



**COVID-19 GUIDANCE**

# **PLAY SAFE GUIDELINES - RETURN TO RESTRICTED PLAY**

**APPLICABLE FROM 12th April 2021 - STEP 2**  
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# COVID-19: PLAY SAFE GUIDELINES - RETURN TO RESTRICTED PLAY

## 1. BACKGROUND AND INTRODUCTION

- 1.1 As the recognised National Governing Body ('NGB') for the sport of pétanque, Pétanque England (PE) has issued and updated guidance throughout the COVID-19 epidemic, adjusting it in line with UK Government announcements and changes to public health restrictions.
- 1.2 This latest version of our Guidelines has been drawn up to respond directly to the easing of restrictions which will apply from **Monday 29<sup>th</sup> March 2021** (known as 'Step 1B') as well as from **Monday 12<sup>th</sup> April 2021** (known as 'Step 2'). The Guidelines have been agreed by the PE Board to add to the framework we previously issued.

### Formal and informal playing

- 1.3 It's important first and foremost to understand the difference between organised and informal playing of our sport.
- 1.4 Pétanque is only considered to be organised if it is formally run by a qualified PE coach, one of PE's constituent/affiliated bodies (club, league, region or national organisation), a company or a charity that all follow PE's Play Safe Guidelines.
- 1.5 If pétanque is not organised by any of these groups, then it will be considered as informal or self-organised sport – an example might be some friends or a group of people meeting up in a public park for a casual game.
- 1.6 In addition, if PE's Play Safe Guidelines and associated risk assessment are not followed by a qualified PE Coach, any of PE's constituent/affiliated bodies, a company or a charity, then play will also be considered as informal or self-organised sport.
- 1.7 It is very important to understand the formal/informal distinction as informal or self-organised sport is still strictly subject to limits on numbers. The permitted limit for informal sport is **6 people only** or **a group where all members are from the same two households** (which would allow more than 6 people to gather).
- 1.8 It is only organised sport as defined at 1.4 above where there are exemptions on limits on numbers, and the rest of this document describes our sport-specific guidance that must be followed to allow the playing of pétanque to be considered as organised.

## Application of our Guidelines

- 1.9 PE has drawn up its Play Safe Guidelines first and foremost for our affiliated clubs, leagues, regions and members. We consider our Guidelines to offer best practice and it is recognised as such by the Department of Culture, Media and Sport (DCMS).
- 1.10 Whilst we understand that non-members or non-affiliated clubs and other organisations can adopt our Play Safe Guidelines, it is entirely a matter for them to demonstrate compliance with Government Guidance. This is particularly important given the fines which can apply for any individual or organisation which organise informal outdoor sports activities beyond a group of 6 or two households.
- 1.11 We will not enter into any discussions with the authorities on behalf of non-PE members or organisations. We cannot be held liable for any acts or omissions by non-PE members or organisations playing our sport under the current COVID-19 restrictions or at any other time.
- 1.12 We encourage non-PE members to join us, as aside from advice and support on COVID-19, membership of PE offers a number of benefits which can be seen [here](#). We welcome any individual, group, club or league to join us.

## Playing safely and enforcement

- 1.13 Organised sport is permitted beyond a group of 6 by the Government in Step 1B from the 29<sup>th</sup> of March because of the recognised benefits of sport in terms of physical and mental well-being. PE has been tasked by the Government through the application of our Play Safe Guidelines to ensure that pétanque is being played safely. The only difference from 12<sup>th</sup> April is the opening of customer service for outside hospitality venues such as pubs, sports clubs and social clubs. Please see 3.13 below for specific advice on pub venues.
- 1.14 The Government expects PE to take appropriate action to address any issues which may arise and implement additional measures or apply sanctions. We have established procedures to handle complaints or disciplinary matters and we will use these to investigate non-adherence by PE members to our Play Safe Guidelines.
- 1.15 We will take appropriate action against PE members, teams, leagues, clubs and regions who are found to have breached our Guidelines. All National Governing Bodies have been warned that if there are serious or consistent concerns with a particular sport which the NGB cannot or does not address, **then that sport may not be permitted to take place formally**. We will always act to protect the best interests of our sport as a whole, ensuring that it can be enjoyed by all.
- 1.16 Any enquiries about these Guidelines should be directed to [admin@petanque-england.uk](mailto:admin@petanque-england.uk)

