

# Risk assessment template

## Getting your facilities fit for sport

## Getting your coaches ready for sport

Club / Venue name: *EXAMPLE COMPANY LTD*  
Assessment carried out by: *MRS. EXAMPLE*  
Date assessment was carried out: *5 May 2020*  
Date of next review: *5 June 2020*

Important links on managing risk: [Scotland's route map through and out of the crisis](#)  
[HSE Health and Safety - Risk assessment advice](#)  
[Getting your facilities fit for sport guidance](#)  
[Getting your coaches ready for sport](#)

### Guidance note

This is a risk assessment template that shows the kind of approach a sports organisation could take to compiling risks associated to Coronavirus (COVID-19). The examples below should be considered in addition to other risks already highlighted in your current risk assessments.

Based on the checklist contained in [sportsotland's Getting your facilities fit for sport](#) and [Getting your coaches ready for sport](#) guidance, this completed risk assessment is intended to act as a guide to some of the hazards you may encounter and the steps you may need to take to control risks specific to COVID-19. Please note a full risk assessment should be carried out for all other risks associated with your facility or the delivery of sporting activity.

The list is not exhaustive and you should use the blank template provided to create a risk assessment specific to your own organisation or coaches and deliverers. Every sports organisation and activity is different and you need to think about the hazards and controls that apply specifically to the needs of your organisation or session. Even where the hazards are the same, the control measures you adopt may have to be different from those provided in the examples, in order to meet the particular conditions in your workplace.

A risk assessment is only effective if you and your staff/coaches/volunteers follow the controls identified. You must follow through with any actions required and review and update it on a regular basis. When the risk assessment is reviewed, the control measures should be moved to the 'What are you already doing to control the risks?' section to allow any new practices to be captured separately.

### Responsibilities of management

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Management of the reinstatement of the facility and sporting activity after a long period of shutdown		1. Normal operating procedures and emergency operating procedures are in place 2. Facility management team established.	1. Establish a COVID-19-specific response group 2. Appoint a specific COVID-19 coordinator to be responsible for overseeing the organisation's response to the COVID-19 crisis 3. Review and update the facility operating policies 4. Produce a reinstatement plan.	Organisation management team/ committee  COVID-19 response group COVID-19 coordinator	16/06/2020	To be reviewed quarterly 16/09/2020
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description

## Building essentials

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Legionella within the water services after a long period of shutdown	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Water system drained / water system being regularly flushed through	1. Water services tested by a qualified person	Facility convenor or manager or qualified person	16/06/2020	To be reviewed 16/09/2020
Problems with building services after a long period of shutdown	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)		<ol style="list-style-type: none"> <li>1. Gas services checked by gas safe engineer</li> <li>2. Electricity systems checked by qualified person</li> <li>3. Test alarms &amp; safety systems</li> <li>4. Ventilation systems checked and air changes in line with guidance.</li> </ol>	Facility convenor or manager or qualified person	enter date	enter date or description
Spread of Coronavirus (COVID-19) in the building through touch points in the building			<ol style="list-style-type: none"> <li>1. Reduce touch points and increase cleaning</li> <li>2. All non-essential equipment and decoration to be removed</li> <li>3. Booking &amp; payment via online payment or bank transfer</li> <li>4. Open doors, where possible. Fire door should remain closed and touch points cleaned regularly</li> <li>5. High-traffic touch points cleaned regularly / after every user or group.</li> </ol>	Maintenance team or club volunteers Finance team, club treasurer	16/06/2020	26/06/2020 or if SG guidance changes
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description

