

**WALES Golf Example COVID-19 Risk Assessment for New2Golf sessions and Group Coaching -**

**To be adapted by Clubs and Coaches**

The current COVID-19 outbreak poses a serious risk to individuals. Here we have identified some of the control measures to reduce the risk of infection and as part of a proactive mitigation process, in line with current health and safety guidelines. Whilst not all hazards and risks can be eliminated, every effort MUST be made to control and mitigate any potential risk factors. Hazards and risks cannot be eliminated and, therefore, must be controlled.

It is everyone's responsibility to control the virus and reduce the risk of infection. All clubs, coaches and groups must complete COVID-19 specific risk assessments ([a full club template risk assessment is available from Wales Golf](https://www.walesgolf.org/wp-content/uploads/2020/05/Wales-Return-to-Golf-post-COVID-19-Opening-Risk-assessment-1.pdf)). All Club Management Committees shall ensure that the risk control measures are fully implemented.

Risk assessments linked to COVID-19 are working documents, therefore they must be regularly checked and kept up to date with any updated Guidelines issued by Welsh Government or Wales Golf. Here is a template for the coach and club to use for group coaching sessions such as New2Golf. Please note that this is a partially completed risk assessment that does not cover all elements or individual club circumstances, so please add, adapt, amend, improve according to your club, facility, workforce and sessions.

**Coronavirus Officer**

In line with Welsh Governments Guidelines (INSERT CLUBS NAME), have appointed a trained COVID-19 Officer – (INSERT NAME). Other trained individuals include (INSERT NAMES)

The role of this person is:

* + Main point of contact for all matters relating to COVID-19 at the club.
  + Conduct regular risk assessments in line with Welsh Government and Industry advice and guidance.
  + Be the critical implementer and oversee all aspects of the clubs Return to Golf' journey. This includes ensuring a risk assessment has been carried out and remains up-to-date and in line with the current Welsh Government and Industry Specific Guidance.

**Activity Session Responsible Person**

All sessions must have a responsible person. It is the duty of this person to ensure that the rules and requirements set out by the NGB, the Coronavirus Officer and Welsh Government are adhered to. This role can be carried out by the Coronavirus Officer or another suitably instructed person.

The responsible person’s duties shall include:

* + Taking of a register of attendees and other persons as described in this guidance.
  + Ensuring all attendees understand the COVID-19 measure and rules that are in place.
  + To ensure that COVID-19 self-declarations are provided where required.
  + To monitor the session for compliance with the COVID-19 rules, both general and specific to the activity.
  + To ensure a timely and safe dispersal at the end of any session.
  + The warning of or removal from the session of persons that do not follow the rules or reasonable instructions, thereby causing a nuisance or a risk to the health of other participants, attendees or staff.

**Safe use set up procedures include but are not limited to:**

* Creating a 2-metre exclusion zone around the participant that no one enters. For multiple users in group sessions, set out clear hitting areas to allow for social distancing along with safe areas 2-3 metre back, ensure social distancing is maintained at all times.
* Should bays not be separated by partitions or walls, close every other bay to allow for social distancing.
* Provide sanitising wipes for people to use as required.
* Clean the ball dispenser and any surfaces frequently.
* Coach on the side of the range/ practice area that fewest people have to walk past.
* Ask people to use their own equipment (where possible).
* If equipment is loaned, it should be thoroughly sanitised before and after use.
* Wash practice balls between use.

**Coaching**

* Where possible, conduct coaching and playing lessons outdoors rather than indoors.
* Keep group sessions to a minimum (where possible) and no more than the Welsh Government regulations or more than capacity allows (3x3m per person).
* Wash hands with soap and water before and after the session.
* Provide sanitising wipes for the coach and golfers.
* Offer short game coaching sessions that allow the golfers to use their own golf balls. Therefore they are not sharing equipment that other people have touched.
* Take flags out of the holes in practice areas.

**Face coverings**

* When in enclosed public places, people are still required to wear face coverings. Therefore, these may be required to access a training session, enter a clubhouse etc FAQ: Face coverings here.

Guidance can change at short notice, and restrictions can be re-introduced. Stay up to date [www.gov.wales](http://www.gov.wales) and www.walesgolf.org

**Template COVID-19 Risk Assessment Form Group Sessions**

**Please note that this is a partially completed risk assessment that does not cover all elements or individual club circumstances.**

| Club name:  Association: |  | | | | | Date of assessment: | | |  | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Training venue: | | |  | | | |
| Person(s) carrying out assessment | Name(s) | | | | | | | Position(s) COVID-19 Co-ordinator | | | | |
|  | | | | | | |  | | | | |
| Potential Hazard(s) | Consequences | Who is at risk | Evaluation of risk  L=Low, M=Medium, H=High | | | | Control measure | | | Action by  (who?) | Action by  (when?) | Done () |
| Frequency | Severity | Overall | |
| Health of participants /  prior to activity -  Coronavirus infection within  group. | Coronavirus infection within  group. | Participants | M | H | H | | * On session booking, ask participants to complete a self-assessment form or read the self-assessment statement to them on booking over the phone. * Communicate to participants that they are not to turn up to sessions if they have Coronavirus symptoms, should be self-isolating or travelling from an area with restrictions in place. * Display the self-assessment statement where it can be easily read on arrival and check that no one is unwell at the start of the session / as participants arrive. * Keep a record of vulnerable participants – delay return to training (where applicable). * Club keeps a record of who attends training and contact details (Essential for TTP procedures). * Educate participants & coaches – use emails to members, update your websites, use team communications and display materials around the venue where necessary. | | |  |  |  |
| Coaching and support resources (controlled provisions) | Coaches don't feel like they're equipped with drills and skills that minimise close contact.  Coaches ignore guidelines. | Participants | H | H | H | | * Attend a COVID safe training course (WSA run these). * Read the Wales Golf and Industry Guidelines * Adopt new Club Policies for COVID – require members to abide by guidelines (resources available from Wales Golf) * Adapt drills and games to ensure social distancing and no equipment sharing (see Wales Golf/ PGA for support and ideas where required) * Educate coaches on requirements. * Adopt mitigation/minimisation strategies as above * Order additional equipment, hand sanitisers, ball wipes, cones, other equipment (apply for BAWF fund) | | |  | Prior to the start of training and for all new coaches. |  |
| Social distancing | COVID-19 being transmitted between people | Participants, coaches, volunteers, public | M | H | H | | * Communicate in advance with participants, staff and volunteers to advise on social distancing requirements in line with government guidance. * Participants only should attend the session – in the instance of minors, parents can drop them off and pick them up, but they must not stay at the session (other than for supervision or safeguarding reasons). * Set out 2metre spaced hitting areas (see above), and safety areas | | |  | Prior to each session and before and during the session.  Re who can attend communicate before each session. |  |
| Response procedures (presumed or known exposure-response) | A participant notifies the club that they or a family member has a suspected case of coronavirus. A participant notifies the club that they or a family member has contracted coronavirus. | Participants  Coaches  Family members | H | H | H | | * Keep an up to date record about the protocols that the club has put in place to mitigate the risk of contracting coronavirus. * Advise the affected member to follow Public Health Wales (PHW) procedures. * Ensure regular education of club members about the COVID protocols. * Establish a Communication Plan outlining who the club needs to advise if there is a suspected or positive case of coronavirus and who is responsible for doing that: – PHW/Local Authority – Club Members that have come into contact with the person concerned. * Provide any support or assistance to PHW/LA, as requested. * Maintain protocols for returning to training following a positive case. | | |  | Ongoing. |  |
| Shared equipment | COVID-19 being spread by sharing equipment | Participants, coaches, volunteers | M | H | H | | * Participants to bring and use their own equipment - where this is not possible, club equipment must not be shared and must be cleaned between sessions. * Advise participants/coaches to only use equipment that is absolutely necessary to carry out the activity. * Wash balls in between use. For short game, sessions encourage participants to use their own marked golf balls. * No equipment sharing is permitted * No water bottles will be provided to share. Participants asked to bring clearly marked bottle which they do not share. * Participants advised to turn up in clothes they'll train in – no changing facilities provided or available * Participants advised to bring their own personal hand sanitiser (at least 60% alcohol), and hand sanitising should be built into the training session. | | |  | Planning of sessions  Before, during and after session |  |
| Infected coaches/participants | COVID-19 being spread by infected coaches or participants | Participants, coaches, volunteers, public | L | H | M | | * Ensure all staff and participants are informed and are aware of the common symptoms of COVID-19. * Make it clear that anyone that is showing symptoms of COVID-19 should not use the facility or activity areas. * Participants to be asked on arrival if they are symptomatic or have knowingly been in contact with someone with COVID-19 or symptoms. * Provide a link to the most recent risk assessment so that all participants and parents are aware of expectations. * Ensure social distancing is maintained throughout the session. * Group numbers are kept to a minimum and within capacity * Regular cleaning of equipment, surfaces etc. * Regular hand sanitising before, during, and after the session. | | |  | Ongoing |  |
| Provision of first aid | COVID-19 being spread by touching infected surfaces | Participants, coaches, volunteers | L | H | H | | * Any treatment will be via player self-management, with the First Aider maintaining social distancing at all times unless contact is deemed absolutely necessary based on a significant risk to the participant of being left to self-manage. * First-aiders must have appropriate PPE – head shields and gloves. Once these are used, the head shield must be thoroughly cleaned and the gloves disposed of responsibly. * Participant to be given a face coverings to wear during treatment – again, these must be disposed of by the patient in a responsible manner – all participants are required to bring their own face coverings. * If contact is necessary, the First Aider will ensure they wear adequate PPE as listed below. * COVID-19 Co-ordinator to complete the Accident & Incident Report Form; * Patient not to handle/touch the Report Form. * The following equipment/PPE will be provided by the club for the First Aider;   + Protective medical gloves.   + Face masks for general first aid.   + A head shield, where appropriate. | | |  | Ongoing |  |
| Travel to and from outdoor area | Spread of COVID-19 to other people | Participants, coaches, volunteers | L | M | M | | * All players and staff MUST travel separately or with people from their household and avoid public transport if possible. Welsh Government travel guidance to be followed. All players and staff must not car share. * The responsibility of travel to and from the venue is the responsibility of the participant/parent. | | |  | Ongoing |  |
| Track and trace | Risk of infection to other people before symptoms are known | Participants, coaches, volunteers | L | H | M | | * One person takes a register of all participants * Do not share a pen/register. * One person writes down all the expected attendees and obtains contact details before the session (mobile number/email). * Verbal symptom checker and 'check-in' process on arrival. * At check-in, ensure 2m distance, no congregating. | | |  | Ongoing |  |
| Responsible person and COVID Officer  Person responsible for equipment sanitising before and after | Risk of infection due to people not being trained or not knowledgeable about COVID-19 | Participants, coaches, volunteers | L | H | M | | * Allocate a responsible person for each session. * Train a COVID officer. * Allocate a person in charge of equipment. * Wipe down the surfaces before and after sessions. * Sanitise equipment before and after use. | | |  | Complete |  |
| First Aiders | A person becoming injured and not receiving treatment | Participants, coaches, volunteers | L | L | L | | * Trained First Aiders. * COVID Aware first aiders. * 1 available at each session. | | |  | Complete and ongoing |  |
| Breaching Government Gathering Restrictions | Higher risk of transmitting to larger numbers  Risk of closure or fines to breaches | Participants,  coaches, volunteers | M | H | H | | * Communicate arrival times (no more than 5 minutes before session) and pick up times. * Leave appropriate time gap on completion of the previous session to avoid 2 groups congregating. * Organise and mark out a one-way system with different entrance and exit points (where possible). * No spectators. * Participants to leave directly. after the session. * Pre booking system only (with a max number of participants). * Monitor Welsh Government and industry guidelines regularly. * Understand facility capacity limits. | | |  |  |  |