## 2. LATEST GOVERNMENT GUIDANCE (ENGLAND)

- 2.1 Government Guidance for the public and sports providers for grassroots sports was published on 23<sup>rd</sup> March 2021 and can be seen [here](#). This states that from 29th March, the rules on social contact will change. People will not be required to stay at home and will be permitted to meet outdoors in groups of up to 6 people, or as a group of two households, for exercise or recreation.
- 2.2 Outdoor sport for adults and children is permitted in larger numbers, **provided it is formally organised** (for example, by a national governing body or a qualified instructor - see the [section on understanding 'organised sport'](#) for more information) **and** follows COVID-secure guidance.
- 2.3 In all cases, any individual or body seeking to organise formal sport must conduct a risk assessment and take all reasonable steps to limit transmission of the coronavirus by reference to that risk assessment and all relevant COVID-19 Secure guidance.
- 2.4 It is important to note that we have been advised by Sport England that the definition of a 'club' is **not limited** to those clubs that are members of a National Governing Body like PE. It is a matter for non-affiliated clubs, leagues or other organisations playing our sport to demonstrate that they are properly constituted and are engaged in 'formal' play.
- 2.5 When participating in organised pétanque, you **must not** mingle in groups of more than 6 (or two households) before and after the activity. If an organiser is not able to ensure that no mingling takes place between sub-groups of no more than 6 (including when arriving at or leaving activity or in any breaks or socialising) then such events should not take place. Attendees must avoid social interaction with anyone outside the group they are with, even if they see other people they know, at all times during their visit.
- 2.6 Our Guidelines **should always be read alongside current UK Government Guidance** which taken together, sets out mitigations, how our sport intends to operate and the adaptations we recommend so that playing safely is the number one priority.
- 2.7 Although we will always seek to update our Guidelines as UK Government Guidance changes, we encourage anybody playing our sport to regularly check UK Government Guidance as it changes regularly.
- 2.8 From 29<sup>th</sup> March there are no geographically based tiered areas which place restrictions on people travelling to and from these areas to play pétanque. **You should still minimise travel wherever possible, but you can travel to exercise and take part in informal and organised sport, where necessary.** You should not stay away from home overnight for sport and physical activity.

- 2.9 There may be different rules relating to locally restricted areas in Scotland, Wales and Northern Ireland and people living there need to check to see if they can travel outside of these areas to play pétanque in England and vice-versa.
- 2.10 Advice to the clinically extremely vulnerable to shield ceases from **Thursday 1 April**, as virus infection rates continue to fall. Those on the shielded patient list can begin to follow the national restrictions alongside the rest of the population but are still advised to take extra precautions to keep themselves safe from COVID-19. We recommend that those players who were 'shielded' should inform fellow players of their status if they are not already aware.
- 2.11 Our Guidelines provide measures that should be taken by players, clubs, officials, and volunteers before, during and after all outdoor pétanque activity to ensure safe play and enjoyment of our sport.
- 2.12 We know how important our sport is to mental and physical well-being and we are very much looking forward to play starting again across our country. However, we are not making recommendations as to whether any individual should or should not return to playing, officiating or organising our sport, every individual, club, league or region **must make their own decisions** based on their particular circumstances and with reference to the latest UK Government guidance available [here](#).

### 3. PRIOR TO ALL PETANQUE ACTIVITIES

- 3.1 Before attending any pétanque activities, all participants and officials must self-assess for COVID-19 symptoms:
- A high temperature
  - A new, continuous cough
  - A loss of, or change to, their sense of smell or taste.
- 3.2 If you have one or more of these symptoms you should not attend any pétanque activity whether formally or informally organised and you **must** follow [NHS and PHE guidance on self-isolation](#).
- 3.3 People with health conditions that put them at increased risk should consider the risks of participating in group activities like sport and physical activity.
- 3.4 If organising formal play beyond groups of 6 or two households, Club representatives and officials should ensure that the playing venue is compliant with current UK Government legislation and guidance related to COVID-19. A risk assessment **MUST** have been completed by the venue (see **Appendix 1** for model risk assessment and what is involved). Clubs can assist the venue with risk assessment.
- 3.5 People with disabilities can participate in organised pétanque without being subject to social contact limits. Non-disabled people are not permitted to participate, except where necessary to enable the sport to take place (such as a carer or coach helping the disabled person to participate).
- 3.6 Risk mitigation measures should be put in place and monitored and the venue is responsible for deciding on the safe number of participants (players, officials and volunteers) that can be present at any pétanque activities/events. The venue is also responsible and accountable for any activities or events which take place. Where PE is the organising body for an outside national event or activities and using the facilities of a club/venue, it is responsible and accountable for the event/activities through its officials present.
- 3.7 There are **no restrictions** on the numbers of participants (players and officials) at **formal** outdoor pétanque activities and events **as long as** 3.4 and 3.6 above has been followed and as part of the risk assessment process, the venue where pétanque is being played has the space/capacity to ensure social distancing at all times.

