



COVID-19 HEALTH AND SAFETY PLAN

Doc Ref: C-19 KRFC

Rev. No: 1.01.00
(DRAFT)

Issue Date: June 20
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Kilkenny RFC
Foulkstown,
Waterford Road,
Kilkenny.



Prepared By

PADRAIC TREACY (Covid-19 Club Safety Officer)

Date

12th June 2020

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Revision Information:

Revision Number	Author	Date:	Reason:
00	Padraic Treacy	12 th June 2020	Initial Draft

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Kilkenny RFC - Covid-19 Safety and Safety Policy Statement:

All elected members of the Club Executive of Kilkenny RFC must review this Covid-19 Health and Safety Plan and associated risk assessment which has been completed by the appointed Covid-19 Club Safety Officer and decide if it reaches the desired standard to mitigate against perceived risks and ensures the adherence by our members to current guidelines.

Kilkenny RFC is committed to providing a safe and healthy environment for all our volunteers, players, members, visitors and supporters. To ensure that, we have developed the following COVID-19 Response Plan. All managers, supervisors, coaches, players, club-members, and volunteers are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 procedures and amend this plan in consultation with all our players and members.
- provide up to date information to our volunteers and members on the Public Health advice issued by the HSE and Government.
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques.
- provide an adequate number of trained Covid-19 Club Compliance Officers and other volunteer personnel who are easily identifiable and put in place a reporting system to inform all volunteers, members and visitors of essential hygiene and respiratory etiquette and physical distancing requirements.
- adapt the club grounds and facilities to facilitate physical distancing.
- keep a record of all contact/group work, training and nominate suitable personnel to assist with contact tracing if required.
- have all players and volunteer members attend an induction/familiarisation briefing.
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 during training or any other organised club event.
- provide instructions for players and member volunteers to follow if they develop signs and symptoms of COVID-19 while on club grounds.
- intensify cleaning in line with government advice

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All managers, supervisors, coaches, players, and volunteers will be consulted on an ongoing basis and their feedback will be encouraged on any concerns, issues or suggestions. This can be done through the appointed Covid-19 Club Safety Officer and/or nominated Covid-19 Club Compliance Officers.

Signed: _____ Date: _____
Kilkenny RFC Club President

Signed: _____ Date: _____
Kilkenny RFC Club Chairman

Signed: _____ Date: _____
Kilkenny RFC Covid-19 Club Safety Officer





KNOW
»
SHOW
»
GO

KNOW YOUR ROLE

KNOW your role and responsibilities in preventing the spread of COVID-19.

Travel to training alone or with members of same household.

Complete your Pre-Rugby Personal Assessment Form.

Do not congregate before training.

Only attend if travelling within your own county, or up to 20 km from your home if crossing county boundaries.

SHOW UP READY

SHOW your respect for team mates by adhering to all public health measures in place.

Call out unsafe behaviour when you see it.

Training group cannot exceed 15 people.

This must include a minimum of 2 coaches.

COVID-19 Club Compliance Officer must be present.

Full team training is not permitted.

Maintain social distancing at all times.

GO TRAIN WELL

GO train well and enjoy your session. Then go home straight away to let your club mates train safely.

Individual fitness only.

No sharing of equipment is allowed.

Sharing/passing of rugby ball only permitted between members of same household.

Players may use their own ball for closed skills e.g. kicking, lineout throwing, pass to target.

ALWAYS:



STAY AT HOME
IF FEELING SICK



OBSERVE HAND HYGIENE
& COUGHING ETIQUETTE



KEEP SOCIAL
DISTANCING

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1.0 BACKGROUND:

1.1. COVID-19

Coronavirus disease (COVID-19) is an infectious disease caused by Severe Acute Respiratory Syndrome Coronavirus (SARS-CoV-2). Most people (8/10) infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

1.1.1 HOW IT SPREADS

The virus is spread from people in fluid and droplets scattered from the nose or mouth of an infected person when that person coughs, sneezes or speaks. The droplets can land on objects and surfaces, and other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose, or mouth by touching them with their contaminated hands. Although spread is more likely to occur through close contact with someone who is already infected with the virus.

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Simple household disinfectants can kill the virus. Surfaces should be cleaned first and then disinfected.

1.1.2 SYMPTOMS

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19.

- Cough
- Difficulty in Breathing
- Fever/High Temperature
- Sore Throat
- Runny Nose
- Flu like symptoms
- Rash
- Loss Of Smell/Taste

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It is important to note that some people infected with the virus, so called asymptomatic cases, can demonstrate no symptoms at all, yet can infect others. People who are showing these symptoms must not show up to training, self-isolate and report to their doctor for future information on COVID-19 testing.

1.2. HSE GUIDELINES

To prevent infection and to slow transmission of COVID-19, do the following:

- Wash your hands regularly with soap and water or clean them with alcohol-based hand rub.
- Maintain at least 2 metre distance between you and another person.
- Avoid touching your face.
- Cover your mouth and nose when coughing or sneezing.
- Stay home if you feel unwell.

2.0 INTRODUCTION:

2.1 COVID-19

The Return to Rugby policies and Guidelines outlined in this document are created to be implemented in response to COVID-19. The main objective is the safe returning to rugby for all members and players.

