

2021 Issue 04

Bourne End Junior Sports Club

Covid 19 – Operating safely
guidelines

HALL USERS VERSION



Matthew Todd

SPORTS HALL, NEW ROAD, BOURNE END, BUCKS, SL8 5BS

Covid-19 Risk Assessment & Safeguarding of Staff, Volunteers, Visitors & Members

Definitions

Charity	Means Bourne End Junior Sports Club (BEJSC), a registered charity.
C19	Means the Covid 19 Coronavirus.
Responsible Person	Means Matthew Todd.
Register of Systems	Means a register of all systems or contexts in which personal data is processed by the Charity.

Purpose

The purpose of this document is to provide information and guidance for all users of the sports hall and for the Trustees of Bourne End Junior Sports Club in connection with the steps and actions being taken during the lockdown period and in order to re-open the club safely.

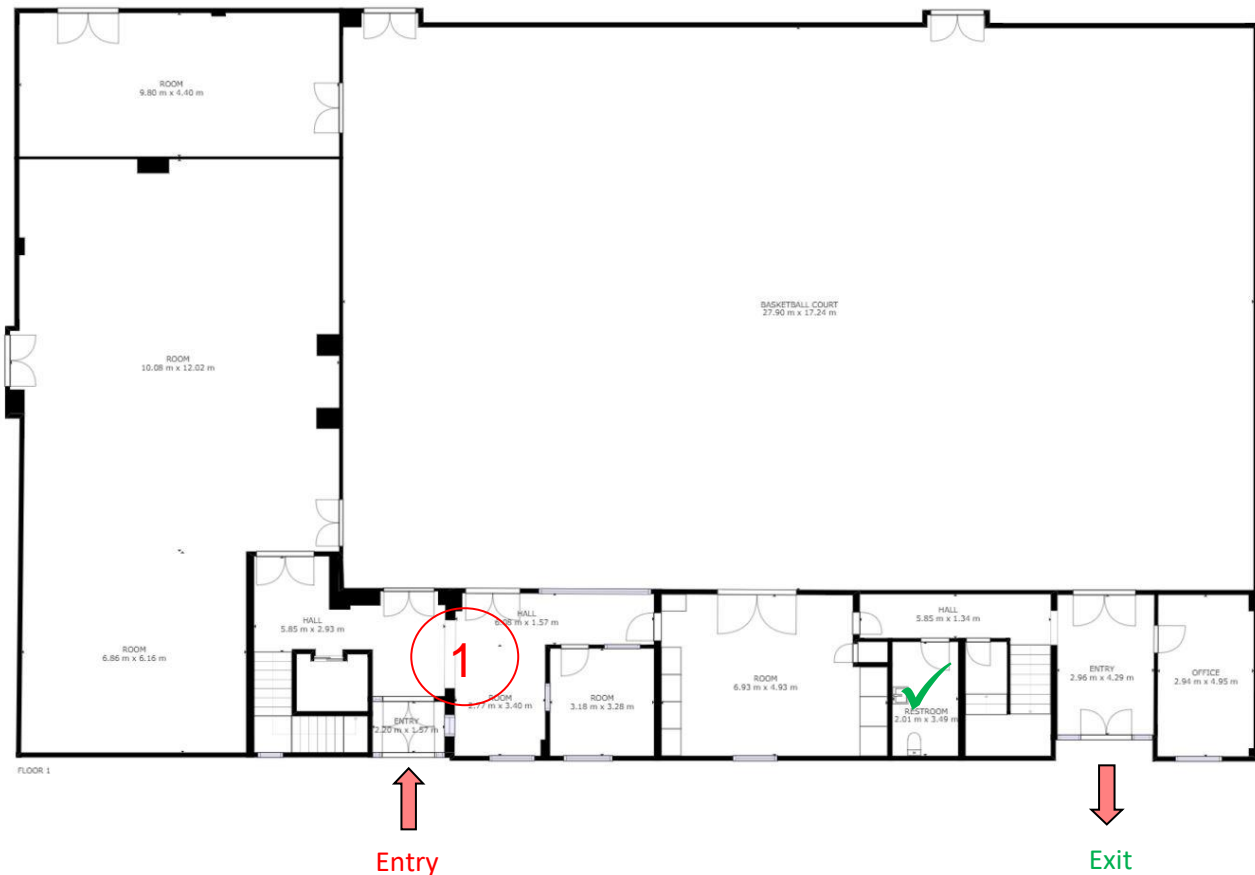
This document effectively follows the government guidance issued as at 01/06/2020 and updated 22/09/2020 & 17/05/2021 can be found at:

- 🌐 <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>;
- 🌐 https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing?fbclid=IwAR3RXnyBdhJI6E8wEbG7p0Mklkeaa6aIMWiF5JD_hpaN7a9lvR92XOuKSuw
- 🌐 <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>
- 🌐 <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Sports Hall Users

We need to put in place procedures to protect hall users and to protect the hall from users.