- 3.8 It is important to note that at Step 1b from 29<sup>th</sup> March, **spectators are not permitted** at any outdoor sport facility. This does not apply to carers for people with disabilities, or adults needed to supervise under-18s in a safeguarding role. Where it is necessary for them to be present, supervising adults should not mix with others from outside their household or support bubble.
- 3.9 Activity organisers should support track and trace efforts by collecting written information on participants (players and officials) at both individual training sessions and all events/matches. This must be detailed enough to allow NHS Test and Trace to contact all participants if a participant subsequently becomes ill with COVID-19. These records must be kept for 21 days. If a participant does not provide these details, then they will not be allowed to play.
- 3.10 The NHS COVID-19 app available [here](#) also allows players to 'check in' at a venue. We recommend that players with the necessary smartphones download the app and use it. We also recommend that clubs and venues print out a QR poster that can be used with the app available [here](#).
- 3.11 All participants in pétanque activities and events should be informed in advance of play commencing that they are doing so at their own risk and that by participating they not only understand the PE Play Safe Guidelines but also that they will use their best endeavours to follow them.
- 3.12 Contact your club or playing venue to ensure that pitches and facilities are available for use – see 3.13 below particularly on potential restrictions faced by pub venues. It may be necessary for clubs to arrange some sort of booking system to avoid overcrowding as maintaining a 2m distance (or at least 1m or more where this is not possible) between persons from multiple households is imperative.
- 3.13 Sports clubs, sports & social clubs and pubs are not permitted to open under Step 1b from 29<sup>th</sup> March and are allowed to serve food and drink outside to seated customers under Step 2 from 12<sup>th</sup> April. Pub venues may not be available for pétanque activities due to Government restrictions. PE is in discussions with Sport England on this who are seeking clarity from the Government (DCMS). Changing rooms should not be used, except by people with disabilities, **although toilet facilities, if open, can be accessed by all players and officials**. Any players using indoor toilet facilities should be informed that the risk of COVID-19 infection is **far greater** inside. Players should follow any local guidance issued by the operators of the premises.
- 3.14 Wash your hands with soap and water for at least 20 seconds before leaving home and on return (or use an alcohol gel if washing hands is not possible).

- 3.15 Avoid using public transport to travel to venues if possible but if you do, wear a face covering. Under Government Guidance, Car sharing to travel to any sporting activities is not permitted with someone from outside your household or your support bubble.
- 3.16 Participants should bring their own hand sanitiser and maintain strict and frequent hygiene measures at all times.
- 3.17 Club representatives and officials should make all participants aware of the increase in virus transmission risk even where group activities are socially distanced. All participants should be clear that they are opting in to playing.
- 3.18 The time spent congregating at a venue and warming up prior to play should be minimised and meet-up times should reflect this.

