

BSDNL Netball Competition/league - COVID-19 Risk Mitigation Plan

Herts and Essex Sports Centre, Weekly League

Our Lead COVID-19 Officer is:		Received and read COVID-19 Netball Handbook (EN supplied)		Date completed	25/09/2020	
Other COVID-19 Officers/squad members are		Watched COVID-19 Netball deliverer training video		Additional Comments		
		Venue risk assessment received & reviewed				
		Clear understanding of venue operators guidance for COVID-19				
Requirement		BSDNL, will.....	Relevant League Documents to help	Who within our League will do it?	Status	England Netball tips and tools to help
Checking for symptoms	How will you make members of your competition aware of symptoms that mean they should not attend netball training or matches?	All information sent out via Opt-in Form. Promoted on social media, BSDNL communication channels & via Zoom workshops.	Health Screening Questionnaire	BSDNL & Team Managers		Social media assets and Health screening checklist
	How will you ensure your club carry out health screening prior to EVERY session or match to ensure no attendees are knowingly displaying any COVID-19 symptoms?	Health screening form will be in large poster format at entrance gate and sent out via social media & BSDNL communication channels every match day by 9am with a T&T link. QR code for T&T to also be displayed at entrance gate to be completed by members.	Test & Trace Protocol	Duty Committee Member		Health Screening document
	How will Test & Trace be implemented at your competition & how will data be stored in line with GDPR/data protection law 2018?	Ask all participants to complete Track & Trace form through the BSDNL Engage link or QR code. Link sent out every week via BSDNL communication channels. QR poster on display at entrance gate.	BSDNL Track & Trace	COVID-19 Officer or League Chair		Test & Trace protocol Using Engage for Test & Trace guide Engage test & trace QR poster
	How will you ensure that members understand the risks of COVID-19 in a netball context at your league?	Opt-in google form will be sent out including all information to be read and completed by every participant before attending the competition.	BSDNL Info/Opt-In Form	COVID-19 Officer		Risks of COVID-19 in netball information sheet
Opt in Policy	How will you ensure that the Personal Risk Assessment, particularly for those who are in high risk groups is understood by all members of your league?	Must be read and ticked within our Info/Opt-in form.	BSDNL Info/Opt-In Form	COVID-19 Officer		Personal Risk Assessment document
	How will you ensure undue pressure is not put on members to return to training or matches and they have the option to opt-in based on their own personal circumstances and feelings?	Distanced outline form to be read and agreed by each participant. Social support through communication to all Clubs and their COVID-19 Officer.	BSDNL Info/Opt-In Form	COVID-19 Officer, Committee & Team Managers		Opt in guidance and statement
Travelling to and from training and matches	How will you understand the needs of any players who may be returning to training post COVID-19 case once they well enough?	League Welfare officer available for support. Team Managers will discuss with player or parent requirements and needs.		Team Managers & Welfare Officer		
	How will you ensure travel is safe and well managed, as well as compliant with Government guidance i.e. no car sharing outside of household?	Inform all members through our information and Opt-in form.	BSDNL Info/Opt-In Form	COVID-19 Officer		Travel infographic
Personnel	Do you need to stagger start and finish times to help manage parking at your venue as lifts shares may not be possible?	Reduced fixtures per session from 6 to 4. Ample parking and accessibility through different entrance and exit gates to ensure social distancing can occur.		COVID-19 Officer		
	How will you identify any training needs of any club coaches, officials or others?	Through open communication via phone calls, whatsapp or emails. Zoom workshops for Team Managers, Players & an Umpire Workshop.		COVID-19 Officer and League Chair		
Safeguarding	How will you understand how your coaches, officials & volunteers feel about returning and how will you support them?	Zoom workshops for Team Managers, Players & an Umpire Workshop.		COVID-19 Officer and League Chair		
	How will the COVID risk changes affect safeguarding and can this risk be managed?	As per BSDNL. No 1:1 allowed in the league. Welfare Officer (SGO) details sent out on Opt-in form. Parental agreement on Opt-in form.	BSDNL Info/Opt-In Form	COVID-19 Officer		