These recommendations have been based on the advice of the Government, National Public Health Emergency Team (NPHE), The Health Services Executive (HSE), the World Health Organisation (WHO), and the European Centre for Disease Control (ECDC). IRFU have also gained advice from other World Rugby organisations and sporting groups who are at varying stages of reopening their societies. It should be noted that this is a living document and may be revised following updated advice from the above organisations. All the above advice has been documented in the IRFU's Roadmap to Return to Rugby guidelines.

2.2 REFERENCE DOCUMENTS

The Return to Rugby policies and guidelines outlined in this document are created to be implemented in response to COVID-19. The main objective is the safe returning to rugby for all members and players.

The following documents have been referred to, to complete this Health and Safety plan.

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In undertaking the assessment reference has been made to the following guidance documents:

- Department of Business, Enterprise and Innovation (DBEI) Return to Work Safely Protocol
- NSAI COVID-19 Workplace Protection and Improvement Guide
- CIF Construction Sector C-19 Pandemic Standard Operating Procedures
- WHO Getting your workplace ready for COVID-19
- Infection Diseases (Amendment) Regulations 2000
- ECDC Technical Report – Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-Cov-2

The recommendations outlined in this document are in line with above guidance documents as well as Government guidelines in place at the time of writing. This document will be updated as new information and guidelines are issued. Always refer to the latest revision of this document for the most up-to-date information.

2.3 INTRODUCTION TO THE CLUB

Kilkenny Rugby Football Club (KRFC) was founded in 1886 and currently plays in Division 1A of the Leinster League. KRFC has a total membership of circa 600 playing and social members and is made up of a senior (adult) section, a Youths section (U-12 to U18.5) and a Minis section U-6 to U-11).

The Senior section fields 3 men's teams per year in various Leinster Branch IRFU League and Cup tournaments at J1, J2 and J3 levels.

The Youths section also competes in Leinster Branch IRFU league and Cup tournaments and the Minis section competes with other clubs in the vicinity in various club organised Blitz Tournaments. It also boasts a vibrant Youths Girls section, who play at U14, U16 and U18 levels.

Senior and Youths normally train twice per week with Minis training held on a Sunday morning and Blitzes organised for either Saturdays or Sundays.

3.0 ROLES AND RESPONSIBILITIES:

The COVID-19 Response Management Team has the following responsibilities with regard to COVID-19 compliance and implementation within the Club:

The COVID-19 Response Management Team is as follows:

- COVID-19 Club Safety Officer - Padraic Treacy
- Club President – Dave Matthews
- Club Chairman – Michael Hannigan
- Club House Manager – Danny McEvoy
- Club Groundsman – Jimmy McGarry

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- COVID-19 Compliance Officers
 - Joe Bloggs – Senior 1st XV
 - John Blogg – Senior 2nd XV

3.1 COVID-19 CLUB SAFETY OFFICER

The COVID-19 CLUB Safety Officer shall undertake the following duties, or delegate them to a named and competent member of the Club Committee:

- Lead the Safety Committee which may be comprised of the COVID-19 CLUB Compliance officers, Coaches, Referees, Committee Members, First Aid Responders, and any other relevant persons.
- Nominate participants to act as the COVID-19 CLUB Compliance Officers. The number of COVID-19 CLUB Compliance officers will be proportional to the size of the club, the number of teams and number of players. It is likely these individuals will be coaches or team managers. A COVID-19 CLUB Compliance Officer must be present at all club activities.
- Receive updates from COVID-19 CLUB Compliance officers on activities.
- Assess risks (carry out Risk Assessments), and develop the Club Covid-19 Health & Safety Plan.
- Put procedures in place for club members to return to rugby in line with forthcoming guidance from the IRFU and published guidance from member state Governments.
- Keep updated with ongoing Government, Health Authority and IRFU advice and update the procedures accordingly.
- Communicate with members on latest updates and changes to training and club activities.
- Develop an emergency response in line with Government, Health Authority and IRFU advice Guidance for a suspected COVID-19 case.
- Ensure that all management and club members are provided with and participate in necessary induction, training, and adhoc briefings.
- Co-ordinate adhoc briefings when required to communicate messages about good hygiene, respiratory etiquette and physical distancing.
- Ensure all management & members have returned their Pre-Return to Rugby Personal Assessment Declaration. (Refer to Appendix A).
- Provide safe equipment including personal protective equipment, where necessary.
- Ensure signage and information relating to COVID-19 symptoms and hygiene requirements are in place.
- Ensure signage and Information relating to IRFU and Club rules and requirements with respect to COVID-19 are in place.
- Ensure action checklists for the COVID-19 CLUB Compliance officers are completed.
- Address any club member concerns.
- Report to the Club President regularly.

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3.2 COVID-19 CLUB COMPLIANCE OFFICER

COVID-19 CLUB Compliance Officer will carry out the day to day monitoring of compliance with protocols as set out in the Return to Rugby Guidance Document. The number of COVID-19 CLUB Compliance officers will be proportional to the size of the club, the number of teams and number players. It is likely these individuals will be coaches or team managers. A COVID-19 CLUB compliance officer must be present at all club activities.