## 4. DURING ALL PETANQUE ACTIVITIES

- 4.1 Competitive and league play involving Singles, Doubles and Triples can take place as long as groups can be safely accommodated at a venue as set out under 3.4 and 3.6 above. There is no specific limit on numbers of players and officials but spectators are not permitted at Step 1b from 29<sup>th</sup> March.
- 4.2 This **does not mean** that every venue can organise activities or events involving any number of participants; **it depends on the space and capacity to do so safely**. Only large venues with sufficient space and facilities should contemplate hosting larger gatherings.
- 4.3 We are a non-contact sport and this enables us to follow social distancing guidelines between people from different households **both on and off the pitch**. Participants should be particularly vigilant on social distancing before play, between matches and after play. This means a distance of 2m between people from different households, or 1m plus mitigations (such as face coverings or avoiding face-to-face contact) where 2m is not possible. **You should not mingle off-pitch in groups of more than six and different groups of six should not mix at all at any time at the venue whilst away from the pitch.**
- 4.4 Whilst playing, social distancing is particularly important in Doubles or Triples where there will be up to six players on an individual pitch. If possible, you should stand side on, even at 2m and avoid standing face to face. If 2m is not possible, 1m plus mitigations (such as face coverings or avoiding face-to-face contact) should apply.
- 4.5 We recommend that where possible, organisers should set up a vacant lane of at least 2 m between pitches as a precautionary measure to reinforce social distancing. At club and league level at smaller venues, if the practicalities of setting up a vacant lane is not possible, **extra care in maintaining social distancing** during play should be exercised. In this case, particular caution should be exercised when adjacent matches are at the same end with players exercising vigilance when they are standing with their backs to players on the adjacent pitch.
- 4.6 In all instances, **the risk assessment of the club or venue is the determining factor** on a safe number of players and officials. If it is not possible for smaller venues with less than six lanes to operate social distancing as defined at 4.4 above then they should not host formal play beyond 6 players or two households and alternative venues should be used that can operate safely.
- 4.7 Hand sanitiser should be used between games.
- 4.8 Players may wish to consider wearing a face covering. This is not compulsory but may protect others if you are infected but have not developed symptoms.

- 4.9 Avoid touching shared surfaces such as gates, fences, benches, etc. if you can.
- 4.10 Each player should touch their own boules and equipment only.
- 4.11 Where there is no umpire officiating, measuring should be carried out by only one player in each team using their own tape. Tape measures should not be shared or passed around.
- 4.12 Each player should have their own jack to throw when it is their turn or their team's turn. If a jack is invalidly thrown, the other player or player in the other team must place their own jack, not pick up the jack that has been invalidly thrown.
- 4.13 Plastic circles should not be used. Players must mark circles with their feet or a marker which should be only used by them.
- 4.14 Clean your equipment before and after use.
- 4.15 No static or club provided scoreboards should be used, pocket scorers should be used by one player only.
- 4.16 Where used, players should bring their own water bottles and ensure they are labelled or highly distinguishable. **Water bottles or other refreshment containers should not be shared under any circumstances.**
- 4.17 PE officials or organisers will be empowered to ensure that COVID-secure measures are adhered to, and to enforce these through appropriate sanctions. **If there are persistent or deliberate breaches of our Play Safe Guidelines, players and/or teams may be disqualified and asked to leave the venue.** Such breaches should also be reported to national officials.

## 5. AFTER ALL PETANQUE ACTIVITIES

- 5.1 All participants should sanitise their hands and equipment after the completion of activity.
- 5.2 Only congregate outside after playing in groups of no more of six and maintain 2m social distancing. You should not switch between different groups of six at any time during your time at the venue whilst off the pitch. If 2m is not possible, 1m plus mitigations (such as face coverings or avoiding face-to-face contact). There should be no mixing of groups off the pitch.
- 5.3 Consumption together of food and drink is possible in groups of no more than six outside at venues if space permits for 2m social distancing or if 2m is not possible, 1m plus mitigations (such as face coverings or avoiding face-to-face contact). You must not pass each other food or drink unless you live together. You must not use plates or utensils that someone from another house has touched - either bring your own or ensure you have thoroughly cleaned them before using.
- 5.4 Participants should exit a venue whilst maintaining social distancing.
- 5.5 If, after participating in pétanque activities or events, a player, official, coach or spectator experiences any infection in their household, this should be immediately reported to the NHS Test and Trace system.

## 6. ADVICE FOR JUNIOR COACHING ACTIVITIES

- 6.1 For children, when organising coaching sessions, groups sizes should be considered, a suitable ratio of coach to player should be maintained to allow adequate supervision, including the enforcement of social distancing and interaction whilst still being able to follow the Play Safe guidelines. Should a venue not allow you to do this you are advised to follow the previous guidelines of groups of 8, 2 coaches and 6 players. Please remember coaching sessions must involve qualified currently cleared DBS Coaches, if assisted by others they must be currently PE cleared DBS.
- 6.2 All groups are to be self-sufficient e.g. a coach cannot oversee two separate groups at the same session.
- 6.3 Parents should drop off and collect participants via a protocol that maintains social distancing.
- 6.4 Parents should be asked to leave the venue until the coaching session has ended, if this is not possible for safeguarding reasons they must wait in their vehicle and if this is not possible they must wait in a designated area away from the terrains. Players **must** have no contact with parents for the duration of the session.
- 6.5 Initially all sessions **must** be fully conducted outdoors including lunch break.
- 6.6 Do not let juniors touch each other's equipment or share drinks bottles etc.
- 6.7 It is the responsibility of each player to bring all equipment required, sharing of equipment is not permitted.
- 6.8 It is compulsory for junior players bring hand sanitiser and use this regularly.
- 6.9 After toilet breaks, all attendees **must** sanitise their hands after leaving the building.