## Hygiene, health & safety

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Lack of hand washing facilities leading to increased risk of spread of bacteria/virus	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Hand washing facilities with soap and water in place	<ol style="list-style-type: none"> <li>1. Posters, leaflets and other materials are on display. Non-touch hand soap dispensers in place and kept refilled. Hot water system maintained to provide constant supply</li> <li>2. Gel sanitisers in any area where washing facilities not readily available</li> <li>3. Implement regular checks to hand washing and sanitising facilities.</li> </ol>	Enter Text	Enter date	Enter date or description
Lack of hand washing /sanitising leading to increased risk of spread of bacteria/virus	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Hand washing / sanitising taking place in line with Scottish Government guidance	<ol style="list-style-type: none"> <li>1. Drying of hands with disposable paper towels. Hand dryers maintained in working order</li> <li>2. Users reminded to protect the skin by applying emollient cream regularly. Cream may be provided, where appropriate.</li> </ol>			
Lack of toilet paper increasing risk of unhygienic hand sanitation		Sufficient planning with consumables suppliers in place	Implement regular checks of toilet facilities			
Inappropriate disposal of waste increasing risk of contamination		<i>Moderate, confined space poor ventilation and touch surfaces</i>	Work instructions in place on disposal of waste in line with Scottish Government guidance.			
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description

# Cleaning

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Cleaning practice increasing risk of bacterial/viral contamination	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Robust general cleaning schedule in place. Cleaning tasks monitored by responsible person	<ol style="list-style-type: none"> <li>1. Additional time allowed for cleaners to carry out cleaning between each user group</li> <li>2. Frequently cleaning, disinfecting objects and surfaces that are touched regularly using appropriate cleaning products and methods</li> <li>3. Where wearing of gloves and/or disposable aprons is identified as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely</li> <li>4. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</li> </ol>	Enter Text	Enter date	Enter date or description
Higher levels of cleaning required with existing personnel, increasing risk of being unable to provide adequate cleaning services	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Hand washing / sanitising taking place in line with Scottish Government guidance	Additional multi-skilled staff/volunteers rostered to carry out cleaning tasks. Restriction of areas available to staff/public to reduce facilities to be cleaned.			
Untrained staff using cleaning substances and equipment	Staff / volunteers	Sufficient planning with consumables suppliers in place	COSHH assessments for all substances in place. Work instructions for tasks in place. Only personnel trained in safe methods and use of substances to carry out cleaning tasks, including mechanical cleaning equipment.			
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description

## Physical distancing

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Situations where users are unable to adhere to physical distancing guidelines	Staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Hand washing facilities with soap and water in place	<ol style="list-style-type: none"> <li>1. Reducing the number of persons in any area to comply with the current Scottish Government guidance on physical distancing</li> <li>2. Review programming to stagger start &amp; finish times of users groups relocating workers to other tasks</li> <li>3. Redesigning arrival/ sessions/ activities to ensure physical distancing in place</li> <li>4. Conference calls or virtual meetings to be used instead of face-to-face meetings</li> <li>5. Management checks to ensure this is adhered to</li> <li>6. Spectators of lessons encouraged to wait in own vehicles or outside and limited to 1 person to each participant</li> <li>7. Circulation areas marked to encourage people to physically distance</li> <li>8. Implement a one-way system.</li> <li>9. Changing benches, spectator seating, café tables to be arranged/marked in line with current Scottish Government physical distancing guidelines</li> <li>10. Areas to remain closed where physical distancing cannot be enforced</li> <li>11. Staff and users to be reminded regularly of the importance of physical distancing.</li> </ol>	Enter Text	Enter date	Enter date or description
Persons entering/exiting the building or restricted area			Suitable locking/closing mechanisms available on non-emergency exit doors. Restricted entry/exit on some external doors (not compromising emergency exits).			
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description

## Symptoms of COVID-19

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Continuing to work if feeling unwell	Staff, volunteers, cleaners, coaches	Hand washing facilities with soap and water in place	<ol style="list-style-type: none"> <li>1.If anyone becomes unwell with any of the identified symptoms of COVID-19 in the workplace they will be sent home and advised to follow the self-isolation guidance from Scottish Government</li> <li>2. Ensure records and contact details of staff, coaches and volunteers for each session are taken to aid Test &amp; Protect.</li> </ol>	Enter Text	Enter date	Enter date or description
Users entering the premises with flu-like symptoms	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)		<ol style="list-style-type: none"> <li>1. Should be tactfully asked to leave/ refused entry and directed to self-isolate and call or email NHS24. Scottish Government guidance should be followed at all times.</li> <li>2. Ensure records and contact details of all participants for each session are taken to aid Test &amp; Protect.</li> </ol>			
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description