The COVID-19 CLUB Compliance Officer shall:

- Monitor activity to ensure social distancing and hygiene rules are followed.
- Complete the action checklist (daily, weekly, monthly) and provide to the COVID-19 Club Safety Officer.
- Ensure players and club members are aware of COVID-19 and the clubs' procedures.
- Facilitate training of players and club members, where required.
- Keep updated with all new Government, HSE and IRFU guidelines.
- Report to the COVID-19 CLUB Safety Officer with any updates.
- Review IRFU Pre-Return to Rugby Personal Assessment Declaration provided by members.
- Maintain confidentiality of suspected cases.
- Provide safe equipment including personal protective equipment, where necessary.
- Follow protocols for persons showing symptoms of COVID-19.
- Assist in contact tracing should there be a confirmed case of COVID-19.
- Keep in contact with any member with a suspected case and attain confirmation from them to allow their return to play.
- Advise in instances where non-compliance with social distancing, respiratory etiquette and hygiene rules are observed.
- Implement temperature testing in line with Public Health advice, or if requested from a member.

3.3 COACHES AND REFEREES

Coaches/Referees have a responsibility to ensure that training activities and club operations do not cause unnecessary risks to players and the wider community. They shall achieve this through:

- Liaising with the nominated COVID-19 CLUB Compliance Officers, if not acting in this position.
- Participating in COVID-19 training as required.
- Planning training activities to align with those permitted at any given time.
- Educating teams and reinforce good personal hygiene and etiquette, physical or social distancing and handwashing.

3.4 PLAYERS AND PARTICIPANTS

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Players/ Participants of the clubs have a responsibility to act in a safe and respectable manner while at the grounds. Failure to do so could result in the formation of clusters at the club endangering the wider community. All Players/Participants should be advised to:

- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Complete IRFU Pre-Return to Rugby Personal Assessment Declaration and give to COVID-19 Club Compliance Officer a minimum of 3 days before returning. (See Appendix A)
- Participate in the induction, and any training provided by the COVID-19 CLUB Safety Officer and COVID-19 CLUB Compliance Officers.
- Read and follow the club's procedures.
- Practice a high level of personal hygiene by washing their hands frequently.
- Keep a contact log of direct contact with other people.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Be open and honest if they have been in contact with a COVID-19 case or suspected case.
- Self-isolate at home and contact their GP if they display any symptoms.
- Complete IRFU Pre-Return to Rugby Personal Assessment Declaration and give to COVID-19 CLUB Compliance Officer a minimum of 3 days before returning.
- Participate in the induction, and any training provided by the COVID-19 Response Management Team.
- Report to the COVID-19 CLUB Compliance Officer immediately if they develop symptoms while at the training.
- Complete any temperature testing as implemented by the COVID-19 Response Management Team in line with Public Health advice.
- Read the club's procedures and confirm they understand them.
- Practice a high level of hygiene.
- Ensure their next of kin is on file.
- Listen and keep up to date with ongoing HSE & Government advice.
- Following suspicion of COVID-19, or recovery from the illness, provide a return to rugby letter from the Doctor or personal declaration.

3.5 PARENTS AND GUARDIANS

Parents and Guardians are required to adhere to requirements as set out in Section 3.4. They are also responsible for ensuring children under their care act in accordance with section 3.4

4.0 RISK ASSESSMENT:

4.1 RISK ASSESSMENT METHODOLOGY

4.1.1 IDENTIFICATION OF RISK ITEMS

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The first step in the process is to identify those hazards which present a risk of a spread of infection between persons.

In keeping with typical Risk Assessment methodology, hazards in this document are referenced as Risk Items. The Risk Items will typically be either management issues (e.g. poor sanitation practices), physical features which act as shared touchpoints which will allow the spread of the virus, or physical features which do not allow adequate physical distancing between persons.

Refer to Appendix B for Risk Assessment results.

4.1.2 INSPECTION METHODOLOGY

The inspection of the premises should be a visual inspection of club facilities. The inspection should also include any observations of physical limitations or installations, cleaning methods, specific work practices, administrative processes and so forth.

4.1.3 EVALUATION OF RISK ITEMS

The second step in the process is to rate each Risk Item. This involves three sub-steps as follows:

- Assign an Occurrence Rating to the Risk Item (Likelihood)
- Assign an Impact Rating to the Risk Item (Anticipated Severity)
- Assign an overall score to the Risk which is product of the Likelihood and Impact rating to give an overall Risk Rating

The likelihood rating is judged by reference to the likelihood of the Risk Item occurring in accordance with the following scoring criteria:

Rare/Remote Unlikely Possible Probable Almost Certain

Impact Scoring is based on the anticipated severity of the outcome. In scoring impact, the Risk Item is graded from 1 to 5, with 5 indicating the most serious outcome and 1 the least severe outcome. The scoring criteria are as follows:

- Negligible harm (Escape Unharmd)
- Minor harm (Minor Injury)
- Moderate harm (Injury)
- Major harm (Major Injury/Death)
- Extreme harm (Multiple Deaths)

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The product of the two scoring outcomes provides an overall Risk Rating based on the following table:

		SEVERITY				
		EXTREME HARM 5	MAJOR HARM 4	MODERATE HARM 3	MINOR HARM 2	NEGLIGIBLE HARM 1
LIKELIHOOD	ALMOST CERTAIN 5	25	20	15	10	5
	PROBABLE 4	20	16	12	8	4
	POSSIBLE 3	15	12	9	6	3
	UNLIKELY 2	10	8	6	4	2
	RARE 1	5	4	3	2	1

The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.