Preparing for competition	How will this be communicated with club coaches, officials, volunteers and members?	Reinforcement of contact details of Welfare Officer. BSDNL website and Opt-in form.	http://www.bsndl.co.uk	Welfare Officer, Chair & Website administrator		
	What is the identified maximum number of players that can attend a training session based on your club availability and numbers of coaches, officials and volunteers needing to attend?	12 players, 1 Coach, 1 Umpire & 1 Scorer		Head Coach		
	What additional sanitisation and PPE are required to deliver your activity and how will any replenishing be overseen?	Sanitiser spray and hand sanitiser on entry and exit. Clubs to identify Primary Carer and first aid kit with appropriate PPE. Players bring own sanitiser. Treasurer will check and order stock.		First aiders/Primary Carer, Treasurer		
	How will you understand any specific needs of members, e.g. they are shielding or within a higher risk group?	Communication through Team Managers. Pre-assessment questionnaire via Zoom meeting.		Team Managers & Covid Officer		
Movement on site	How will you ensure members (particularly playing members) are conditioned and prepared for netball activity?	League to start 5 weeks after return to netball. 3 weeks return to netball plan to be sent out to all Teams. Consult at Zoom briefing.		League Chair		England Netball VNC activity
	How will you ensure all members, coaches, officials, volunteers and parents (if appropriate) understand the COVID-19 rule modifications?	Information. Incorporate into Opt-in Form and social media. Zoom workshop for players. Workshop for umpires prior to return.	BSDNL Info/Opt-In Form	COVID-19 Officer		
	How will you use the venue to ensure social distancing? Drawing a plan may be a useful way to plan this.	Video filmed by BSDNL Committee highlighting one way system and movement requirements whilst in attendance at competition venue. Venue also has video re movement around the Sports Centre.	VIDEO LINK	COVID-19 Officer		
	How will you traffic of people flow at your venue, do you need to establish a one way system?	All ready in place at venue and within court areas. In gate at sport centre end, out near to car park. One way system inside sports centre. Please attached venue risk assessment. Face masks must be worn inside the centre when registering for parking. Sanitising station near parking eye tablets. All participant entering the Centre will also be required to complete the NHS T&T via the QR code displayed.	VIDEO LINK	COVID-19 Officer and Head coach		Site signage
Indoor Facilities	What guidance does the venue have in place and how will you ensure you implement it?	Please see attached venue risk assessment.	H&E Sports Centre Covid-19 RA	Venue Manager and COVID-19 Officer		
	How will you communicate this with all members ahead of the competition?	Attached within Info & Opt-in Form. Posted on Social Media	VIDEO LINK	COVID-19 Officer		
	How will you ensure there is not an outdoor alternative venue that can be used?	NA - League played on outdoor courts		NA		Venue selector decision making tool
	How will you ensure there is adequate ventilation in the indoor venue if an outdoor court can not be accessed?	NA		NA		
Risk assessment	How will you ensure you are fully aware of the venue operators procedures, including rigorous cleaning?	Centre shares protocol & Risk Assessment	H&E Sports Centre Covid-19 RA	NA		
	How will you ensure that strict hygiene and sanitisation protocols are undertaken?	Report any issues to Centre Manager. Ensure all Teams bring their own sanitisation products with them		NA		
	Who from your competition will work with the venue provider to obtain a risk assessment for the venue?	Julia Kay - League Chair		League Chair		
	How will you share with your members how the venue will operate and ensure you adhere to any elements within venue risk assessment?	Via Info/Opt-in Form and BSDNL Communication channels. Centre also has videos on their social media.	BSDNL Info/Opt-In Form	COVID-19 Officer		
Hygiene & cleaning	How will you ensure the Pre-Venue check with enhanced COVID-19 checks are completed at every organised match?	BSDNL Committee Duty Officer will complete Venue check on each fixture day.	Duty Committee Member Checklist	Duty Committee Member		Pre Venue check
	How will you ensure the venue being used is cleaned regularly and in line with Government guidance?	Please see attached venue guidance.	H&E Sports Centre Covid-19 RA	Venue Manager and COVID-19 Officer		