## First aid

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Withdrawal of first aid to a person in need could put their life at risk	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	.	<ol style="list-style-type: none"> <li>1. First aid-trained personnel available during all opening hours. Carry out first-aid refresher training to incorporate changes required due to COVID-19. Preservation of life given priority.</li> <li>2. Strict hygiene protocols in place to be adhered to in order to reduce transmission.</li> <li>3. Suitable PPE provided to first aiders and injured people so they can protect themselves if administering first aid.</li> </ol>	Enter Text	Enter date	Enter date or description
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description

## Inform

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Users unaware of changes to procedures	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)		<ol style="list-style-type: none"> <li>1. Members / users informed of changes and expectations on them via email, social media or text message</li> <li>2. Posters and markings in place to remind people of their responsibilities.</li> </ol>	Enter Text	Enter date	Enter date or description
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description

## Staff

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Those employees who are at higher risk of contracting COVID-19	High-risk employees (as defined by government, including pregnant, those with underlying health issues, employees aged over 70)		Scottish Government guidance should be followed. Home working arranged as appropriate, HR procedures in place for those unable to work from home and required to isolate as per Government guidelines.	Enter Text	Enter date	Enter date or description
Staff in workplace increasing risk of community transmission	Staff		1. PPE provided for staff as required. Measures in place to allow staff to physical distance 2. Video conferencing to be used for meetings.	Enter text	Enter date	Enter date or description
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description

## Sport-specific

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
			CHECK SGB guidance for sport-specific risks			
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description



## Organised coached activities

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Booking procedures leading to increased risk of spread of bacteria/virus	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Normal booking procedures are in place	<ol style="list-style-type: none"> <li>1. COVID-19 screening questions at the time of booking</li> <li>2. COVID-19-related cancellation procedure. That allows for non-penalty short-notice cancellations where participants or coaches are experiencing symptoms and/or need to self-isolate in line with Scottish Government guidelines</li> <li>3. Online bookings where possible</li> <li>4. Minimise cash transactions, encourage card or online payments where possible.</li> </ol>	Enter text	Enter date	Enter date or description
Situations where participants who are arriving or leaving the session are unable to adhere to physical distancing guidelines	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Normal operating procedures are in place	<ol style="list-style-type: none"> <li>1. Review programming and timetabling session to stagger start &amp; finish times of user groups</li> <li>2. Redesigning arrival and departure to ensure physical distancing in place</li> <li>3. Circulation areas marked to encourage people to physically distance</li> <li>4. Implement a one-way system</li> <li>5. Changing benches and spectator seating to be arranged/marked in line with current Scottish Government physical distancing guidelines</li> <li>6. Other coaches and participants to be reminded regularly of the importance of physical distancing</li> <li>7. Suitable locking/closing mechanisms available on non-emergency exit doors. Restricted entry/exit on some external doors (not compromising emergency exits)</li> <li>8. Participants encouraged to wait in own vehicles or outside until session start time</li> <li>9. Participants encouraged to exit the building immediately following the end of their session.</li> </ol>	Enter text	Enter date	Enter date or description

Cleaning practice increasing risk of bacterial/viral contamination	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	<ol style="list-style-type: none"> <li>1. Robust general cleaning schedule in place</li> <li>2. Cleaning tasks monitored by responsible person.</li> </ol>	<ol style="list-style-type: none"> <li>1. Additional time allowed for cleaners to carry out cleaning between each user group</li> <li>2. Frequently cleaning, disinfecting equipment and surfaces that are touched regularly using appropriate cleaning products and methods.</li> </ol>	Enter text	Enter date	Enter date or description
Untrained staff using cleaning substances and equipment	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Normal operating procedures are in place	COSHH assessments for all substances in place. Work instructions for tasks in place. Only personnel trained in safe methods and use of substances carry out cleaning tasks, including mechanical cleaning equipment.	Enter text	Enter date	Enter date or description
Maximum numbers / session capacity allowing for physical distancing	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	Normal operating procedures are in place	<ol style="list-style-type: none"> <li>1. Consider capacity of session based on space available, activity to be delivered and amount of movement per participant required to ensure compliance with Scottish Government guidance on physical distancing</li> <li>2. Coaches and participants to be reminded regularly of the importance of physical distancing.</li> </ol>	Enter text	Enter date	Enter date or description
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description