### Additional Advice for Coaches at Junior Level

- 6.10 Be open and clear with your thoughts and plans to the juniors and parents prior to the session.
- 6.11 Look at the social distancing measures as a good way to improve individual skill and not just focusing on teamwork.
- 6.12 Start off with training tasks that players do individually and slowly move to socially distanced joint tasks and finally on to socially distanced play.

- 6.13 After each session have a de-brief with any other coaches and highlight any areas that need to be modified. Review the session and ask for feedback from players and/or parents.
- 6.14 Please set out clear and concise requirements.

## APPENDIX 1 - RISK ASSESSMENT GUIDELINES AND MODEL RISK ASSESSMENT FOR COVID-19

## What is risk assessment?

A risk assessment is simply a careful examination of what, at your event, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Visitors, volunteers, workers and others have a right to be protected from harm caused by a failure to take **reasonable** control measures.

A **hazard** is anything that may cause harm, such as chemicals, electricity, working at height, trailing cables, vehicles, animals etc

The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### Step 1

#### *Identify the hazards*

Consider the activities you have booked for your event, what could reasonably be expected to cause harm? Ask the other members of your organising group. Consider the set up and clear down stages of your event and how your event may affect others outside of your event site.

### Step 2

#### *Decide who might be harmed and how*

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (e.g. Visitors to the event, volunteers, staff, public (not visiting the event), young people, and contractors).

In each case, identify how they might be harmed, i.e. what type of injury or ill health might occur. For example, 'volunteers may suffer back injury from repeated lifting of boxes'.

### Step 3

#### *Evaluate the risks and decide on precautions*

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

Look at what you're already doing; think about what controls you have in place and how the event is organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard. In asking yourself this, consider:

Can I get rid of the hazard altogether?

If not, how can I control the risks so that harm is unlikely?

When controlling risks, apply the principles below, if possible in the following order:

- try a less risky option (e.g. switch to using a less hazardous chemical);
  - prevent access to the hazard (e.g. by guarding);
  - organise work to reduce exposure to the hazard (eg put barriers between pedestrians and traffic);
  - issue personal protective equipment (e.g. clothing, footwear, goggles etc.);
- and provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).

### Step 4

#### *Record your findings and implement them*

When writing down your results, keep it simple, for example 'Tripping over rubbish: bins provided, staff instructed' We do not expect a risk assessment to be perfect, but it must be suitable and sufficient.

You need to be able to show that:

- a proper check was made;
- you asked who might be affected;
- you dealt with all the significant hazards, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is low; and
- you involved your planning team in the process.

### Step 5

#### *Review your assessment and update if necessary*

Set a date to review your plans and update the assessment as necessary

## YOUR RISK ASSESSMENT

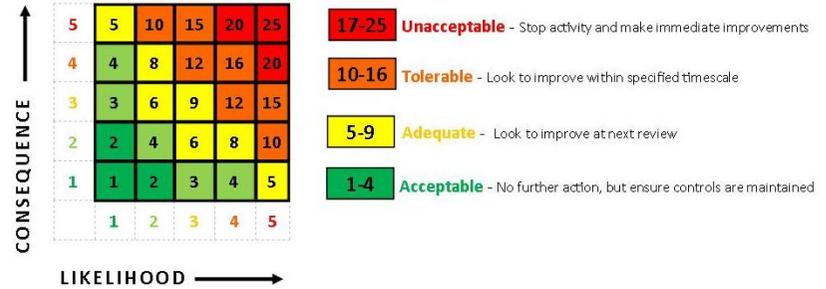
There is a template at the end of this document that you can populate to produce your own risk assessment. Use the table and matrix below to help you to evaluate the risk (Risk Rating). Multiply the likelihood value by the consequence value of each hazard to calculate the risk rating.

