

ECFB Covid Officer (or appointed Responsible Person) responsibilities

Date of session:

Covid Officer:

Nick Brown

Responsible Person:

In advance of the Session

- Ensure Covid Officer is attending or appoint Responsible Person
- Ensure necessary items are available
 - hand sanitiser
 - Bucket, water and soap or sanitiser spray for cleaning balls
 - Wipes or disposable towels for drying balls
 - briefing document
 - attendance register
 - face mask, disposable gloves and first aid kit
- Check there are no changes in government, local or RFU legislation or guidance
- Ensure lead coach is considering covid guidelines in design of session and drills
- Brief attendees on the day before the session.
 - On hand sanitisation obligations before, after and at 2 water breaks in the session
 - Use of disposable wipes, or own towels, if excessive sweat
 - No sharing water bottles
 - No hand shaking
 - No huddles
 - Maintain social distancing at all times and maximise social distancing in drills
 - Not to attend if they have any of the following symptoms;
 - High Temperature
 - New continuous cough
 - A loss of smell or taste
 - That their attendance will be a sign that they have self-assessed for these symptoms and are comfortable for their attendance and contact details will be kept for 4 weeks after the session

Before the session

- Arrive early enough to finalise arrangements with lead coach
- Sanitise balls, ensure cones are put out safely
- Record attendance and ensure we have contact details for any new attendees – all attendees expected to be on the whatsapp group.
- Rebrief attendees on the above items

At the session

- Ensure guidelines are followed and intervene if any unsafe acts
- Stay aware and carry out dynamic risk assessments if unexpected situations arise

After the session

- Ensure hands and balls are sanitised
- Record any incidents of potential significance
- Maintain records of attendance and compliance for 4 weeks (Responsible person to ensure records are given to Covid Officer)

Attendees and notes:

(This section to be used to record those attending and any issues of note at the session)