## Delivering coached activities

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date complete	Review
Coaches / deliverers continuing to work if feeling unwell with COVID-19 symptoms	Staff, volunteers, cleaners, coaches		<ol style="list-style-type: none"> <li>1. If anyone becomes unwell with any of the identified symptoms of COVID-19 in the workplace they will be sent home and advised to follow the self-isolation guidance from Scottish Government</li> <li>2. Ensure records and contact details of staff, coaches and volunteers for each session are taken to aid Test &amp; Protect.</li> <li>3. COVID-19-related cancellation procedure. That allows for non-penalty short notice cancellations where participants or coaches are experiencing symptoms and/or need to self-isolate in line with Scottish Government guidelines</li> <li>4. Should be tactfully asked to leave / refused entry and directed to self-isolate and call or email NHS24. Scottish Government guidance should be followed at all times</li> <li>5. Ensure records and contact details of all participants for each session are taken to aid Test &amp; Protect.</li> </ol>	Enter text	Enter date	Enter date or description
Participants entering the premises with flu-like symptoms	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)		<ol style="list-style-type: none"> <li>1. Should be tactfully asked to leave / refused entry and directed to self-isolate and call or email NHS24. Scottish Government guidance should be followed at all times</li> <li>2. Ensure records and contact details of all participants for each session are taken to aid Test &amp; Protect</li> <li>3. COVID-19-related cancellation procedure. That allows for non-penalty short notice cancellations where participants or coaches are experiencing symptoms and/or need to self-isolate in line with Scottish Government guidelines</li> <li>4. COVID-19 screening questions at the time of booking</li> <li>5. Pre/post-activity checklist and verbal screening carried out by coach prior to session.</li> </ol>	Enter text	Enter date	Enter date or description

Session activities leading to increased risk of spread of bacteria/virus	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	1. Current session plan	<ol style="list-style-type: none"> <li>1. Redesigning activities to ensure physical distancing in place.</li> <li>2. Pre-session checklist completed by coach</li> <li>3. Pre-session verbal screening by coach</li> <li>4. Activities planned to avoid close contact where possible</li> <li>5. Avoid sharing of equipment if possible (if it must be shared, ensure adequate cleaning with appropriate materials between participants).</li> </ol>	Enter text	Enter date	Enter date or description
Cleaning practice increasing risk of bacterial/viral contamination	Athletes, participants, coaches, staff, volunteers, visitors, cleaners, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions)	<ol style="list-style-type: none"> <li>1. Robust general cleaning schedule in place</li> <li>2. Cleaning tasks monitored by responsible person.</li> </ol>	<ol style="list-style-type: none"> <li>1. Additional time allowed for cleaners to carry out cleaning between each user group</li> <li>2. Frequently cleaning, disinfecting equipment and surfaces that are touched regularly using appropriate cleaning products and methods.</li> </ol>	Enter text	Enter date	Enter date or description
Untrained individuals using cleaning substances and equipment	Coaches, participants, staff, volunteers	Normal operating procedures are in place	COSHH assessments for all substances in place. Work instructions for tasks in place. Only personnel trained in safe methods and use of substances to carry out cleaning tasks, including mechanical cleaning equipment.	Enter text	Enter date	Enter date or description

Withdrawal of first aid to a person in need could put their life at risk	Athletes, participants, coaches, volunteers, vulnerable groups		<ol style="list-style-type: none"> <li>1. First aid-trained personnel available during all coached activities. Carry out first-aid refresher training to incorporate changes required due to COVID-19. Preservation of life given priority</li> <li>2. Strict hygiene protocols in place to be adhered to in order to reduce transmission</li> <li>3. Suitable PPE available to coach / first aider and injured people so they can protect themselves if administering first aid.</li> </ol>	Enter text	Enter date	Enter date or description
Enter text	Enter text	Enter text	Enter text	Enter text	Enter date	Enter date or description

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