

Softball - Site Safety Risk Management Tool

Background

The purpose of this document is to help LSO's to assess and manage the risks related to the facilities and venues they will be using for their softball activities. From that assessment, areas of high and medium risk should be identified, and risk management strategies put in place to reduce those risks

General Risk Management Strategies (in order of priority/effectiveness):

1. **Restrict/remove access** – do not use this facility/venue and/or do not allow access of it
2. **Limit use** – access is allowed but only to a very limited number of people who have the ability and responsibility for controlling the facility/venue. Where possible, eliminate “non-necessary” access and use of the facility/venue
3. **Manage and control use** – implement procedures to monitor and control use of the facility/venue as well as to regularly maintain sanitation and safety of the facility/venue.

Questions to consider in this process:

- Who controls this facility/venue? The LSO? The Municipality/Parks Board? Someone else?
- Who else uses or has access to this facility/venue?
- How difficult is it to keep the facility/venue sanitized and safe?
- How is the facility/venue affected for different weather conditions?
- How will people “interact” in the spaces within the facility/venue?
- Are there physical areas that are more vulnerable/higher risk/more difficult to control than others?
- How does the type of participant effect the risk levels (e.g. adult, teenage, younger child)?
- What about participants who are not coaches and players (e.g. umpires, volunteers, spectators, etc.)

Instructions for Use

1. Compile a list of all the venues, fields and facilities that the LSO is planning to use for softball-related activities.
2. Complete a Site Inspection for each unique location. Where there are multiple fields at one location, include an assessment for each field plus the associated facilities (e.g. washrooms, concession, changerooms, etc.)
3. As much as possible, include pictures and diagrams of the actual location as reference but also so that others can the context
4. Your LSO should review the Site Assessments and decide how best to manage the associated risks. Some considerations might include:
 - Moving activities to a different venue/facility if the current one is very high risk and or difficult to manage (e.g. this might include moving practices to a park that has only one softball diamond as opposed to one that has 4 plus other sports in the same location)
 - Changing locks/keys where possible to restrict/control access and use
 - Changing how facilities/venues are used to limit access/use (e.g. no filling of water bottles in washrooms, placing hand sanitizer outside of washrooms, etc.)
5. Risk Management strategies should be documented and shared with all softball members/participants who will be using those venues/facilities. Monitoring should also be done frequently to ensure protocols are working effectively and changes to protocols made as needed.

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SOFTBALL FIELDS / DIAMONDS

Association Name:	
Location Name:	
Municipality:	

Complete for each Diamond/Field in the complex you are planning to use. Washrooms, changerooms, equipment rooms can be completed for the entire complex (as applicable)

Field/Diamond Information			
Field Name and identifier (e.g. SW, #1, etc.)			
Dugouts			
Room for personal distancing	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ease of entry/exit	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to distance from spectators	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Access to hand-washing facilities	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to disinfect/clean	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Wet / Hot weather alternatives	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Level of sharing with "non-softball" field users	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High
Notes/Comments:			
Practice/ Warm-Up Areas (Outside)			
Room for personal distancing	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to distance from spectators	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ease of entry/exit	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Hand-washing facilities	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to disinfect/clean	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Level of sharing with "non-softball" field users	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High
Notes/Comments:			
Spectator Areas			
Room for personal distancing	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Bleachers/group seating?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Ability to control number of spectators	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Wet / Hot weather alternatives	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Level of sharing with "non-softball" field users	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High
Notes/Comments:			

PHOTOS & DIAGRAMS: As much as possible, please include photos of each area identified above

General Notes / Comments:	
Inspected by (Name & Club):	Date Inspected:

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FACILITIES AT FIELDS

Association Name:			
Location Name:			
Municipality:			
Washrooms, changerooms, equipment rooms can be completed for the entire complex (as applicable)			
Practice/ Warm-Up Areas (Outside)			
Room for personal distancing	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to distance from spectators	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ease of entry/exit	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Hand-washing facilities	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to disinfect/clean	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Level of sharing with “non-softball” field users	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High
Notes/Comments:			
Washrooms			
Room for personal distancing	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ease of entry/exit	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Hand-washing facilities	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Showering Facilities	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Ability to disinfect/clean	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Level of sharing with “non-softball” field users	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High
Notes/Comments:			
Changerooms			
Room for personal distancing	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ease of entry/exit	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Hand-washing facilities	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Showering Facilities	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Ability to disinfect/clean	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Level of sharing with “non-softball” field users	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High
Notes/Comments:			
Umpire Changerooms/Washrooms			
Room for personal distancing	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ease of entry/exit	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Hand-washing facilities	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Showering Facilities	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Ability to disinfect/clean	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Level of sharing with “non-softball” field users	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High
Notes/Comments:			

