**RETURN TO PLAY COMMUNITY NETBALL RISK ASSESSMENT GUIDANCE TEMPLATE**

## **INTRODUCTION**

While the COVID-19 pandemic has had a devastating effect on the activities of thousands of communities, it is widely recognised that the resumption of sport can have a significant impact on the re-establishment of normality in Australian life.

It is critical, however, that the resumption of full-contact training and competition proceeds carefully and methodically to minimise the risks of a resurgence of the virus.

## **PURPOSE AND STRUCTURE**

The purpose of this guide is to provide Association and Clubs and other stakeholders with a basic tool to assist with risk assessment and minimisation in line with the broader framework for community resumption of netball in a COVID-19 environment.

The guide identifies requirements for phase 3 of return to play community netball activities, and Associations can utilise the document to amend it to specific requirements and note the associated risk response for each level. The risk matrix table below should be used to assess the severity of the identified risks and the likelihood of the risk occurring.

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| **Consequence** | **Likelihood** | | | | | |
|  |  | **1** | **2** | **3** | **4** | **5** |
|  |  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
| **5** | **Severe** | **Med** | **High** | **High** | **Very High** | **Very High** |
| **4** | **Major** | **Med** | **Med** | **High** | **High** | **Very High** |
| **3** | **Moderate** | **Low** | **Med** | **Med** | **High** | **High** |
| **2** | **Minor** | **Low** | **Low** | **Med** | **Med** | **High** |
| **1** | **Insignificant** | **Low** | **Low** | **Low** | **Med** | **Med** |

## **DISCLAIMER**

This document is not designed to replace any existing risk management structures or systems adopted by the respective clubs and Associations. It is intended to complement existing risk management systems to support the safe resumption of community netball.

Clubs, Associations, and other relevant stakeholders are encouraged to refer to their respective state-based health and safety regulator, health department and the Australian Government for the most current information, advice, and compliance requirements.

***Please note that all identified risks are susceptible to Coronavirus infection and Associations are advised to contact the Coronavirus Health Information Line for advice if required.***

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| **FOCUS AREA** | | **IDENTIFIED RISKS** | **RISK PRIORITY** |
| 1.0 | Communication and Governance | * Amended Policies and framework * Documentation compliance * Stakeholder engagement * Communications plan * Language Barriers |  |
| 2.0 | Training (full contact) | * Health of participants / athletes prior to activity * Zone Requirements * Controlled sporting activities * Hygiene protocols (individuals, venue, facilities, equipment) * Communal facilities * Coaching and support resources (controlled provisions) * Spectators (controlled access and distancing) |  |
| 3.0 | Game Day requirements | * Committee and Volunteers * Setup of equipment * Entry/Exit stations * Hygiene protocols (individuals, venue, facilities, equipment) * Capacity monitoring * Cleaning equipment * Game protocols (Umpires) |  |
| 4.0 | Spectators | * Spectator etiquette * Spectator Code of Conduct |  |
| 5.0 | Kiosk / Food handling | * Customer requirements * Handling practices * Menu options * Hygiene measures * Vending Machines |  |
| 6.0 | Game management | * Team seating etiquette * Code of conduct * Scorers / Timekeepers * Umpires * End of match etiquette |  |
| 7.0 | Response | * Preventative actions to reduce the spread * Response procedures (presumed or known exposure response) * Suspected case at training or game day |  |