	Who will identify heavily used surfaces/points at the venue you use and how will you make members aware of these to help reduce touching these surfaces?	Sharing updates through social media avenues. Number of fixtures per week reduced to alleviate volume of traffic. Video to reinforce sanitising stations at high touch points areas.		Venue Manager and COVID-19 Officer		
	How will you report any concerns if you are concerned about the cleaning within venues?	Any member concerns should be reported to COVID-19 Officer / Chair and then taken to venue manager.	VIDEO LINK	COVID-19 Officer and Head coach		
Changing Rooms & showers	How will you share with your members the need for them to arrive ready to play/train and that changing facilities are not available?	Posters at entrance. Share of video explaining all protocols circulated on BSDNL communication channels and on website.	VIDEO LINK	COVID-19 Officer and Head coach		Arrival infographic
	How will you share with any opposition for matches that changing rooms and showers are not available?	As above		COVID-19 Officer and Head coach		
Toilets	What is the procedure for use of toilets at your venue?	Please see attached venue risk assessment.	H&E Sports Centre Covid-19 RA	Venue Manager and COVID-19 Officer		
	How will you share this with all members?	Via Video through BSDNL Communication channels. Protocols briefed at Zoom.	VIDEO LINK	COVID-19 Officer		
Match Hospitality	How will you share this with any opposition?	As above		COVID-19 Officer and Head coach		
	How will you ensure refreshments/water are available to be replenished at your venue?	Participants to bring own labelled water bottles. Water fountains not available at this time.		COVID-19 Officer and Head coach		
Arrival & registration	How will you establish a drop off and pick up system that ensures large numbers at training/in venue is minimised?	Half hour gap between matches. Reduced number of fixtures per session.		COVID-19 Officer and Head coach		
	How will registration work at your competition including matches ensuring health screening takes place before mixing with others?	Health Check and T&T links sent out morning of fixtures. Poster at gate. Duty Committee member at gate to control entry.		Duty Committee Member		Arrival infographic
	How will you register all attendees whilst maintaining social distancing and ensuring verbal confirmation of being symptom free?	Names will be entered onto the Score card by Team Scorer. Results cards will be photographed by scorer and sent to Fixtures Sec with names. Cards will be placed in plastic box to be collected following week.		Team Scorer		
	What will your competition procedure be if someone arrives who symptoms who is U&T? Where will they wait for collection by responsible adult?	Watched over by Team Manager in PPE and distanced from all other attendees whilst waiting for collection at fire assembly point on stoned area of the extended car park.		Team Manager		
Matches	How will you ensure all members are aware of this plan and the latest guidance from England Netball when planning the competition?	Zoom Meetings for Team Managers and all participants prior to returning to training. Updates via Email, Wapp & FB		COVID-19 Officer		
	How will any breaks from activity be managed to ensure social distancing is maintained?	Teams will be based at either end of court and asked to be socially distanced. Umpires will warn if see lack of social distancing.	Social Distancing Poster	Team Managers & Umpires		
	How will you facilitate reminders of COVID-19 rule modifications and common netball behaviours that need to be modified e.g. idle interactions?	Laminated sheets around training area. Umpires will be briefed and invited to attend a workshop prior to return date. Umpire Secretary to produce set of League protocols for Umpires to adhere to, to ensure consistency.	Risk Mitigation Poster	COVID-19 Officer & Umpires		Rule Modifications
	How will you ensure they COVID-19 rule modifications are constantly reinforced and players reminded of the behaviours they need to modify?	Laminated sheets around training area and Umpires to remind players via verbal communication.	Modified Activity Poster	COVID-19 Officer & Umpires		
Use of equipment	How will you ensure guidance from England Netball re equipment is adhered to?	Protocols circulated via email and social media to all Team Managers.	Adapted League Rules	COVID-19 Officer		Equipment sanitisation poster
	How will you ensure the sanitisation of netballs is able to happen regularly (minimum every 15 mins) throughout matches?	Umpires to remind teams at each break to sanitise. Each Team to be responsible for sanitising post nearest to their base. Home team to provide and sanitise ball. Away team to provide and sanitise spare ball. Matches reduced to 12 mins. Centre timing with hoister to remind of sanitising breaks.		Umpires & Team Managers		Equipment sanitisation poster
