**ARMY SQUASH**

**President: Lieutenant General TR Urch CBE**

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| See Distr |  | Date 4 May 20 |

**ARMY SQUASH REMOTE TRAINING DURING COVID-19: ADMINISTRATIVE INSTRUCTION**

Reference:

A. Army Squash Rackets Association Charter (Version 2.0 dated August 2018).

1. **General**. As detailed in Ref A, Army Squash (AS) are committed to maximising training and competitive opportunities for AS team players. Whilst social distancing measures implemented by England Squash and the Army Sports Control Board (ASCB) during COVID-19 have necessitated the cancellation of collective training events, it is important that players continue to train, both to maintain their wellbeing and to safeguard future performance. To that end, AS will facilitate provision of remote training (via Zoom) for members of the AS Teams and the AS Academy. Some of these sessions will also be open to the wider AS community (Corps and unit players).
2. **Scheduling.** The AS Academy commenced weekly remote sessions (sometimes broken down into smaller groups) on 23 Apr 20. AS virtual team training will commence 6 May 20 and (subject to demand) will take place every Wednesday afternoon until restrictions on traditional training are lifted. Once the concept has been tested, Wednesday afternoon sessions will be opened to the wider AS community.
3. **Delivery.** All sessions will be delivered by the Army Squash Head Coach, Paul Carter. Details of the session including timings and equipment required will be distributed via the Academy OneNote, team WhatsApp groups, email, and the Army Squash Facebook page depending on the audience for a particular session.
4. **Duty Status.** For insurance purposes, all members of the AS Academy and AS Teams (Mens, Womens, U25 and Masters) will be considered ‘on duty’ when undertaking any remote training under supervision of the AS Head Coach. However, any other players taking part in the sessions (including Corps and unit players) will not be classified as on duty and participate at their own risk.
5. **Risk Assessment.** A general risk assessment for delivery of remote training is at Annex A. The Army Squash Head Coach will deliver a safety brief at the start of each session; this will include reminders to ensure players train in a safe area free of hazards, requirement for an appropriate warm up and cool down, and need for good hydration during and after training. Any injuries will be reported by the Head Coach to the Army Squash Permanent Secretary immediately; he will provide an AF510 for the player and Army Squash Head Coach to complete.
6. **Part One Orders**. It is recognised that due to current working constraints individuals may not be able to have details of their participation included in Part 1 Orders. Individuals should endeavour to do so if practical, however this will not impact on duty status.

*{signed electronically}*

D Campey MBE

Lt Col (Retd)

Permanent Secretary AS

Distribution:

AS – for Committee and Website

Team Captains

Copy to:

ASCB - COS

Annex

1. Risk Assessment

Annex A to

AS Remote Training

dated 4 May 20

**RISK ASSESSMENT FOR ARMY SQUASH REMOTE SESSION**

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|  | | **MOD Risk Assessment Form** | | **MOD Form 5010** | |
| **Establishment /Unit/Ship:**  Army Sport Control Board | | | **Assessment Ref:**  Army Squash remote training | | **Date:** |
| **Section/Department:**  Army Squash (AS) | | | **Assessment Type**  **(Note 1) tick as appropriate** | | |
| **Specific** | | **Generic** |
|  | | | | | |
| **Activity/Process:**  Delivery of remote squash specific circuit training to the Army Squash teams, Academy and wider Army Squash community whilst COVID-19 social distancing constraints are in place. All sessions will be planned and delivered by the Head Coach, Paul Carter, via the Zoom app. | | | **Who is at risk:** | | |
| **All staff:** | | |
| **Operators and/or maintenance staff:** | | |
| **Visitors, vulnerable groups, public, etc. :** | | |
|  | | | | | |
| **Ref** | **Hazard** | | | | **RA Required** |
| 1 | Use of improvised locations for training | | | | X |
| 2 | Lack of direct ‘in person’ supervision | | | | X |
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| **Likelihood** | | | | | | | **Risk Matrix** | | | | | | | | | | | | | |
| **Common, regular or frequent occurrence.** | | | | | | **3** | **3 Med** | | | | **6 High** | | | | | **9 High** | | | | |
| **Occasional occurrence.** | | | | | | **2** | **2 Low** | | | | **4 Med** | | | | | **6 High** | | | | |
| **Rare or improbable occurrence.** | | | | | | **1** | **1 Low** | | | | **2 Low** | | | | | **3 Med** | | | | |
| **Severity** | | | | | | | **1**  **Minor injury or illness.** | | | | **2**  **Serious injury or illness.** | | | | | **3**  **Fatalities, major injury or illness.** | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Hazard**  **Ref** | **RISK Associated with Hazard**  **(How people may be harmed – type of injury or ill health)** | | | **Existing Control Measures**  **(Note 2)** | | | | | | | | | **Risk Rating** | | **Additional Controls Required**  **(Note 2)** | | | | **Review frequency**  **(Note 3)** | |
| 1 | Use of improvised locations for training | | | * Players briefed on space requirements for all sessions; exercise modifications provided if available space is inappropriate for a specific exercise. * Sessions adjusted or postponed by coach if attendees are training outside and weather is inclement. * Players to wear footwear appropriate to the surface on which they are training; this may not be squash shoes. * Player will use only locations that they have chosen and are familiar with. | | | | | | | | | 1 x 2 (Med) | | N/A | | | | Prior to each session | |
| 2 | Lack of direct ‘in person’ supervision | | | * All players are experienced and the training is designed to be within their capabilities. Team and ‘open’ sessions will be less demanding that Academy sessions. * All players briefed on conduct of the session before starting. The coach will check that all players have the appropriate equipment and water available. * The coach will ‘check in’ with each player verbally and or visually (dependent on numbers) at regular intervals during the session. * Players encouraged to train in a public location, or shared space (within constraints of social distancing). * Players are required to have a phone to hand during all sessions, in the unlikely event that they need to call for emergency assistance. | | | | | | | | | 2 x 2 (Med) | | N/A | | | | Prior to each session | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Assessor** | | | | | | | | | **Manager (Note 4)** | | | | | | | | | **Overall Activity/ Process Risk Rating** | | |
| **Name:** | | | Hamilton | | | | | | **Name:** | | | Campey | | | | | |
| **Rank/Grade:** | | | Capt | | | | | | **Rank/Grade:** | | | Lt Col (Retd) | | | | | | Low | | |
| **Line Manager Assessment Review**  **(Note 3 and 4)** | | | | | | | | | | | | | | | | | | | | |
| **Date:** | |  | | | **Date:** | | |  | | **Date:** | | | |  | | | **Date:** | | |  |
| **Name:** | |  | | | **Name:** | | |  | | **Name:** | | | |  | | | **Name:** | | |  |
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**Notes:**

1. If using a ‘Generic’ risk assessment, Assessors and line managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Only a reference or simple description of the control measures is required. If the risk assessment identifies the need for additional control measures, the hazard will need to be reassessed once the additional controls have been implemented.
3. Risk Assessments are to be reviewed:

* at a frequency proportional to the risk (e.g. high risk – 6 monthly; medium risk – annually; low risk – every 2 years)
* where required by local instructions/procedures;
* if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;
* if there is reason to doubt the effectiveness of the assessment.
* following an accident or near miss.
* following significant changes to the task, process, procedure, personnel or line management.
* following the introduction of more vulnerable personnel.
* If a “Generic” assessment then prior to use.

1. Line managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.

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| High | Common, regular or frequent occurrence. | **3** | **3 Med** | **6 High** | **9 High** |
| Medium | Occasional occurrence. | **2** | **2 Low** | **4 Med** | **6 High** |
| Low | Rare or improbable occurrence. | **1** | **1 Low** | **2 Low** | **3 Med** |
| **Risk Matrix**  **Likelihood X Severity** | | | **1** | **2** | **3** |
| Minor injury or illness. | Serious injury or illness. | Fatalities, major injury or illness. |
| Low | Medium | High |

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| **High** | Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain. |
| **Medium** | Review control measures and improve if reasonably practicable to do so, consider alternative ways of working. |
| **Low** | Maintain control measures and review regularly or if there are any changes. |