return to the club • All members to complete health declaration • Spectators are not permitted to watch training. <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>						
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		<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 <p>Drivers must Drop off and go or wait in their cars</p>						
Mental Health	Staff, players/visitors	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	1 x 2 = 2	Regular communication of mental health information and open door policy for those who need additional support.				
Unavoidable Close Contact – First Aid	Staff, players/visitors	<ul style="list-style-type: none"> • Persons must wear appropriate PPE and follow strict hygiene protocols • Create an exclusion zone around their activity <p>Direct contact log for each person must be kept</p>	2 x 2 = 4	No additional controls				
Water bottles and refill station	Staff, players/visitors	<ul style="list-style-type: none"> • Players shall not share water bottles or other drinking vessels • Water bottles should not be allowed to touch the taps or spouts to avoid contamination. Players advised to clean water bottles regularly 	2 x 2 = 4	No additional controls				
Balls and Equipment	Staff, players/visitors	<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 	2 x 2 = 4	No additional controls				

		<ul style="list-style-type: none"> Label balls and equipment to assist in identifying same 						
Changing rooms / lockers / showers		<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 throughout the day Must be kept clean and tidy. Personal belongings to be store correctly. Signage to encourage social distancing numbers at anyone time to be limited 	2 x 2 = 4	No additional controls				

Line/ Centre Manager Assessment Review (See Notes 2 and 5)							
Review Date:	10 Oct 2020	Review Date:		Review Date:		Review Date:	
Name:	N Marchant	Name:		Name:		Name:	
Position:	Compliance	Position:		Position:		Position:	
Signature:	Neil Marchant	Signature:		Signature:		Signature:	

Notes:

- 1 If using a 'Generic' risk assessment, Assessors and Line/ Centre Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
- 3

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
			1	2	3

Risk Matrix Likelihood X Consequence	Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
	Low	Medium	High

When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

- 4 Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.

- 5 Risk Assessments are to be reviewed:
 - Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or near miss.
 - Following significant changes to the task, process, procedure or Line Management.
 - Following the introduction of more vulnerable personnel.
 - If “Generic” prior to use.

Notes:

1. If you have any medical conditions or concerns which may affect your fitness to travel or the activities to be undertaken overseas, you must consult your GP or relevant support group for advice and precautions. Contact PSA if you have any doubts about insurance cover. If you are taking medication make sure that it is legal in the country to which you are travelling. Pack your medication in your hand luggage and also take the prescription and a letter from your GP.
2. Information regarding DVT can be obtained here <http://www.fitfortravel.nhs.uk/home.aspx>
3. The website to visit to gain vaccination and health information is <http://www.fitfortravel.nhs.uk/destinations.aspx>
Check your vaccination needs at least six weeks before you are due to travel.
4. The website to visit to gain country specific safety information is <http://www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country/> (Foreign & Commonwealth Office).

Appendix A
Key Company Personal

KEY PERSONNEL	
CLUB DIRECTOR	
CLUB SECRETARY	
CLUB HOUSE MANAGER	
VOLUNTEER MANAGER	
CLUB SAFETY OFFICER	
COVID-19 CLUB SAFETY OFFICER	
COVID-19 CLUB COMPLIANCE OFFICERS:	

Appendix B
Action/Check Lists for COVID-19 Company

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:

ISOLATION ROOM 2:

CLEANING COMPANY

NAME:

TELEPHONE

EMAIL

CONTACT NAME:

CONTACT DETAILS:

IN HOUSE CLEANING

CONTACT NAME:

EMERGENCY CONTACTS

AMBULANCE SERVICES

999 / 112

HSE MEDICAL OFFICER OF HEALTH

Appendix C Visitor Declaration

Requirement

Visitor Declarations may be completed for contractors and suppliers etc. who may be required to visit the club.

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?		
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?		
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?		
3	Have you been advised by a doctor to self-isolate at this time?		
4	Are you suffering now, or have you suffered any the following symptoms in the past 14 days?		
	A Cough?		
	B Breathing difficulties?		
	C Fever/ High temperature?		
	D Sore Throat		
	E Runny Nose		
	F Flu Like Symptoms		
	G Rash		
	H Loss Of Smell/Taste		
6	Have you been advised by a doctor to cocoon at this time?		
7	Have you returned to Ireland from another country within the last 14 days?		

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:

Action/Check Lists for COVID-19 CLUB Compliance Officer

Requirement

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												TIME:			
		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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Has the club 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"/>	<input type="checkbox"/>	<input type="checkbox"/>
DELIVERIES		YES NO		YES NO		YES NO		YES NO		YES NO		YES NO		YES NO	
9	Were there any schedule deliveries?	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Were they wearing appropriate PPE?	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Was social distance practiced on arrival?	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION		YES NO		YES NO		YES NO		YES NO		YES NO		YES NO		YES NO	
13	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"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	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"/>	<input type="checkbox"/>	<input type="checkbox"/>

15	Have toolbox talks been carried out?	<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
16	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"/>
17	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"/>
18	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"/>
PLAYERS		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
19	Players briefed on training activities	<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"/>
TRAINING ACTIVITIES		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
20	Training Activities in line with Government Guidelines	<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
21	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"/>
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"/>
Sanitization		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
23	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"/>
24	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"/>
25	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"/>
26	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"/>

INITIALS:
DATE:

MONTHLY CHECKLIST

CLUB								
MONT H	DATE			RESPONSIBLE PERSON				
		Have hygiene supplies been checked and in sufficient supply? (Y/N)	Are appropriate levels of PPE available? (Y/N)	Is a high level of cleaning and disinfecting been performed regularly? (Y/N)	Have any additional extra precautions or requirements been requested? (Y/N)	Health and Safety Plan prepared and up to date? (Y/N)	Have Toolbox Talks been carried out regularly? (Y/N)	INSERT INITIALS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
Inspected by								

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 E

Occupant Capacities for Rooms

Requirement

Clubs should include details of occupant capacities for their club house based on Government and Health Authority Guidelines.

Building	Zone	Room Name	Capacity with Physical Distancing
Clubhouse		Catering	Capacity analysis not yet carried out
		Bar & Lounge	Capacity analysis not yet carried out
		Kitchen	Capacity analysis not yet carried out
		Office	Capacity analysis not yet carried out
		Meeting Room	Capacity analysis not yet carried out
		Equipment Room	Capacity analysis not yet carried out
		Changing Rooms	Capacity analysis not yet carried out
		Toilets	Capacity analysis not yet carried out
		ETC	ETC
		ETC	ETC
		ETC	ETC
		ETC	ETC
		ETC	ETC
		ETC	ETC
	ETC	ETC	