| **Focus Area 1.0**  **COMMUNICATION & GOVERNANCE** | **Risks**  **(what could happen**  **or go wrong)** | **Risk Management Mitigation**  **(what do you have/propose to manage the risks)** | **Responsibility**  **(insert name)** |
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| Amended policies and framework | * Policies not amended to allow for COVID 19 restrictions - which creates confusion for Committee and members to follow; * Too strict on sanctions which may cause member unease (need re-engagement). | * Review Association’s bylaws and policy framework to ensure it covers Association’s new/return to sport operational model. * Consider whether to adjust sanction regimes in your Association’s Codes of Conduct or tribunal procedures to accommodate re-engagement of members (if applicable). * Consider appointing a COVID Safe Coordinator for your Association. Resources and support will be provided by Netball WA Staff. |  |
| Documentation compliance | * Failure to comply with the governing State Sporting Organisation (SSO) may impose a liability to the Association and Club. | * Ensure all required documentation is compliant as per NWA requests before the commencement of training and competitions. |  |
| Stakeholder engagement | * Breaches to existing contracts; Loss of income from contracts; * Contractors breach COVID 19 operating requirements. | * Review your Association’s licence conditions, leases and other contracts to ensure no breach arises through your return to play arrangements. * Manage any contractors to ensure they are operating safely and in compliance with your operating processes. |  |
| Communications plan | * Members are unaware of all communications; * Confusion over requirements which can cause miscommunication; * Unwell participants which can cause unease from other members; | * Implement an Association communications plan that ensures you are regularly communicating with all stakeholders. This communications plan should ensure that your organisation: * Has a system to share timely and accurate information to internal stakeholders – such as email/ text/WhatsApp groups; * Provides clear and coordinated guidance to participants and stakeholders across a range of communication channels on how your training and competition will be managed; * Advises participants on hygiene behaviours which will reduce risk of transmission; * Advises participants not to attend if unwell, if they have travelled overseas or been exposed to a person with COVID-19 in the preceding 14 days or if they are an “at risk” individual due to age or medical condition; * Displays posters and distributes information about COVID-19 at your activities. |  |
| Language Barriers | * Members unable to understand requirements which can cause incorrect behaviours and risk of transmission as well as unease with other members. | * Association will need to identify and address potential language, cultural and disability barriers associated with communicating COVID-19 information to participants and stakeholders. |  |

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| **Focus Area 2.0**  **FULL CONTACT TRAINING** | **Risks**  **(what could happen**  **or go wrong)** | **Risk Management Mitigation**  **(what do you have/propose to manage the risks)** | **Responsibility**  **(insert name)** |
| Health of participants / athletes prior to activity | * Participants are either unaware or do not abide by the social distancing rules; * Participants do not adhere to rulings regarding sickness i.e. stay at home, Drs certificate; * Injury from increase in training loads; * Members with pre-existing illnesses scrutinised by other members; | • Educate participants – use emails to members, update your websites, use team communication channels, and display materials around venue;  • Determine maximum number of athletes/participants based on venue size and regulation requirements to allow distancing;   * Apply a graded return to training/competition for participants to mitigate injury risk from sudden increases in training loads; * Health/medical clearances for participants with pre-existing illnesses to commence training and playing; * Declaration from Clubs to advise Association on participants and volunteers with pre-existing illnesses are acknowledged. |  |
| Zone Requirements | * Confusion surrounding zone requirements and incorrect participant numbers. | * Court plan (including entry/exit points) created in consultation with Venue Operators and communicated to all members (and emailed with other required documentation to NWA.) |  |
| Controlled sporting activities | * Participants are either unaware or are not practising hygiene protocols; * There are no available cleaning facilities at the place of training. | **Get in, Train & Get Out Philosophy**  • Ensure there are no more than the regulated number in the zone per the current phase restrictions – training is based on all skills which includes close contact / defending / attacking / match play drills;  • Limit use of equipment between courts and allocate responsibility to participants to ensure equipment is cleaned after each training. (Bibs to be washed in warm soapy water);  • Implement good hygiene practises at training. (See hygiene tip sheet);  • Ensure appropriate warm up and cool down as part of training;  • Ensure age and skill appropriate training. |  |
| Hygiene protocols (individuals, venue, facilities, equipment) | * The longer the period together, the increase in risk of virus transfer. | • Educate participants – use emails to members, update your websites, use team communication channels, and display materials around venue.  • Implement good hygiene practises at training. (See hygiene tip sheet)  • Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities.   * Association/Club protocol developed for the use of sharing and cleaning of equipment. |  |
| Communal facilities (controlled use) | * The extent of hygiene protocols used by other groups is unknown. | • Develop a hygiene plan for Clubs/Teams to adhere to;  • Ensure good hygiene practises are occurring at Club/Team training. (See hygiene tip sheet)  • Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities.  • Ask that participants bring their own hand sanitiser. |  |
| Coaching and support resources (controlled provisions) | * Coaches do not feel like they are equipped with drills and skills that limit close contact. * Coaches are competitive and ignore guidelines. | • Educate coaches on requirements.  • Direct coaches to training resources based on skills with set drills.   * Limit close contact / defending / attacking / match play drills | **ADO’s, Club Development Officers** |
| Spectators (controlled access and distancing) | * Large spectator numbers attending training means that social distancing cannot be implemented. | • Promote the need to limit the number of parents / carers / visitors in general that can attend training;  • Educate participants and parents – use emails to members, update your websites, use team communication channels, and display materials around venue.   * Entry/Exit points for pickups. |  |