Entering and leaving the building



- ⊗ Hall users should enter the building via the left hand side doors, marked **Entry**
- ⊗ Hall users should EXIT the building via the right hand side doors, marked **Exit**
- ⊗ If you must wait in the area marked **1** then we request that face coverings are worn at all times
- ⊗ There are hand washing and drying facilities in the downstairs toilet facility
- ⊗ We also request the use of the hand sanitiser, located at the entrance, when entering the building

Indoor Areas (inc 1st Floor Facilities)

From 17th May 2021 – 1st floor shower & toilet facilities are in use again.



Use of Lobby Area

If people or parents/guardians are congregating in the lobby area and the number of people exceeds 6, we ask that you politely request them to wait outside or in their vehicles.

Whilst in the lobby area, we require the wearing of face coverings.

Use of Main Hall

Sporting Activities

















Each section leader or hall hirer (3rd party or E-Act Academy) must take the relevant steps to carry out sport specific restrictions as advised by the sports governing bodies.

As from 17th May 2021, the new rules on the roadmap are as the poster below and on the posters around the hall.

COVID-19: Restrictions in England

From 17 May

STEP 3

<p>MEETING OTHERS </p> <p>You can meet outdoors in groups of up to 30 people. You can meet indoors in groups of up to six people or two households.</p> <p>You don't have to stay 2m apart from friends and family, but consider the risks to you and those you are with.</p>	<p>OVERNIGHT STAYS </p> <p>Domestic overnight stays are allowed, in groups of up to six people or 2 households.</p>	<p>EDUCATION </p> <p>Schools, colleges and universities fully open.</p> <p>Regular testing provided.</p>	<p>WORK AND BUSINESS </p> <p>You should continue to work from home if you can.</p>
<p>RETAIL AND PERSONAL CARE </p> <p>Open.</p>	<p>BARS, PUBS AND RESTAURANTS </p> <p>Open.</p> <p>Groups of up to six people or two households allowed indoors.</p> <p>Groups of up to 30 allowed outdoors.</p>	<p>ACCOMMODATION </p> <p>All holiday accommodation open, including hotels, hostels and B&Bs.</p>	<p>LEISURE AND SPORTS FACILITIES </p> <p>Open indoors and outdoors, including gyms, indoor sports facilities, swimming pools, saunas and steam rooms.</p> <p>Organised sport and group exercises allowed.</p>
<p>ENTERTAINMENT </p> <p>Open indoors and outdoors, including cinemas, bowling alleys, zoos and theme parks.</p>	<p>LARGE EVENTS </p> <p>Events, including live performances, business events and sporting events can proceed with capacity limits, indoors and outdoors.</p>	<p>DOMESTIC TRAVEL </p> <p>Travel safely. Plan ahead and avoid the busiest times and routes if you can.</p>	<p>OVERSEAS TRAVEL </p> <p>Check whether your destination is on the red, amber or green list. You should not travel to red and amber countries. If you are travelling to a green country, check the rules in your destination as testing or quarantine requirements may be in place.</p>
<p>PLACES OF WORSHIP </p> <p>Open. You can attend in groups of 6 people or 2 households.</p>	<p>WEDDINGS AND FUNERALS </p> <p>Weddings, receptions, life events and wakes can take place with up to 30 attendees, indoors in a COVID-Secure venue, or outdoors.</p> <p>No limit on funeral attendees, subject to how many the venue can safely accommodate with social distancing.</p>	<p>RESIDENTIAL CARE </p> <p>People who live in a care home can have 'low risk' visits out of the home without the need to isolate when they get back. Residents can also name up to five visitors.</p>	<p>SHIELDING </p> <p>If you are clinically extremely vulnerable (CEV) you do not need to shield, but should continue to take extra precautions such as shopping at quieter times of the day. You can follow the same advice on meeting friends and family as everyone else.</p>

For more information and detailed guidance visit:
gov.uk/coronavirus

COVID-19
Let's take this next step, safely.



Please follow the guidance on the posters around the hall and as shown in this document.

To comply with these steps section leaders and sports hall hirers are required to carry out the following:

- ⦿ At the start and end of each session the door handles and edges of doors to be cleaned with sanitising wipes.
- ⦿ All equipment such as badminton posts, goal posts, table tennis tables must be cleaned at the start once put in position, and at the end once replaced in the storeroom after each session
- ⦿ Guidance from Governing Bodies of sports must be adhered to at all times and these are included in the attached Appendices 1 to 7
- ⦿ Recommendation is for small groups to participate in training separated from each other and other small groups to at least 2 metres
- ⦿ No competitive sports should be played where close frequent or prolonged physical contact is likely to occur
- ⦿ Wherever practicable open external doors to increase ventilation – BUT ENSURE they are closed properly and wiped down after use
- ⦿ MAINTAIN A RECORD OF USERS WITH CONTACT NUMBERS

All cleansing wipes must be placed in bins provided and participants should clean their hands with gel provided.