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Clubrooms / Equipment Rooms			
Room for personal distancing	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to control access	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to distance from spectators	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Wet / Hot weather alternatives	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Level of sharing with "non-softball" field users	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High
Notes/Comments:			
Concession/Food Service areas			
Controlled by Club	<input type="checkbox"/> Yes		<input type="checkbox"/> No
If NO, controlled by...			
Level of sharing with "non-softball" field users	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High
Ability to disinfect/clean	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

PHOTOS & DIAGRAMS: As much as possible, please include photos of each area identified above

General Notes / Comments:	
Inspected by (Name & Club):	Date Inspected:

Softball - Site Safety Risk Management Tool
OTHER FACILITIES / AREAS

Batting Cages			
Room for personal distancing	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to distance from spectators	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ease of entry/exit	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Hand-washing facilities	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to disinfect/clean	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Notes/Comments:			
Practice Areas (Inside)			
Room for personal distancing	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to distance from spectators	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ease of entry/exit	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Hand-washing facilities	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to disinfect/clean	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Level of sharing with "non-softball" field users	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High
Notes/Comments:			
Other (Provide Description):			
Room for personal distancing	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ease of entry/exit	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Hand-washing facilities	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to disinfect/clean	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Level of sharing with "non-softball" field users	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High
Notes/Comments:			

PHOTOS & DIAGRAMS: As much as possible, please include photos of each area identified above

General Notes / Comments:

Inspected by (Name & Club):	
Date Inspected:	

Softball - Site Safety Risk Management Tool Evaluation Rubric

Item	Description
Room for personal distancing	The area being evaluated should be able to allow for personal distancing of 2m or more to be established and maintained during regular use. Smaller areas and/or areas that are enclosed represent higher risk in this area.
Ease of entry/exit	Users should be able to enter and exit the area without coming in contact or close proximity to other users. Areas with a single entrance/exit represent a much greater risk whereas an area with multiple entry/exit points lowers the risk of contact.
Ability to distance from spectators	Activity participants (i.e. players, coaches) should be able to safely distance themselves from spectators or others at the location. Smaller areas and/or areas that are enclosed represent higher risk in this area. Also of higher risk are areas where the general public or spectators can interact closely with participants.
Bleachers/group seating?	Bleachers or group seating represent a significant challenge and risk for personal distancing as users will tend to gravitate towards them and maintain personal distancing and sanitation will be difficult.
Access to hand-washing facilities	Participants will be expected to hand-wash/hand-sanitize on a regular basis during their softball activities. Where hand-washing/hand-sanitizing facilities are further away and/or harder to access, the risk level is higher as participants will more reluctant to use these facilities.
Ability to disinfect/clean	The area being evaluated should be assessed based on how well it can be disinfected/sanitized before and after use. Factors that would increase the risks for this item include facilities that are shared with the general public and/or non-softball users, facilities that are used but are controlled and maintained by other organizations; surfaces that are difficult to disinfect/sanitize; large areas that would be difficult to clean/sanitize, etc.
Wet/ Hot weather alternatives	The area being evaluated should be assessed based on the ability to be used in the event of wet weather and or very hot weather. Considerations here include the ability to provide shelter/shade (aside from the dugout) to participants while maintaining personal distancing. Areas where little or no alternatives are available should be considered higher risk.

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Level of sharing with “non-softball” field users	<p>The area being evaluated should be assessed based how much it is used by other, non-softball users and/or the general public. Areas with high levels of use by non-softball users and/or the general public represent a higher level of risk as it is not possible to control their behaviour or movement and the area would require greater attention to disinfecting/sanitizing. Also of higher risk are areas where access and cleaning are controlled by other organizations (e.g. the Parks Board or Municipality)</p>
Showering Facilities	<p>Showering facilities represent an area of very-high risk. Where possible, use of these areas should be prevented. Where that is not possible, participants should be strongly discouraged from using these areas.</p>
Controlled by Club?	<p>The question of control over the area impacts risks in different ways, depending on whether the club has control or whether another organization has control of the area.</p> <p>Where the club has control, there is greater control over the access/use and maintaining cleanliness and sanitation however there are also additional responsibilities and requirements on the club to do this.</p> <p>Where another organization has control, the ability for the club to control access/use and to maintain cleanliness and sanitation is extremely limited. In that situation, clubs should properly direct participants in order to minimize their risks when using the area.</p>

Softball - Site Safety Risk Management Tool Risk Mitigation Plan

Name and Description of location/facility/area	
Date	

Risk Item to be Addressed	Risk Mitigation Strategies to be employed	Assigned To:

Other Comments / Notes: