

COVID-19 HEALTH AND SAFETY PLAN
TEMPLATE DOCUMENT
IRFU



Project Particulars:	
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Revision	FINAL
Date:	05/06/2020

HOW TO USE THE DOCUMENT

This document is intended as a Template Document to assist Clubs in preparing a COVID-19 Health and Safety Plan. The COVID-19 Health and Safety Plan outlines how clubs will 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 specific arrangements to managing against COVID-19 at their club
- delineate key roles and responsibility with respect to managing against COVID-19

Clubs should complete each section in as much detail as possible. If a section is not applicable to you, please delete content and input Not Applicable. Red boxes are provided in each section to aid in preparation of the COVID-19 Health and Safety Plan. See below.

Club Requirement

Delete these when section has been filled in.

This document should be treated as a live document and updated in line with best practice and as new Government advice is released. Updates will be published on IRFU websites.

If you are having any difficulties completing the document, please contact the IRFU Provincial Representative.



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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

Requirement

Include details on reference documents used to complete this Health and Safety plan.

Examples –

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*

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

Requirement

Please include a brief description of the club eg –

- *Contact Details*
- *Address*
- *Facilities*
- *Number of members and Teams*

3.0 ROLES AND RESPONSIBILITIES

Requirement

Set out the key management personnel including their roles and responsibilities with respect to COVID-19.

- *COVID-19 CLUB Safety Officer*
- *COVID-19 CLUB Compliance Officers*
- *Club Director*
- *Club House Manger*
- *Etc.*

Include nominated persons in contacts table in Appendix C

3.1 CLUBS AND VENUES

Example –

- *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

Example –

*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 may be comprised of the COVID-19 CLUB Compliance officers, Coaches, Referees, Committee Members, First Aid Responders, and any other relevant persons.*
- *Nominating participants to act as the COVID-19 CLUB compliance officers. 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.*
- *Receive updates from COVID-19 CLUB Compliance officers on activities.*
- *Assessing risks (carry out Risk Assessments), developing Club Covid-19 Safety Plan.*
- *Putting Procedures 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.*
- *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 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

Example –

COVID-19 CLUB 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 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 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 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

Example -

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

Example -

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

Example -

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

Requirement

Clubs must Complete Risk Assessment for COVID-19. Sample Risk Assessment of Universal Risks Provided in Appendix B. Sample Risk Assessment may be applied where appropriate. Clubs will need to complete site-specific risk assessments.

Site Specific Risk Assessment should follow the same format as Sample Risk Assessment Provided in Appendix B.

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.

The risk assessments are separated into two categories, as follows:

IRFU shall provide Sample Risk Assessment for clubs 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 Clubs to identify risks which are unique to their own facilities and organisation based on defined aspects, ie. Club house 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.

4.1.2 INSPECTION METHODOLOGY:

The inspection of the premises should be a visual inspection of club facilities. The inspection should also include any 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

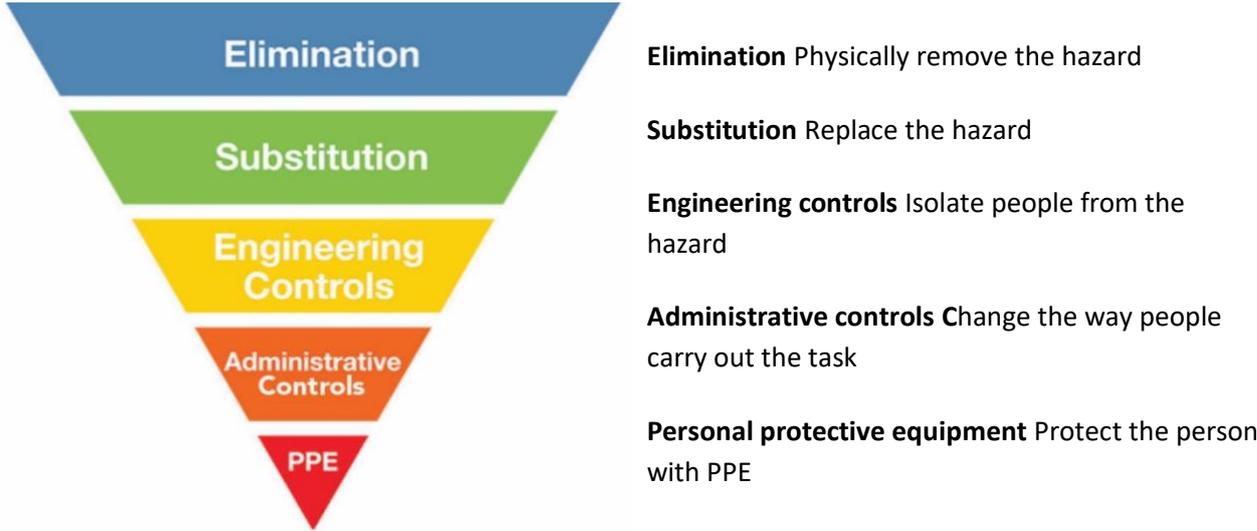
Abbreviations used in the 'To Whom' column of the assessment relate to:

- 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

Requirement

Clubs must complete criteria for resumption for training and club activities based on the outcome of their risk assessment. Criteria for resumption are control measures which should be put in place prior to commencing training and club activities. Sample headings have been provided for to aid in completion of this section. Additional headings may be inserted as required.

Return to Rugby Health and Safety Operating Procedures document should be referred to for aid in completion of this section.

5.1 PERSONAL HYGIENE & ETIQUETTE

Requirement

Clubs should 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

Requirement

Clubs should 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

Requirement

Clubs should include measures for limiting the number of players at training sessions. Clubs should also detail permitted activities. This may include –

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

5.4 USE OF PPE

Requirement

Clubs should include details on proposed use of Personal Protective Equipment.

- *Use of disposal gloves*
- *Use of face masks*

5.5 TRAINING & COMMUNICATIONS

Requirement

Clubs should include details on how they will provide safety training for COVID-19 CLUB Safety Officers, COVID-19 CLUB Compliance Officers, Coaches, Referees, Players and Parents/Guardians with respect to COVID-19. This may include –

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

Clubs should also outline methods by which training will be provided and means through which key messages will be communicated – ie.

- *Signage*
- *email circulars*
- *webinars*
- *WhatsApp groups*
- *E-Meetings or Socially Distanced meetings*
- *Verbally*

Records of training should be maintained.

5.6 GETTING TO TRAINING

Requirement

Clubs should outline the process by which players can return to training safely in line with Government and Health Authority. This may include:

- *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

Requirement

Clubs should include measures that will be implemented to ensure social distancing guidelines are adhered to.

This may include –

- *Training and communications*
- *Signage*
- *Ground Markings*
- *Restrictions on spectators and visitors*
- *Changes to walkways or access points*
- *Widening of gates or paths*
- *Etc.*

5.8 USE OF FACILITIES

Requirement

Clubs should outline details on how 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 gymnasiums and equipment*
- *Use and cleaning of balls and training equipment*

5.9 CATERING & REFRESHMENT FACILITIES

Requirement

Clubs should outline details on how Catering and Refreshment Facilities will be managed in line with Government and Health Authority Guidelines and reduce the risk of the spread of the virus.

This may include –

- *Use and cleaning of areas*
- *Social Distancing measures*
- *Use of water filters and taps*

NOTE - Club house catering and bars shall remain closed until permitted to do so. Prior to opening clubhouses must ensure all facilities adhere to current IRFU, Government and Health Authority guidance with respect to restaurants and pubs. Documentation for same shall be provided in due course.

5.10 CONFLICT RESOLUTION

Requirement

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

Clubs should include details on how they will manage conflict resolution within the club if required.

5.11 DISCIPLINARY ACTIONS

Requirement

Clubs should outline disciplinary actions with respect to non-compliance of COVID-19 procedures.

5.12 CONTACT LOG

Requirement

Clubs should outline how contact logs shall be collated and maintained.

5.13 COVID-19 ACTION LIST/CHECK LIST

Requirement

Clubs should outline arrangements for carrying out and maintaining COVID-19 Action lists.

- *Who will carry them out?*
- *When they will be completed?*
- *Who is responsible for actioning any non-compliances or issues?*

Sample Action lists are included in Appendix E

6.0 SUSPECTED CASE RESPONSE PLAN

Requirement

Clubs should detail their response to suspected case of COVID-19. This may include –

- *Initial Response to suspected/ Confirmed case of COVID-19 at Training or the Club*
- *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 AND 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

Clubs should include details how first aid will be administered at the club. This may include –

- *Changes to procedures*
- *Additional training for first aiders*
- *Additional PPE required*
 - *Face Masks*
 - *Gloves*
 - *Disposable Aprons*
- *Personal Hygiene requirements*

7.3 MENTAL HEALTH AND WELLBEING

Requirement

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. The club may wish to support its members in safeguarding their mental health.

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	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

Universal Risk Assessment

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 news and guidelines provided by HSE www2.hse.ie/coronavirus/</p> <p>Perform regular toolbox talks and circulars to remind members of current protocols, and new updates</p>
Shaking Hands / Physical Greeting	Serious Illness & Spread of Virus	P, S, V	4	4	16	<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	3	12	<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>

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	
Washing / Cleansing Hands	Serious Illness Spread of Virus	P, S, V	4	4	16	<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 and near common touch points 	4	2	8	Regular Toolbox Talks to remind members of good hygiene practices
Document sharing	Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> • No paper documents to be handed out or shared with members where practicable • 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 	4	2	8	
Travelling to and From Training	Serious Illness & Spread of Virus	P, S, V	4	4	16	<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	4	16	<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 	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"> 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. 				
Unavoidable Close Contact – First Aid	Serious Illness Spread of Virus	P, S, V	4	5	20	<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 	5	3	15	
Shared Touchpoints: Gates, Toilets, Light switches, Door handles, etc.	Serious Illness Spread of Virus	P, S, V	4	4	16	<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	4	16	<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	

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	
Workstations	Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> All desks to be disinfected by the user at the end of each use. Desks to be kept clean and tidy Workstations to be arranged to allow a 2m distance between users 	4	2	8	Hot desking should not be permitted.
Meetings	Serious Illness Spread of Virus	P, S, V	4	4	16	<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 	4	2	8	
Shared Appliances – Kettle, Coffee-Machines; Water Coolers, Printers	Serious Illness Spread of Virus	P, S, V	4	4	16	<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	4	16	<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	2	8	
Cutlery, cups and glass ware	Serious Illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> Club house and refreshment facilities to remain closed until permitted. Once open, Government and Health Authority advise should be followed. 	4	2	8	
Toilets	Serious Illness	P, S, V	4	4	16	<ul style="list-style-type: none"> Flush handles and sink taps to be cleaned regularly Hot water and soap to be provided 	4	2	8	Persons should avoid taking the sink/urinal beside

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	
	Spread of Virus					<ul style="list-style-type: none"> No towels or hand dryers, disposable tissue only Social distancing should be observed at all times. Limit the number of people permitted in the bathroom at any one time. 				another person if another is available
Emergency evacuation	Serious Illness Spread of Virus	P, S, V	4	4	16	<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	4	16	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	4	16	<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	4	16	<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 the bins 	4	2	8	
Deliveries	Serious Illness Spread of Virus	P, S, V	4	4	16	<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	2	8	COVID-19 Compliance officer to keep a log of all deliveries

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	
Car park	Serious Illness Spread of Virus	P, S, V	3	2	6	<ul style="list-style-type: none"> • If Controlled Access present consideration should be made to leaving gates open. • Clubs may wish to designate parking spaces to encourage social distancing. • 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	4	16	<ul style="list-style-type: none"> • If present, swipe cards to be disinfected regularly, pin pads to be disinfected regularly – consider deactivating locking mechanism while in use. • 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 • Installation of guarding or queue management systems where appropriate. • Implementation of one way systems 	4	2	8	
Visitors	Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> • Controlled Access of visitors is in place • Visitors are allowed access by invitation only and are escorted at all times. • Non-Essential visitors to be restricted • All visitors must complete a health declaration prior to arriving on site. See Appendix A • If feeling unwell, visitors must not come to the club • No hand shaking • Pre arrival time to be given, visitors cannot show up unannounced 	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"> • Visitors time to be kept as short as possible 				
Changing rooms / lockers / showers	Serious Illness Spread of Virus	P, S, V	4	4	16	<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 	4	2	8	
Refreshment Facilities	Serious Illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> • Clubhouse and refreshment facilities to remain closed until permitted to do so. • 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 • Screen between servery/till and customer • Appliances disinfected regularly 	4	2	8	This include BBQs and other outdoor catering.
Kitchens	Serious Illness Spread of Virus	P, S, V	4	4	16	<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 Health Authority guidelines must be followed. • Follow normal HAACP guidelines 	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	
						<ul style="list-style-type: none"> Clean surfaces and utensils regularly 				
Bar	Serious Illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> Clubhouse and bar facilities to remain closed until permitted to do so. Once permitted to open current Government and Health Authority guidelines must be followed. This may include - 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 2m separation 	4	2	8	
Balls and Equipment	Serious Illness Spread of Virus	P, S, V	4	4	16	<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	

Appendix C

Key Personnel & Information

Requirement

Clubs should include details of Key Personnel and Information.

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 D

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?	<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

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												
1	Hand Sanitizers available at key areas	<input type="checkbox"/>													
2	Soap is available at all hand washing facilities	<input type="checkbox"/>													
3	Waste Bins in place	<input type="checkbox"/>													
4	High Touch Facilities disinfected before and after training	<input type="checkbox"/>													
5	Disinfectant available for all players to clean down surfaces as required.	<input type="checkbox"/>													
DOCUMENTATION		YES	NO												
6	Have players provided Pre-Return to Rugby Personal Assessment Declaration	<input type="checkbox"/>													
7	Are all players cleared to play?	<input type="checkbox"/>													
8	Has the club received any return from illness forms?	<input type="checkbox"/>													
DELIVERIES		YES	NO												
9	Were there any schedule deliveries?	<input type="checkbox"/>													
10	Were they wearing appropriate PPE?	<input type="checkbox"/>													
11	Was social distance practiced on arrival?	<input type="checkbox"/>													

| COMMUNICATION | | YES | NO |
|---------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 13 | Is Signage in place, visible, and up-to-date? | <input type="checkbox"/> |
| 14 | Have players received induction training? | <input type="checkbox"/> |
| 15 | Have toolbox talks been carried out? | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| CHECK-IN | | YES | NO |
| 16 | Queuing system in place and being observed | <input type="checkbox"/> |
| 17 | Sanitiser available for players as required. | <input type="checkbox"/> |
| 18 | Signage in place at check-in | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| PLAYERS | | YES | NO |
| 19 | Players briefed on training activities | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| TRAINING ACTIVITIES | | YES | NO |
| 20 | Training Activities in line with Government Guidelines | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| EQUIPMENT USE | | YES | NO |
| 21 | Equipment sanitised before training session | <input type="checkbox"/> |
| 22 | Equipment sanitised after training session | <input type="checkbox"/> |

Sanitization		YES	NO	YES	NO	YES	NO	YES	NO
23	Has the rubbish been disposed of appropriately?								
24	Have all surfaces & touchpoints cleaned thoroughly:								
25	Have all toilets and sinks been disinfected								
26	Hand washing facilities include soap hot water, disposable towels in place								
INITIALS:									
DATE:									

MONTHLY CHECKLIST

CLUB		RESPONSIBLE PERSON						
MONTH	DATE	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 F

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	