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| **Focus Area 3.0**  **GAME DAY REQUIREMENTS** | **Risks**  **(what could happen**  **or go wrong)** | **Risk Management Mitigation**  **(what do you have/propose to manage the risks)** | **Responsibility**  **(insert name)** |
| Committee and Volunteers | * Lack of volunteers to assist with implementing plans – creates issues with ensuring restrictions are adhered to; * Loss of volunteers; * Member frustrations due to lack of volunteers; * Members uncertain as to who are the Association delegates and volunteers | * Employees and volunteers need to stay home when sick or when caring for a sick family member. * Prepare for increased level of employee/volunteer absences and develop a plan to fill these vacancies at short notice. * Roster and rotate employees and volunteers in such a way as to limit the number of in-person contacts. * Committee members, Staff and Volunteers should be clearly identified for ease of sighting; * Avoid sharing of articles of clothing such as volunteer high visibility vests (volunteers should take vests home to wash); * Avoid sharing of stationery (pens, clip boards etc.) and personal IT equipment (laptops, iPads, headphones, etc.). * Committee must understand and adhere to the Venue’s Emergency Management Plan. |  |
| Setup of equipment | * Lack of communication to members to allow for a seamless game day flow; | Management plan established and communicated for:   * Match office * Scorecards/Laptops * Umpire chairs * Match Balls * Goal pads * Team seating * Spectator seating * Bins * First Aid station * Sanitising stations * Kiosk – customer entry/exit points * Self-isolation space |  |
| Entry/Exit stations | * Participants entering / exiting from different locations * Spectators do not want to adhere to entry conditions. (No info/no entry) | * Scheduling time between games for all attendees to safely arrive and exit the venue; * Manage venue entries and exits to ensure a seamless flow of participants and attendees through the venue and limit the risk of overlap and congestion, subject to maximum attendee number restrictions. * Spectators complete attendance register including venue entry and exit times and contact details. (see examples) |  |
| Hygiene Protocols | * Lack of consultation between Association and Venue Operators may see aspects within the facility overlooked for cleaning; * Participants not utilising dispensers; * Participants not able to sanitise due to running out of sanitiser. | * Creation of hygiene plan (in consultation with Venue Operator) identifying who is responsible for cleaning all identified areas; * Providing hand sanitiser dispensers in prominent places around facilities (particularly entry or high use areas such as a registration desk, score benches, change rooms, toilets, or canteen) and ensure dispensers are regularly refilled; * Ensure there is suitable stock available for members to sanitise. |  |
| Capacity monitoring | * Incorrect capacity numbers – complaints from the public, a visit from Police. | * Ensure fixtures dates and times have been planned to meet venue capacity to enable safety for participants, family members and staff; * Utilise staggered arrival and/or departure times for different groups/divisions/teams; * Maintain an attendance register for competition days, including venue entry and exit times and contact details; (see examples) * Adopt a system to record, store and, if required, share data, subject to privacy law. (see examples) |  |
| Cleaning equipment | * Complaints from other participants / venue operators that cleaning protocols are not adhered to or up to standard. | * Ensure spaces and equipment at each facility are regularly cleaned with disinfectant in accordance with the manufacturer’s instructions; * Establish a cleaning completion checkpoint on relevant documentation e.g. scorecards, handover sheets etc; * Ball sanitising stations should be setup for ease of egress and ingress for members as well as limited contact. |  |
| Game protocols (Umpires) | * Lack of understanding regarding social distancing protocols from Umpires | * Educate umpires on requirements.   • Direct AUDO’s to brief Umpires regarding Umpire Checklist and match protocols. | **AUDO’s / Club Umpire Coordinators** |