Some hazards you may wish to consider (this is not an exhaustive list): SLIPS, TRIPS, FALLS; VEHICLES; ELECTRICITY; WATER (DROWNING); HAZARDOUS SUBSTANCES; FIRE; NOISE; CRUSHING (CROWDS); MEDICAL EMERGENCY; WASTE; FOOD SAFETY; CHILD WELFARE; VIOLENT SITUATIONS; WEATHER;



# RISK ASSESSMENT

Likelihood		Consequence	
1	<b>Very Unlikely</b> 1 in a million chance of this hazard occurring	1	<b>Insignificant</b> No injury
2	<b>Unlikely</b> 1 in 100,000 chance of this hazard occurring	2	<b>Minor</b> Minor injuries needing first aid
3	<b>Fairley Unlikely</b> 1 in 10,000 chance of this hazard occurring	3	<b>Moderate</b> Up to 3 days absence from work
4	<b>Likely</b> 1 in 1000 chance of this hazard occurring	4	<b>Major</b> More than 3 days absence
5	<b>Very Likely</b> 1 in 100 chance of this hazard occurring	5	<b>Catastrophic</b> Death



<b>EVENT:</b>	Wednesday morning Boules	<b>LOCATION:</b>	Queen Square	<b>DATE:</b>		<b>REVIEW DATE</b>
<b>ASSESSOR:</b>		<b>DATE OF EVENT:</b>		<b>SIGNED:</b>		

HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX L X S = R			FURTHER RISK MANAGEMENT	RISIDUAL RISK INDEX			DATE COMPLETE & SIGNED
			L	S	R		L	S	R	
SLIPS/TRIPS/FALLS	Players	Players informed of string and wooden surrounds as trip hazards before play commences	2	2	4	-				
ADVERSE WEATHER CONDITIONS	Players	Event cancelled in advance or abandoned during play	2	1	2	-				
CHILD PROTECTION	Public	Players inform public of Boules games underway	4	2	8	Erect signs if members of the public continually encroach on to play area	2	2	4	
DISABILITY DISCRIMINATION	Players	Queen Square is accessible to all	1	1	1	-				
MEDICAL EMERGENCY	Players	First Aid kit and mobile phone available Access for Emergency Services via any of the three entrances	2	2	4					
CANCELLING THE EVENT	Players	All members informed in advance via Constant Contact	1	1	1	-				

<b>BOULE STRIKING INDIVIDUAL</b>	Players Public	Players informed of hazard before play commences Players team mate to stand at far end of piste when their partner is "shooting"	2	4	8	Erect signs if members of the public encroach on to play area	1	4	4	
<b>TERRAIN HYGIENE</b>	Players	Area inspected for broken glass, animal excrement etc prior to play commencing	4	1	4					
<b>FAILURE TO SOCIAL DISTANCE</b>	Players Public	Event limited to two games per gravel square with a 2m wide zone indicated running down centre of each square to separate each game. Players reminded of need to social distance before play commences.	3	5	15	Reduce to one game per square if necessary.  Review number of possible games per square each time Government eases distance restrictions.	1	5	5	
<b>CROSS CONTAMINATION</b>	Players	Each player provides their own boules and jack, which only they will touch throughout the game. Remind players not to touch other boules/jack Hand gel to be made available	1	5	5					

# **CITY OF BATH PETANQUE CLUB**

## **HEALTH AND SAFETY RISK ASSESSMENT**

### **COVID - 19**

**Location name: LSC/ CoBPC**

**Address: Plain Ham, Larkhall, BA1 8DJ**

**Date of Assessment: 14 June 2020**

**Next Review: 14 July 2020**

**Assessor's name: M Woodward**

**Assessor's Signature: (signed on original)**

## Guidance Notes for Completion of Risk Assessment

### 1. Identify the Hazard and who is at risk (columns 1 &2)

- Walk around the Area and list the hazards that may cause harm during Club activities. Consider any Environmental Hazards and use a selection of people at the location to help provide information and/or assistance in completing the risk assessment.
- Consider the number of people involved, their awareness of hazards, training, and physical capability.

### 2. Quantify the Risk. Prior to control measures being introduced, you should consider the following:

- Using the numerical guide in the *Likelihood/Severity Matrix* below, indicate what the **likelihood** of the injury would be if the hazard were to cause an accident and put the corresponding number in the third column. Now consider the **severity** of an injury using column four.
- In column 5, Multiply out the Likelihood and Severity numbers to give the hazard identified a risk rating.
- Based on your findings, you will now need to evaluate controls to minimise the risk and reduce the risk rating.