KEY TO SHADING		
15 - 25	Level of risk is unacceptable.	HIGH
8 - 12	Level of risk may be tolerable. Seek to reduce level of risk.	MEDIUM
1 - 6	Level of risk is acceptable	LOW

4.1.4 WHO IS AFFECTED BY THE RISK

Abbreviations used in the 'To Whom' column of the assessment relate to:

P = Public

S = Sports Players/ Participants/Members

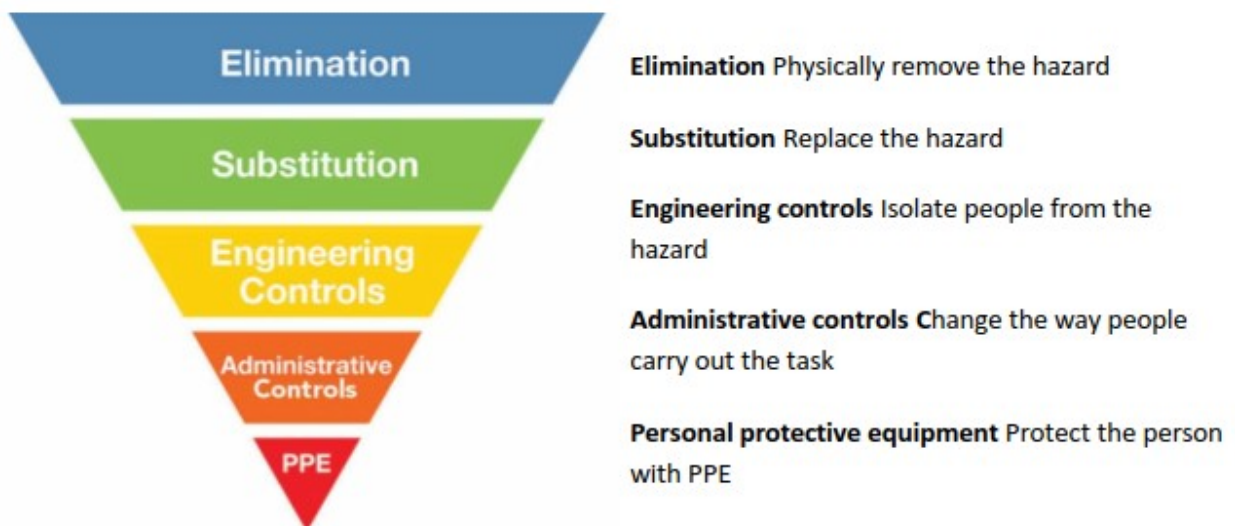
V = Visitors

4.1.5 CONTROL MEASURES

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The control measures, indicated within the fifth column of the assessment, and further detailed in Section 5.0, named 'Proposed Criteria for Resumption' below, are considered to be reasonably practicable measures, to mitigate or eliminate the Risk Items. The objective is to reduce; either immediately or within a reasonable timeframe; the level of risk completely or to a tolerable or acceptable level.

Below is the Hierarchy of controls which should be considered when carrying out a Risk Assessment.



4.1.6 RESIDUAL RISK

The residual risk is the level of the remaining risk produced when proposed control measures have been applied. It is necessary to ensure that the risk control measures are fully implemented to achieve these levels.

4.2 RISK ASSESSMENT RESULTS

Refer to Appendix B for results of club risk assessment of the day to day activities for running the club.

5.0 PROPOSED CRITERIA FOR RESUMPTION:

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Kilkenny RFC has completed the criteria for resumption of training and club activities which is based on the outcome of the risk assessment. Control measures are in place prior to the commencement of training and club activities. Return to Rugby Health and Safety Operating Procedures document were referred to for aid in completion of this section.

5.1 PERSONAL HYGIENE AND ETIQUETTE

Kilkenny RFC have introduced measures for advising, implementing, and controlling personal hygiene and Etiquette in line with Government and Health Authority advice. This was completed via online briefing which included:

- ✓ Measures for Preventing the spread of infection
- ✓ Hand Hygiene
- ✓ Respiratory Etiquette
- ✓ Physically Distancing Etiquette
- ✓ Ongoing monitoring and encouraging will take place

5.2 PERSONAL HYGIENE AND ETIQUETTE

Kilkenny RFC promotes enhanced cleaning in line with Government and Health Authority advice. This includes:

- ✓ General Cleaning Protocols
- ✓ Cleaning after a Suspected case
- ✓ Workstation cleaning
- ✓ Cleaning of Sanitary Facilities
- ✓ Cleaning of Changing Rooms Facilities
- ✓ Cleaning of high touch points between Training Sessions
- ✓ Cleaning procedures for Balls and Equipment by coaches

5.3 TRAINING NUMBERS AND PERMITTED ACTIVITIES

Kilkenny RFC have clear guidance on limiting the number of players at training sessions. The Covid-19 Safety Officer has briefed all coaches and outlined that sessions will be shortened and be completed in a particular format suitable to the IRFU stage on roadmap.