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| **Focus Area 4.0**  **SPECTATORS** | **Risks**  **(what could happen**  **or go wrong)** | **Risk Management Mitigation**  **(what do you have/propose to manage the risks)** | **Responsibility**  **(insert name)** |
| Spectator Etiquette | * Lack of awareness from spectators; * Crowding; * Communication not clear; * Venue operator has concerns; * regarding crowding issues – close facilities. | * Determine physical distancing protocols in consultation with venue operator to be used within shared facility spaces (e.g. canteen/bar, toilets, spectator viewing areas, entrance foyers, corridors, and clubrooms); * Clearly demonstrate these protocols through marking tape and/or signage and encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures. |  |
| Spectator Code of Conduct | * Lack of awareness from spectators; * Not adhering to regulations making difficult for Committees and volunteers to control. | * Consider whether your organisation will sanction individuals for non-compliance with any law, direction, or protocol. If so, determine the basis on which your organisation; * Consider circumstances in which your Association may elevate issues to local law enforcement agencies. |  |

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| **Focus Area 5.0**  **KIOSK / FOOD HANDLING** | **Risks**  **(what could happen**  **or go wrong)** | **Risk Management Mitigation**  **(what do you have/propose to manage the risks)** | **Responsibility**  **(insert name)** |
| Customers | * Participants are either unaware or will not abide by the social distancing rules; * Frustration by patrons with regards to long queues, staff abused; | * Implement queuing requirements to maintain physical distancing; * Entry/Exit strategy; * Clearly demonstrate these protocols through marking tape and/or signage; * Encourage individuals to be respectful of shared space; * Minimise time spent in these areas and observe physical distancing measures. |  |
| Handling practices | * Concerns raised over incorrect food/beverage handling; * Double handling (food, money); * Lack of Staff availability if unwell. | * Ensure appropriate food/beverage and cash handling arrangements; * Volunteers, Staff instructed on protocols; * Determine whether your Association will receive payments in cash. If so, ensure your employees/volunteers observe good personal hygiene practices and wash their hands regularly. |  |
| Menu options | * Multiple handling on food can cause concerns; | * Implement low(er) risk menu options (i.e. those requiring less direct food handling/contact); |  |

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| Hygiene protocols | * Staff are not educated on food handling practices; * Complaints from Customers or Venue Operators. | * Complete the COVID Safety Plan for Food Businesses and Licensed Premises and display certificate once approved; * Implement hygiene measures including hand sanitiser at point of sale; * Gloves and facemasks for bar/canteen volunteers where required; and; * Consider the use of protective physical barriers/shields. |  |
| Vending machines | * Failure to clean all high-touch areas may result in patron complaints, venue operator complaints. | * Ensure daily cleaning regime is implemented and documented. |  |