### 3. Evaluate the controls required

- What are the control measures in place already to control the hazard/risk identified? Include these in column 6
- Question if there is sufficient safety signage? Remember if you cannot eliminate the risk altogether you will need to control or reduce the risk so that harm is unlikely.
- Write down any recommendations for further controls/training required.
- Introduce safe systems of operating where necessary and identify any training requirements associated with such systems. Personal Protective Equipment should be considered as a personal responsibility. Remember to assign responsibility for control measures/actions to be taken and when these should be completed (columns 8 & 9)
- Taking into consideration control measures applied, re-evaluated Likelihood and Severity rates should be added in rows 10-12.

### 4. Record your findings

- Ensure that identified risks and controls in place are incorporated into the assignment instructions. Sign and date the risk assessment, specifying a review date for re-assessment.

### 5. Monitor and review

- Ensure a copy of the Risk Assessment is made available in the Club shed and on the CoBPC website and filed electronically. Ensure all members affected are made aware of the assessment and have signed their acknowledgement.
- Ensure that any identified additional health and safety training is completed.
- Monitor the assessment and review/re-assess if the assessment becomes invalid, an incident occurs on site, or as new legislation dictates.

Likelihood (L)		Severity (S)		
5	Frequently	5	Fatality	Temporary/Permanent closure of Club
4	Probable	4	Significant Incident	Potential long-term detrimental effect on Club
3	Occasional	3	Minor Incident	Reversible with corrective action
2	Remote	2	Injury/ Illness/ Medical Treatment/ First Aid Case	Reversible with minor corrective action
1	Improbable	1	No treatment injury	Negligible impact

Likelihood/Severity Matrix					
Likelihood	Severity				
	5 - Catastrophic	4-Serious	3-Critical	2-Marginal	1-Negligible
5 - Frequently	25	20	15	10	5
4 - Probable	20	16	12	8	4
3 - Occasional	15	12	9	6	3
2 - Remote	10	8	6	4	2
1 - Improbable	5	4	3	2	1

Risk Rank Break Points		
Value	Risk Level	Corrective Action Requirements
17-25	High	Unacceptable - Stop activity & make immediate improvements. Corrective action closure within 30 days.
10-16	Med	Tolerable - Reduce the risk to Low where-ever possible. Ensure active control measures implemented.
5-9	Low	Adequate - Consider additional control measures to monitor and ensure hazards do not escalate
1-4	N/A	Acceptable - No action required. Ensure controls maintained

Site Name	Larkhall Sports Club			Task/Activity Assessed	Petanque	Date					
Identified Hazard	Who may be at risk?	Risk before Controls			Controls already in place (include Personal Protective Equipment)	Any further controls required	Actioned by	Completion Date	Risk after Controls		
		L	S	Rate					L	S	Rate
Risk of Contact with infection - Exposure to coughs and sneezes.	All players	3	4	12	<p>All games to be played within guidelines issued by Petanque England. See attached.</p> <p>2-metre social distancing.</p> <p>Advise/ signage on appropriate measures to be taken, ie respiratory (use of tissue/elbow) and hand hygiene.</p> <p>Create separate pedestrian entry and exit routes for the CoBPC Area and implement One-way systems for entry to and exit from CoBPC Area.</p> <p>PPE, e.g. face masks, gloves can be worn at the discretion of the players.</p> <p>Use a booking system to manage and control attendance and for potential contact tracing. This is applicable to all members entering the CoBPC Area.</p> <p>Delivery of items to the CoBPC Area. Provision of 2 metre social distancing will be maintained, wipe down of items, use of gloves and washing/sanitizing of hands by CoBPC representative after contact.</p> <p>Floor markings/ signage reminding of 2-meter distancing measures.</p>	<p>Ongoing review and compliance with government guidelines.</p> <p>Only CoBPC Players based at LSC are to use the Area.</p> <p>H&amp;S briefings delivered by the CoBPC Responsible Officer will be revised to ensure social distancing measures and the terms and conditions for use/play are understood by all CoBPC members.</p> <p>Create a visitors' log for deliveries and/or non-members entering the CoBPC Area during formal sessions. To be used for potential contact tracing.</p>	All.	As required.	1	4	4