Measures include:

- ✓ Scheduling training sessions
- ✓ Reduced training numbers

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- ✓ Permitted training activities

5.4 USE OF PPE

Kilkenny RFC will provide suitable PPE to all Covid-19 Response Team Members on request. This will include the following:

- ✓ Disposable Latex Gloves
- ✓ Face Masks
- ✓ Face-shields (for First Aiders)
- ✓ Disposable Tyvek Suits (for deep cleaning)
- ✓ Any other items of PPE that may be identified as a requirement

5.5 TRAINING AND COMMUNICATIONS

Kilkenny RFC Covid-19 Safety Officer has provided training for COVID-19 CLUB Compliance Officers, Coaches, Referees, Players and Parents/Guardians with respect to COVID-19.

- ✓ Briefings
- ✓ Induction Training
- ✓ Daily briefings
- ✓ Signage in playing areas
- ✓ Meetings (E-meetings or socially distanced)
- ✓ Messaging parents players prior to training

Kilkenny RFC encourages additional online and/or digital training i.e. - email circulars, webinars, WhatsApp groups.

Records of all associated training will be maintained.

5.6 GETTING TO TRAINING

Kilkenny RFC have procedures in place to ensure risk from getting to training is mitigated where possible. The return to rugby is in line with Government and Health Authority Guidelines. The following actions/structures in place:

Pre-Return to Rugby Personal Assessment Declaration:

- ✓ Notification of Training Times
- ✓ Arriving ready to train (in full training attire)
- ✓ How to travel to training – Personal Hygiene, Car Sharing etc.
- ✓ Parking and Drop off/ Collection areas
- ✓ Check-in Systems
- ✓ Changes to pedestrian routes and walkways
- ✓ Planned and Permitted Training

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5.7 PHYSICAL DISTANCING

Kilkenny RFC will encourage and advise all members in respect of social distancing including:

- ✓ Training and communications
- ✓ Signage
- ✓ Restrictions on spectators and visitors
- ✓ Changes to walkways or access points
- ✓ Briefings

5.8 USE OF FACILITIES

Club facilities will be managed to adhere with Government and Health Authority Guidelines and reduce the risk of the spread of the virus. This includes:

- ✓ Use and cleaning of toilets and changing rooms when used in relevant phases
- ✓ Use and cleaning of contact points
- ✓ Use and cleaning of balls and training equipment

5.9 CATERING AND REFRESHMENT FACILITIES

Kilkenny RFC Club house and dressing room areas shall remain closed until permitted to do so. Dressing rooms will be used for urgent use of toilet facilities only. Prior to opening, clubhouses must ensure all facilities adhere to current IRFU, Government and Health Authority guidance with respect to restaurants and pubs. Documentation for same shall be provided in due course.

5.10 CONFLICT RESOLUTION

Any instances of disagreement or differences in interpretation of guidelines between club members when implementing the new procedures for the club will be referred to the Covid-19 Club Safety Officer who will liaise with the Club Executive for an amicable solution. The Leinster Branch representative will be contacted (if required) for further clarification or direction.

5.11 DISCIPLINARY ACTIONS

Kilkenny RFC will adopt, encourage and advise an approach to the return to rugby guidelines. Persistent non-adherence to the measures adopted may result in the closure of club facilities. No disciplinary action will be taken against an individual for non-compliance. Other improper behaviour or misconduct will be dealt with by the Club Executive in accordance with current Club Disciplinary procedures.

5.12 CONTACT TRACING LOG

Kilkenny RFC's Covid-19 Club Safety Officer will ensure that contact logs shall be collated and maintained. The Covid-19 Club Safety Officer has outlined paperless options for coaches and members and guidance tutorials to match e.g. Google forms etc. Each coaching group will retain a

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record of the Return to Play Declarations. No GDPR issues will arise in respect of this record keeping and members will be advised of their rights with regard to their rights to their personal data. All required forms will be completed by existing club members and are for the purposes of public health.

5.13 ACTION LIST/CHECK LIST

Kilkenny RFC's Covid-19 Club Safety Officer and club officers will carry out Covid-19 action inspections on a regular basis and any non-compliance actions will be completed. A review and feedback system has been established to rectify any problems or issues. The Club Executive will be informed of any issues that arise in a timely fashion.

6.0 SUSPECTED CASE RESPONSE:

In the event of a suspected case within the confines the Club, the following response procedure will be followed:

- ✓ Initial Response –remove suspected case from any grouping that maybe training
- ✓ Covid-19 Club Compliance Officer/Coach to bring suspected case to isolation area
- ✓ Isolation area identified as main car park area
- ✓ Contact parent if not present
- ✓ In the case of an adult; family member or suitable person
- ✓ Note observations or disclosures of suspected case
- ✓ Notification of Doctor GP and HSE
- ✓ Await instruction on the safe transportation of Suspected Case from the club
- ✓ Inform Club executive
- ✓ Ensure cleaning of equipment and possible contact areas after suspected or confirmed case
- ✓ Use contract cleaner to visit for deep clean and dispose of cleaning materials safely
- ✓ Ensure register of attendance available for contact tracing
- ✓ Re-evaluate the suitability of the next planned session
- ✓ Ensure player adheres to guidelines before returning to play after illness

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7.0 OCCUPATIONAL HEALTH AND SAFETY

7.1 GENERAL

All existing Occupational Health and Safety (OHS) provisions shall continue to apply to all activities within the Club during the phased return to rugby. OHS Risk Assessments should be updated, where relevant, to address potential exposure to COVID-19. Any updated documents should be shared with the relevant members.

