

# COVID-19 Risk Assessment & Guidance Template

## Risk Assessment

Advice and guidance from Government and the Irish Indoor Bowling Association requires all clubs to conduct a risk assessment for COVID-19.

The risk assessment must be carried out by a competent person in order to identify the hazards and quantify the risks of these hazards exposing people to the virus.

Hazards and risks cannot be eliminated and therefore must be controlled.

The control measures must be either physical or procedural and must be communicated to those who will work with, or otherwise come into contact with the hazards.

In undertaking risk assessments, the following approach should be adopted:

- Gather information and advice from the sporting governing body
- Gather information from Government and other recognised sources  
e.g. for children [COVID 19 Recommendations for Sports for children.pdf \(hpsc.ie\)](#) for adults [COVID 19 Return to Play Sports for adults.pdf \(hpsc.ie\)](#)
- Consider control measures appropriate to the current Government advice
- Evaluate residual risk to person(s)

The primary risk is the risk associated with the identified hazard assuming that the risk associated, remains completely uncontrolled.

The residual risk is the level of the remaining risk produced when proposed control measures have been applied.

The figures given may be interpreted using the risk assessment matrix below.

All club management committees shall ensure that the risk control measures are fully implemented to achieve these levels.

The columns following the residual risk data indicate where additional controls may be required or where special attention should be given.

For the avoidance of confusion - the columns of the risk rating sections are headed Likelihood, Severity.

L is for “likelihood” and is given in the first column. S is for “severity” and is indicated in the second column. R is for ‘Risk Rating’ and is indicated in the third column. **Likelihood x Severity = Risk**

The control measures, indicated within the assessment, are reasonably practicable to control the risks identified based on the protocol.

The findings of the risk assessment shall be communicated to those who may be exposed, or otherwise come into contact with the hazards and risks identified.

Club Managements must ensure that the control measures are implemented and managed.

An ongoing review of the assessment will take place and amended if the guidance from the governing body or Government departments is updated and suggests that the last control measures suggested are no longer sufficient to control risks, or are inappropriate, or if additional hazards are identified.

## APPENDIX 2

A process of continuous assessment and re-assessment will be undertaken to ensure appropriate risk controls in accordance with all Government and IIBA protocols.

### Matrix

<b>Date of Assessment:</b>		<b>Assessed By:</b>	
<b>Venue:</b>		<b>Signature:</b>	

Likelihood									
1.	Extremely Unlikely.	2.	Possible but Unlikely.	3.	Conceivable.	4.	Probably will happen at some time.	5.	Almost certain to happen.

Severity									
1.	No or minimum illness.	2.	Medical Treatment.	3.	Medical treatment or isolation.	4.	Critical infection or hospitalisation.	5.	Fatality.

Score	Risk	Action
1 → 6	LOW	Action is not required to lower the risk. Time   Effort   Money is proportionate to the risk.
7 → 15	MEDIUM	Action may be required to control the risk. Immediate short-term measures may be required.
16 → 25	HIGH	Action is required urgently to control the risk. Further resources are almost inevitable.

### The following is an example of risk assessment...

Subject	Hazard	People at Risk	What Might Happen	Rating L x S = R			Control Measures & Further Precautions to Reduce Risk	New Rating L x S = R			Comments   Action
				L	S	R		L	S	R	
Implementation of COVID-19 control measures at the venue.	Failure to share relevant information.  Failure to enforce the control measures in place.  Persons not familiar with protocols.	All	Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19	5	5	25	Clubs will review and implement the IIBA Protocols and ensure compliance.  Clubs will sign declaration of following protocol and return to their Zone Convener.	3	5	15	COVID-19 Officer (CVO) appointed.
Hand Washing   Sanitising.	No running hot water or hand soap in sanitary facilities.  No hand sanitiser available.	All	Increased rate of potential exposure to COVID-19.	5	5	25	Regular checks of sanitary facilities   hand sanitiser stock.	2	5	10	COVID-19 Officer (CVO) appointed.

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Below is the Template for use - this should serve only as a starting point as all clubs will have risks specific to their venue.