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| **Focus Area 6.0**  **GAME MANAGEMENT** | **Risks**  **(what could happen**  **or go wrong)** | **Risk Management Mitigation**  **(what do you have/propose to manage the risks)** | **Responsibility**  **(insert name)** |
| Team seating etiquette | * Coaches, managers, and athletes are either unaware or will not abide by the social distancing rules. | * Coaches are to be briefed on team seating etiquette; * Participants should not share personal equipment including playing equipment, drink bottles, towels and mouthguards and should not leave personal equipment on surfaces; * Personal equipment bags should be arranged to permit physical distancing of participants (>1.5 metres); * On-court protocols to maintain a distance of at least 1.5 metres where practical, such as avoiding team huddles, handshakes, and high fives; * No sharing of Coaching equipment – folders, iPads etc when sitting on the sideline; * Team entry/exit strategy in place. | **ADO, Club Development Officers** |
| Code of Conduct | * Lack of awareness from Coaches, managers, and athletes; * Not adhering to regulations making difficult for Committees and volunteers to control. | * Consider whether your organisation will sanction individuals for non-compliance with any law, direction, or protocol. |  |
| Scorers / Timekeepers | * Lack of awareness from Scorers and Timekeepers; * Required information not correctly filled out will mean more workloads for Volunteers and Committees to ensure it is completed. | * Protocols in place for each score bench regarding requirements for scorecards and cleaning of equipment; * Scorers and timekeepers will need to adhere to physical distancing requirements; * Observe good personal hygiene/hand washing practices, whilst situated at the score bench. |  |
| Umpires | * Lack of awareness from Umpires; | * Umpires are to be briefed on regulations before entering court; * Umpires will need to adhere to physical distancing requirements during breaks; and * Observe good personal hygiene/hand washing practices, before, during and after game. | **AUDO, Club Umpire Development Officers** |
| End of match etiquette | * Lack of awareness from participants will be time consuming for Volunteers and create higher workloads; * Not adhering to regulations making difficult for Committees and volunteers to control. | * Clean seating, dispose of any rubbish; * Hygiene plan in place and communicated to all associated members (Teams, Scorers, Timekeepers, Umpires and spectators) to ensure protocols are managed once the match has been completed. |  |

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| **Focus Area 7.0**  **RESPONSE** | **Risks**  **(what could happen**  **or go wrong)** | **Risk Management Mitigation**  **(what do you have/propose to manage the risks)** | **Responsibility**  **(insert name)** |
| Preventative actions to reduce the spread | * Members and Spectators are not well informed as to protocols due to an occurrence of infection if it was to occur. | * Communicate protocols from NWA (including self-isolation, COVID-19 exclusion, and medical clearances) for management of: * Illness in athletes and other participants; * Individuals who, within the last 14 days, have been unwell (including any respiratory symptoms) or had contact with a suspected case of COVID-19; * Individuals returning to sport after COVID-19 infection; * Keep an up to date record about the protocols that the club has put in place to mitigate the risk of contracting coronavirus as well as any liability. |  |
| Response procedures (presumed or known exposure response) | * Members and Spectators are not well informed as to protocols if there was an occurrence of infection, the Association needs to reduce the impact of community outbreak. | * Establish the Communication Plan outlining who the Club/Team/Individual needs to advise if there is a suspected or positive case of coronavirus and who is responsible for doing that: – * Advise Local Health authority; * Advise Club Members that have come into contact with the person concerned; * Provide any support or assistance to the Department of Health as required; * Do not talk to the media. * Adopt a system to record, store and, if required, share data as it relates to personal infection control. * Understand your Association’s trigger points for cancelling, postponing, or modifying games and identify who has responsibility for making that decision. |  |
| Suspected case at training or on game day | * Members and Spectators are not well informed as to protocols and attend training or game day and an occurrence of infection occurs (or is suspected) the Association needs to reduce the impact of community outbreak. | * If possible, identify with clear and unambiguous signage, a space that can be used to isolate staff or participants who become unwell at the activity and cannot leave immediately. The isolation area should be equipped with necessary PPE supplies to facilitate hand hygiene and respiratory etiquette. |  |