7.2 FIRST AID

In the event of injury, First Aid will only be administered at the Club where absolutely necessary. Gloves and Facemasks (and if necessary, Face-Shields) should be used. In all other cases no first aid or treatment should be carried out by coaches or untrained medical professionals. The player or guardian of a player should arrange medical treatment in non-urgent cases.

7.3 MENTAL HEALTH AND WELLBEING

The Club will support its members in safeguarding their mental health and will make a suitable referral in consultation with the player or guardian.



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APPENDIX A

Pre-Return to Rugby Personal Assessment Declaration Form

PRE-RETURN TO RUGBY PERSONAL ASSESSMENT DECLARATION		
Should you answer YES to any of the below questions you should <u>NOT</u> attend your club and before you return you should follow appropriate medical advice and guidelines.		
QUESTION	YES	NO
1 Have you been in close contact (<2m for 15minutes or more) with anyone who is confirmed to COVID-19 virus in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
2 Have you been in close contact (<2m for 15minutes or more) with anyone who is suspected of having COVID-19 virus in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
3A Do you live in the same household with someone who has symptoms of COVID-19 who has been in isolation within the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
3B Have you been advised by a doctor to self-isolate at this time?	<input type="checkbox"/>	<input type="checkbox"/>
4 Are you suffering now, or have you suffered any the following symptoms in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
A Cough	<input type="checkbox"/>	<input type="checkbox"/>
B Breathing difficulties	<input type="checkbox"/>	<input type="checkbox"/>
C Fever/ High temperature	<input type="checkbox"/>	<input type="checkbox"/>
D Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>
E Runny Nose	<input type="checkbox"/>	<input type="checkbox"/>
F Flu Like Symptoms	<input type="checkbox"/>	<input type="checkbox"/>
G Rash	<input type="checkbox"/>	<input type="checkbox"/>
H Loss Of Smell/Taste	<input type="checkbox"/>	<input type="checkbox"/>
6 Have you been advised by a doctor to cocoon?	<input type="checkbox"/>	<input type="checkbox"/>
7 Have you returned to Ireland from another country within the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
If "YES", where?	<input type="text"/>	
I confirm that I have not travelled from another country in the past 14 days, that I have not been in close contact with anyone who has been outside of the country in the past 14 days, that I have not been in close contact with anyone who is in self-isolation in relation to COVID-19 in the past 14 days, that I am not suffering from any COVID-19 symptoms nor do I believe for any reason that I have contracted the virus. I commit to advising management and excluding myself if this situation changes, (i.e. if at a point in the future, I would answer "yes" to any of the above questions).		
NAME:	<input type="text"/>	
SIGNATURE:	<input type="text"/>	
DATE:	<input type="text"/>	

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APPENDIX B

COVID-19 RISK ASSESSMENTS

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			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
UNIVERSAL RISKS										
Lack of Information	Serious Illness Spread of Virus	P, S, V	4	3	12	<ul style="list-style-type: none">• Provide COVID-19 Induction training to all members before they return to the training• Update all relevant documents and communicate the updated information• Provide Signage in key locations• COVID-19 Compliance officers to check daily updates from the Government	4	1	4	<p>Encourage all members to follow news and guidelines provided by HSE www2.hse.ie/coronavirus/</p> <p>Perform regular toolbox talks and circulars to remind members of current protocols, and new updates</p>
Shaking Hands / Physical Greeting	Serious Illness & Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none">• Provide COVID-19 Induction training to all members before they return to training• Signage to be displayed of the spread of the virus• COVID-19 Compliance Officers to monitor and discourage.	4	3	12	<p>A culture change is needed to discourage hand shaking and other forms of physical greeting. COVID-19 Compliance Officers to be vigilant in monitoring and reminding members</p>



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			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
						<ul style="list-style-type: none"> COVID-19 Compliance Officers to monitor and discourage. 				vigilant in monitoring and reminding members
Washing / Cleansing Hands	Serious Illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> Provide COVID-19 Induction training to all persons before they return to training Signage on hygiene to be displayed at the entrances, and other appropriate locations Signage to be displayed at sinks indicating correct method on how to wash hands effectively Hand sanitiser stations to be positioned at entrances and near common touch points 	4	2	8	Regular Toolbox Talks to remind members of good hygiene practices Part of online briefing completed
Document sharing	Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> No paper documents to be handed out or shared with members where practicable All information to be stored on a share drive. Security protocols to be put in place as required. All documents to be sent via email or link 	4	2	8	Part of online briefing completed
Travelling to and From Training	Serious Illness & Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> Discourage car sharing Encourage players to travel in their own vehicle or with members of their own household Encourage players to regularly sanitise their car Arrive at the club ready to play Drivers must Drop off and go or wait in their cars 	4	2	8	Part of online briefing completed
Physical Distance	Serious Illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> Pitches to be laid out to allow 2m social distancing Rooms to be laid out to allow 2m social distancing, or, where seats are 1m<2m, screens/solid guarding to be provided between members Limit the number of players at training sessions 	4	2	8	A culture change is needed to discourage people from stopping in passageways to converse or lean in to hear conversations. COVID-19 Compliance Officers to be