Identified Hazard	Who may be at risk?	Risk before Controls			Controls already in place (include Personal Protective Equipment)	Any further controls required	Actioned by	Completion Date	Risk after Controls		
		L	S	Rate					L	S	Rate
					<p>Windows in the CoBPC Area to be opened when required to circulate fresh air.</p> <p>All Players on site to follow and adhere to CoBPC Risk Assessments for Covid-19.</p> <p>Reporting/self-isolation if experiencing symptoms during or after attendance at a Club session.</p>						

Identified Hazard	Who may be at risk?	Risk before Controls			Controls already in place (include Personal Protective Equipment)	Any further controls required	Actioned by	Completion Date	Risk after Controls		
		L	S	Rate					L	S	Rate
Risk of contact with infection - Handling of shared items i.e. door handles etc - surface contact.	All Players.	2	4	8	<p>Provision of Hand gels, gloves.</p> <p>Regular cleaning of surfaces with anti-bacterial wipes/spray, start / end of each session.</p> <p>Sanitisation stations installed at CoBPC Area entry and exit points</p> <p>Regular use of hand gels and instructed not to touch face with unwashed hands.</p> <p>Each player provides and uses their own boules and jack, which only they will touch throughout the game.</p> <p>Wipe boules regularly and clean with sanitiser at the end of games.</p> <p>All delivered items to be stored in the CoBPC storage hut. Access to the hut will be limited to Responsible Officers/EC members only.</p>	<p>CoBPC members cannot enter the football clubhouse premises or use the terrace seating area which will be cordoned off.</p> <p>Remind players not to touch other players boules/jack and to maintain social distancing during and after play.</p> <p>Minimise measuring as much as possible as this could involve cross contamination of boules especially where boules are close together.</p> <p>Remove shed key from key press</p>	All.	As required.	1	4	4

Identified Hazard	Who may be at risk?	Risk before Controls			Controls already in place (include Personal Protective Equipment)	Any further controls required	Actioned by	Completion Date	Risk after Controls		
		L	S	Rate					L	S	Rate
Use of public/ shared communal areas e.g. toilets.	All Players.	2	4	8	CoBPC members to use portaloos cabin facilities.  2-metre social distancing.  Advise/signage on appropriate measures to be taken, ie. respiratory (use of tissue/elbow) and hand hygiene.  Signage for occupancy/queuing of toilet facilities. Ensuring monitored appropriately.  Regular cleaning of surfaces with anti-bacterial wipes/spray.	Establish cleaning routine for portaloos.	All.	As required.	1	4	4
Cleaning of surfaces using detergent cleaner - COSHH hazard.	All Players.	2	2	4	Use of gloves.  Domestic grade products only – used in accordance with manufacturer’s instructions.  Personnel to wash hands after activity.		All.	As required.	1	2	2
Frequent washing of hands – dermatological infection/ dry skin/ eczema.	All Players.	2	2	4	Players with certain skin conditions to be especially mindful and utilise hand creams if required.	Notify CoBPC Responsible Officer on entry to Area if standard sanitisation methods cannot be used. Members to provide alternative	All.	As required.	1	2	2

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Identified Hazard	Who may be at risk?	Risk before Controls			Controls already in place (include Personal Protective Equipment)	Any further controls required	Actioned by	Completion Date	Risk after Controls		
		L	S	Rate					L	S	Rate
					Regular hand washing and instructed not to touch face with unwashed hands.  Signage implemented to remind regular hand washing and use of sanitising stations.	products for personal use.					
Use of alcohol-based hand sanitising gels.	All Players.	2	5	10	Allow gel to dry and the vapours disperse after using alcohol-based product. The How to hand rub posters state clearly: "once dry, your hands are safe".	Do not smoke or use gas appliances immediately after applying hand gel.	All.	As required.	1	5	5
Storage of alcohol-based hand sanitiser product.	All Players.	2	5	10	Consideration given to location of hand sanitiser product and its storage away from heat sources and potential sparks/ naked flame.	Ensure stored containers not damaged/ leaking.	All.	Weekly.	1	5	5
Disposal of PPE face coverings, gloves, safety glasses.	All personnel.	3	4	12	All PPE to be managed and disposed of by the individual players off site.		CoBPC Area Players.	Daily.	2	4	8

### **Overview of findings and any other recommendations**

With current health concerns regarding Coronavirus and COVID19, the protection of our Players is paramount to keeping them safe and well.

Any incidents of non-compliance with regulations to be reported.

There are no Significant Controls highlighted in this risk assessment.

**Name of Assessor: M. Woodward**

**Signature of Assessor:** (signed on original)