Subject	Hazard	People at Risk	What Might Happen	Rating L x S = R			Control Measures & Further Precautions to Reduce Risk	New Rating L x S = R			Comments   Action
				5	5	25		3	5	15	
Protocol Document Discussed.	Failure to share relevant information.  Failure to enforce the control measures in place.  Persons not familiar with protocols.	All	Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19	5	5	25	Club Members informed of IIBA & Government Guidelines and discussed how these will be implemented	3	5	15	COVID-19 Officer (CVO) appointed. these details should be shared with your branch  Further CVO's to be trained for each team
Covid-19 Officer (CVO)	Failure to make sure correct policies and procedures are followed	All	Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19	5	5	25	.....has completed the relevant training and is appointed the Clubs CVO	3	3	9	
Sanitising cleaning Products	Failure to make sure that cleaning and sanitation equipment is available	All	Increased rate of potential exposure to COVID-19.  Increased rate of potential spread of COVID-19	5	5	25	Disinfectant wipes, towels & Bin Bags made available to make sure all equipment is cleaned and sanitized before and after play (Including Mats, fenders and block)	2	5	10	Each club to supply their own equipment
Attendance Records	No record for contact tracing	All	Increased rate of potential spread of COVID-19	5	5	25	Record to be kept of all attendances at all training session in compliance with GDPR	2	5	10	Each team is responsible for keeping accurate records, verified by attending CVO, and these can be inspected at any time
Access Control	Failure to enforce the control measures in place.	All	Increased rate of potential spread of COVID-19	5	5	25	Players/Markers/Umpires & Junior Coaches will enter and leave the hall where possible at different locations	2	5	10	Club to make sure that signage is in place and players know where the entry and exit point are.
Drop Off Points	Players not keeping to social distancing guidelines	All	Increased rate of potential spread of COVID-19	5	5	25	Staggered times; CVO to be in attendance	2	5	10	
Congregation	Players and spectators not keeping to social distancing guidelines	All	Increased rate of potential spread of COVID-19	5	5	25	Players should wait in their cars until just before allotted times and return to their cars straight after,	2	5	10	

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Sanitisation Station	Failure to ensure hand sanitisation is available	All	Increased rate of potential exposure to COVID-19. Increased rate of potential spread of COVID-19	5	5	25	Hand Sanitation Stations to be made available just after drop of points. ALL players and coaches must sanitise hands	2	5	10	Sanitisers must contain min 70% Alcohol
Signage	No signage	All	Increased rate of potential exposure to COVID-19.	5	5	25	Signage erected throughout the training venue.	2	5	10	COVID-19 signage erected throughout the venue.
Travelling	Car Pooling	All	Increased rate of potential exposure to COVID-19. Increased rate of potential spread of COVID-19	5	5	25	Players must either travel to and from practice by themselves or with a member from the same household	2	5	10	
Practicing/Playing	Players/Markers/Umpires & Junior Coaches failure to keep to social distancing whilst practicing	All	Increased rate of potential exposure to COVID-19. Increased rate of potential spread of COVID-19	5	5	25	Players/Markers/Umpires & Junior Coaches and CVO's to ensure that all practices conducted as far as possible with social distancing	2	5	10	
Training – Personal Equipment	Sharing of Personal Equipment	All	Increased rate of potential exposure to COVID-19. Increased rate of potential spread of COVID-19	5	5	25	No sharing of personal equipment.	2	5	10	
Handshakes	Players coming into contact with a potentially infected person	Players	Increased rate of potential exposure to COVID-19. Increased rate of potential spread of COVID-19	5	5	25	During this phase handshaking will not be allowed	2	5	10	
Clubhouse / facilities	Players and coaches coming into contact with the virus	All	Increased rate of potential exposure to COVID-19. Increased rate of potential spread of COVID-19	5	5	25	During this phase clubhouses should be accessible only for toilets which should be monitored to ensure they have plenty of soap and running water	2	5	10	
Clubhouse / playing facilities	Players and coaches coming into contact with the virus	All	Increased rate of potential exposure to COVID-19. Increased rate of potential spread of COVID-19	5	5	25	Club should implement a strict cleaning regime for areas of the clubhouse that being used	3	5	15	
High Risk Groups	High risks Groups coming in to contact with the virus	All	Increased rate of potential exposure to COVID-19. Increased rate of potential spread of COVID-19	5	5	25	Anyone that is in a high risk group as defined by the HSE, Should not attend any practice sessions	2	5	10	CVO Officers to refer to HSE Guidelines
Symptoms	Players and coaches showing signs of symptoms of COVID 19	All	Increased rate of potential exposure to COVID-19. Increased rate of potential spread of COVID-19	5	5	25	Anyone with symptoms of COVID 19 will not be allowed to play	2	5	10	