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			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
						<ul style="list-style-type: none"> Training rota to be created to reduce number of persons at any one time Limit number of chairs in a meeting room, or where seats can't be removed, blank off seats less than 2m from each other. Signage to remind members to stay physically distance Provide COVID-19 Induction training to all members before they return to the club All members to complete health declaration Spectators are not permitted to watch training. 				vigilant in monitoring and reminding members
Unavoidable Close Contact – First Aid	Serious illness Spread of Virus	P, S, V	4	5	20	<ul style="list-style-type: none"> Persons must wear appropriate PPE and follow strict hygiene protocols Create an exclusion zone around their activity Direct contact log for each person must be kept 	3	3	15	
Shared Touchpoints: Gates, Toilets, Light switches, Door handles, etc.	Serious illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> All hard surfaces, light switches and door handles are to be disinfected on a regular basis, at least twice per day when club facilities are in use. Hand sanitizer to be available at entrances and key locations of shared touchpoints (e.g. pitches, toilets, gates, sign-in areas, etc.) Loose material/items to be tidied away on desks Mechanism for leaving doors/gate open to reduce requirement to touch surface should be considered. High touch items to be cleaned after each training session 	4	2	8	Disinfectant to be made readily available to all members to allow them clean down surfaces
Handrails	Serious illness	P, S, V	4	4	16	<ul style="list-style-type: none"> Clubs to ensure handrails are cleaned regularly 	4	2	8	



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			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
	Spread of Virus					<ul style="list-style-type: none"> Hand sanitizer made available to allow persons to sanitise their hands after using handrails 				
Workstations	Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> All desks to be disinfected by the user at the end of each use. Desks to be kept clean and tidy Workstations to be arranged to allow a 2m distance between users 	4	2	8	Office area of club remains closed.
Meetings	Serious illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> To be done remotely if possible Meeting room to be set up to allow social distancing No physical greeting 	4	2	8	Caching meetings on pitches with social distancing
Water bottles and refill station	Serious illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> Members shall not share water bottles or other drinking vessels Water bottles should not be allowed to touch the taps or spouts to avoid contamination. Members advised to clean water bottles regularly 	4	2	8	
Toilets	Serious illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> Flush handles and sink taps to be cleaned regularly Hot water and soap to be provided No towels or hand dryers, disposable tissue only Social distancing should be observed at all times. Limit the number of people permitted in the bathroom at any one time. 	4	2	8	Toilets restricted access only with key Persons should avoid taking the sink/urinal beside another person if another is available
Emergency evacuation	Serious illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> In case of an Emergency Evacuation normal procedures must be followed Installation of new screens or barriers should not impede the evacuation routes 	4	4	16	In an emergency, the immediate risk to life will override physical distancing protocols.



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			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
Travelling by Public Transport	Serious Illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> Members advised against using public transport to training. Where public transport is the only option for members, then regular talks reminding them of protocols. Persons should be briefed of correct hygiene and protocols when using Public Transport All persons using public transport should wash their hands as soon as they arrive at the club 	4	2	8	Adequate car and bicycle parking to facilitate those who can no longer travel by public transport.
Waste Bins	Serious Illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> All rubbish to be disposed of accordingly All bins to be disposed of after every day that the club is in use Appropriate PPE gloves to be used when bringing out the bins 	4	2	8	
Car park	Serious Illness Spread of Virus	P, S, V	3	2	6	<ul style="list-style-type: none"> If Controlled Access present consideration should be made to leaving gates open. Clubs may wish to designate parking spaces to encourage social distancing. Members should be discouraged from lingering in car parks before and after training Members should arrive 5 mins before training 	4	1	4	UL Bohs have large car park area. Parents advised to remain 1 vehicles until session over and
Entrances	Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> If present, swipe cards to be disinfected regularly, pin pads to be disinfected regularly – consider deactivating locking mechanism while in use. Hand Sanitizer to be available at every entrance to clubhouse and pitches and use of same promoted. Covid-19 officer to ensure these are adequately stocked Signage to be present at entrances advising on physical distancing 	4	2	8	One way system-Gate always open 30 mins before training –Covid compliance officer will be key holder for each group



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			SEVERITY	LIKELIHOOD	RISK		SEVERITY	LIKELIHOOD	RISK	
						<ul style="list-style-type: none"> Installation of guarding or queue management systems where appropriate. Implementation of one way systems 				
Visitors	Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> Controlled Access of visitors is in place Non-Essential visitors to be restricted Visitors time to be kept as short as possible 	4	2	8	Locals have walk way on grounds will not be permitted on playing fields during training
Changing rooms / lockers / showers	Serious illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> Club houses and changing rooms are to remain closed until permitted to do so. Once in use social distancing guidelines must be followed. Must be disinfected throughout the day Must be kept clean and tidy. Personal belongings to be store correctly. Signage to encourage social distancing numbers at anyone time to be limited 	4	2	8	Will remain closed except in first aid emergency
Kitchens	Serious illness Spread of Virus	P, S, V	4	4	16	<ul style="list-style-type: none"> Clubhouse and kitchen facilities to remain closed until permitted to do so. Once permitted to open current Government and Health Authority guidelines must be followed. Follow normal HACCP guidelines Clean surfaces and utensils regularly 	0	0	0	Not opening kitchen area