Injury treatment	How will you manage the use of bibs within your competition to ensure they are not shared?	Teams will provide own bibs and bags for removal of bibs. No bib sharing allowed. Umpires will report if not adhered to and to League Covid Officer will liaise with Team.		Team Managers, Umpires & Covid Officer		
	How will you ensure first aid can be administered appropriately during COVID-19?	Clubs to identify Primary Carer and each Team to have first aid kit with appropriate PPE. Participants to administer own first aid where possible. Sports Centre Staff to be alerted in an emergency.	First Aid Protocol	COVID-19 Officer		
Spectators	How will you ensure all qualified first aiders within your club are aware of the guidance from St Johns Ambulance?	Circulate Guidance for all Club Primary Carers.		COVID-19 Officer		
	What is your venues policy on spectators?	No spectators will be allowed inside the courts. Spectators will be advised to maintain appropriate social distance outside of the courts observing the rule of 6.	H&E Sports Centre Covid-19 RA	Venue Manager and COVID-19 Officer		
Hygiene & PPE	How will you communicate this with your members/clubs?	Shared via Info /Opt-in form. Protocols sent out to Clubs. Video		COVID-19 Officer and Head coach		
	How will you manage during any competitions where away team have travelled a good distance. Where would any parents who had driven opposition wait?	Please see attached venue guidance. Spectators will be asked to remain in cars where possible.	H&E Sports Centre Covid-19 RA	COVID-19 Officer and Head coach		
Test & Trace	How will hand hygiene been maintained during every match?	All members advised to carry their own supply of hand sanitisation. League will supply at entry and exit to courts. Centre provides in reception.		COVID-19 Officer		
	What PPE requirements are there for your competition?	Mask, Apron, Gloves, Shield		COVID-19 Officer		
Review	Who is responsible for ordering/sourcing/providing PPE within your competition?	Pat O'Mara - Vice Chair		COVID-19 Officer & Treasurer		
	How will specific volunteers notify when any additional PPE or sanitisation products are required?	Duty Committee Member will report stock levels to Christine at end of each week.		Duty Committee Member		
	Who will be contacted and how will they communicate with others any positive cases of COVID-19?	Marion Hoake to be contacted. Track & Trace will be activated through Engage. Covid Officer will ensure all listed players from that fixture are notified.		COVID-19 Officer		
	How will your club check and review the operations of matches?	Monthly, and/or in line with guidance changes.		COVID-19 Officer		
Review	How will any updates to any procedures or club protocols be issued to all members?	Email, social media. Zoom briefings if necessary.		COVID-19 Officer		
	When will this plan be reviewed in it's whole?	At next stage of EN Roadmap.		COVID-19 Officer		
	How will the competition committee operate during COVID-19 to ensure timely decisions, reviews and understanding of most up to date guidance?	Email, Whats App communication and Committee zoom meetings if and when required.		COVID-19 Officer		

STATUS	
	Not yet started or considered
	Action plans in place but due to nature continuously checked and updated
	Completed, actioned and embedded into our club operations

POST ACTIVITY	Breach in guidance	What procedure will you have in place to manage any breach in the guidance?	If member has not filled in Opt in form they should be turned away from a match. If a player (or team) intentionally breaches the guidance, the Committee will issue a warning via the Team Manager. Persistent or repeated breaches will result in the League reviewing the participation of that Player or Team. A set of appended Covid rules will be in added to BSNL rules for the duration of restrictions. All Teams must complete mandatory compliance checklists and send copies to League Secretary prior to their first match.	Adapted League Rules	COVID-19 Officer	
		What procedure will you have in place to manage any severe and consistent breach in guidance	Committee to follow all guidance on how to remind members of the guidance they must follow. Committee will meet and discuss persistent or serious breaches to apply rule above. Committee to regularly review the measures that have been put in place.		COVID-19 Officer	