Use of John Clinton Room

At the start and end of each session the door handles and edges of doors to be cleaned with sanitising wipes.

- ⦿ Distancing rules must be applied when using this space for both personal or group training purposes
- ⦿ Distancing rules must be applied when using this space for meetings
- ⦿ Exercise sessions must comply with latest guidance of appropriate distance between participants
- ⦿ All exercise mats must be cleaned before & after each use
- ⦿ All door or chair handles and tables must be cleaned before and after use.

All cleansing wipes must be placed in bins provided and participants should clean their hands with gel provided.


Use of Kitchens

- ⦿ Kitchen areas are to remain closed for the foreseeable future and cannot be used for food or drinks preparation.

Use of Toilets & Showers

As from 17th May 2021 the changing facilities and toilet facilities on the first floor of the hall will be reopened.

The disabled, general use & baby changing toilet facility on the ground floor will remain accessible and cleaning regimes will be increased by the building manager / caretaker throughout the day.

These areas are marked on the plan by a  .

COVID-19 Contamination

In the event of a confirmed or suspected case of a staff member, volunteer, club member, visitor or hirer the following procedures must be followed: -

- ⦿ The hall, facilities and all contact points such as handles, handrails and the like must be cleaned with a normal household disinfectant as this will reduce the risk of passing the infection on to other people
- ⦿ This deep clean should be undertaken using gloves, masks and aprons, which should be double bagged and stored securely for 72 hours before being disposed of as per the waste rules below

Waste

Waste from litter bins and cleaning of areas (including disposable cloths and tissues):

- ⦿ Should be put in a plastic rubbish bag and tied when full.
- ⦿ The plastic bag should then be placed in a second bin bag and tied.
- ⦿ Waste should be kept away / locked away from children
- ⦿ It should be put in a suitable and secure place and marked for disposal

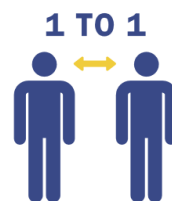
COVID-19 Safety Information HALL RULES



Max two people per court
(unless all players are from
the same household).



Use your own
equipment throughout
the session.



Only one to one coaching
permitted remaining two
metres apart.



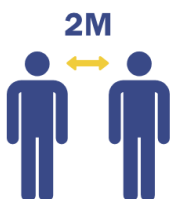
Wipe down any club
equipment before and
after use.



No shaking hands or
physical contact with
other players.



Allow others to leave
the hall before
you go in.



Maintain social distancing
(2M rule) at all times.



Follow public health
guidelines for hygiene.



Do not play if you are
self-isolating or feel unwell.

More detailed guidance regarding safe use can be found on:
WWW.BEJSC.CO.UK & WWW.GOV.UK

Appendix 9 – Risk Assessment

Risk assessment template - Coronavirus



Company name: BEJSC (Bourne End Junior Sports Club)

Assessment carried out by: Matthew Todd

Date of next review: 01/11/2020

Date assessment was carried out: 21/08/2020

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?	When is the action needed by?	Done
Contact with others	Members, leaders, coaches, helpers, visitors, staff	Referring to sporting bodies for each section	1. Provide information posters and advice 2. Provide sanitising station(s) 3. One way system for entry and exit	All	08/06/2020	08/06/2020
Contamination of Sports Equipment	Members, leaders, coaches, helpers, staff	Restricting use of equipment	1. Ensure participants use only their own equipment 2. Equipment is cleaned after each use	Members, leaders, coaches, helpers	08/06/2020	08/06/2020
Waste	Members, leaders, coaches, helpers, visitors, staff	Separate bins for general waste and cleansing wipes and cleaning products	Daily emptying of cleansing wipes bins & remote storage until collection	Hall Manager	08/06/2020	15/06/2020

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?	When is the action needed by?	Done
Drop Off / Collection of members	Members, leaders, coaches, helpers, visitors, staff	Reduce access by encouraging parents / users to only access the hall if using the facility	Restrict waiting in entrance / lobby area to 10 minutes. Use a one-way system for entry and exit	All hall users, parents and carers	25/07/2020	
Use of Kitchen Facilities	Members, leaders, coaches, helpers, visitors, staff	Close kitchen areas	None, ensure kitchen area cleaning is maintained	Hall Manager	25/07/2020	21/07/2020
Facilities	Members, leaders, coaches, helpers, visitors, staff	Close shower rooms, upstairs toilets	Maintain access to downstairs toilet, disabled and baby changing facilities and increase cleaning frequency to between 2 and 3 times a day depending on hall usage NOTE: From 17/05/2021 facilities will be reopened in line with guidance	Hall Manager	25/07/2020	21/07/2020
Ventilation	Members, leaders, coaches, helpers, visitors, staff	Advising users to open external doors	Provide wedges to prop non fire doors open to minimise contact and increase ventilation	Members, leaders, coaches, helpers	01/09/2020	22/09/2020