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APPENDIX C

KEY INFORMATION

PARTICULARS OF THE PREMISES

AVERAGE NUMBER OF PEOPLE IN THE PREMISES BY DAY:

1-10

AVERAGE NUMBER OF PEOPLE IN THE PREMISES BY NIGHT:

1-40

LOCATION OF ISOLATION ROOM

ISOLATION ROOM 1:

Dressing Room 1

ISOLATION ROOM 2:

Referees Room

CLEANING COMPANY

NAME:

TBC

TELEPHONE

EMAIL

CONTACT NAME:

CONTACT DETAILS:

IN HOUSE CLEANING

CONTACT NAME:

EMERGENCY CONTACTS

AMBULANCE SERVICES

999 / 112

HSE MEDICAL OFFICER OF HEALTH



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APPENDIX D

VISITOR DECLARATION

Visitor Declarations must be completed for contractors and suppliers etc. who may be required to visit the club.

VISITOR HEALTH DECLARATION			
	QUESTION	YES	NO
1	Have you been in close contact (<2m for 15 minutes or more) with anyone who is confirmed to COVID-19 virus in the last 14 days?		
2	Have you been in close contact (<2m for 15 minutes or more) with anyone who is suspected of having COVID-19 virus in the last 14 days?		
3	Do you live in the same household with someone who has symptoms of COVID-19 who has been in isolation within the last 14 days?		
3	Have you been advised by a doctor to self-isolate at this time?		
4	Are you suffering now, or have you suffered any the following symptoms in the past 14 days?		
	A Cough?		
	B Breathing difficulties?		
	C Fever/ High temperature?		
	D Sore Throat		
	E Runny Nose		
	F Flu Like Symptoms		
	G Rash		
	H Loss Of Smell/Taste		
6	Have you been advised by a doctor to cocoon at this time?		
7	Have you returned to Ireland from another country within the last 14 days?		
	If "YES", where?		
I confirm that I have responded to the questions above truthfully based on my current condition and I commit to advising the person I am meeting and excluding myself if this situation changes, (i.e. if a point in the future, I would answer "YES" to any of the above questions).			
NAME:			
SIGNATURE:			
DATE:			
VISITING:			

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APPENDIX E

ACTION/CHECK LISTS FOR COVID-19 CLUB COMPLIANCE OFFICERS

(Action/Check lists should be completed at regular intervals i.e. - Before/After each training session, Daily, Weekly, Monthly)



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DAILY CHECKLIST															
TRAINING SESSION												DATE:			
RESPONSIBLE PERSON												TIME:			
		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
HYGIENE		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
1	Hand Sanitizers available at key areas														
2	Soap is available at all hand washing facilities														
3	Waste Bins in place														
4	High Touch Facilities disinfected before and after training														
5	Disinfectant available for all players to clean down surfaces as required.														
DOCUMENTATION		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
6	Have players provided Pre-Return to Rugby Personal Assessment Declaration														
7	Are all players cleared to play?														
8	Has the club received any return from illness forms?														
DELIVERIES		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
9	Were there any schedule deliveries?														
10	Were they wearing appropriate PPE?														
11	Was social distance practiced on arrival?														



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COMMUNICATION		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
13	Is Signage in place, visible, and up-to-date?												
14	Have players received induction training?												
15	Have toolbox talks been carried out?												
CHECK-IN		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
16	Queuing system in place and being observed												
17	Sanitiser available for players as required.												
18	Signage in place at check-in												
PLAYERS		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
19	Players briefed on training activities												
TRAINING ACTIVITIES		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
20	Training Activities in line with Government Guidelines												
EQUIPMENT USE		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
21	Equipment sanitised before training session												
22	Equipment sanitised after training session												



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Sanitization		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
23	Has the rubbish been disposed of appropriately?														
24	Have all surfaces & touchpoints cleaned thoroughly:														
25	Have all toilets and sinks been disinfected														
26	Hand washing facilities include soap hot water, disposable towels in place														
INITIALS:															
DATE:															



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MONTHLY CHECKLIST								
CLUB				RESPONSIBLE PERSON				
MONTH	DATE	Have hygiene supplies been checked and in sufficient supply? (Y/N)	Are appropriate levels of PPE available? (Y/N)	Is a high level of cleaning and disinfecting been performed regularly? (Y/N)	Have any additional extra precautions or requirements been requested? (Y/N)	Health and Safety Plan prepared and up to date? (Y/N)	Have Toolbox Talks been carried out regularly? (Y/N)	INSERT INITIALS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
Inspected by								

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TRAINING LOG			
CLUB NAME		DATE	
RESPONSIBLE PERSON		SUBJECT:	
PARTICIPANTS			
1.		16.	
2.		17.	
3.		18.	
4.		19.	
5.		20.	
6.		21.	
7.		22.	
8.		23.	
9.		24.	
10.		25.	
11.		26.	
12.		27.	
13.		28.	
14.		29.	
15.		30.	
GENERAL NOTES			
<p>Informal education may include –</p> <ul style="list-style-type: none"> • Don't Share water bottles • Wash hands before and After training • Don't spit or clear nasal passages on the pitch • Adhere to social distancing measures • No horseplay • Do not shake hands, fist bump or high five • If you feel unwell, notify your coach immediately 			

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