**114th RE v RA Annual Match 29 Sept – 1 Oct 20**

**AIM**

1. The annual Sapper v Gunner golf match is the longest running amateur match anywhere in the world between two amateur sides played on the same course with the first match being played in 1895 and is listed as Guinness World Record.  The two sides are to play at Royal St Georges Golf Club (RSG) on 30 Sept – 1 Oct 20.

2. Selected Team. Selected players are to ensure that this letter, the enclosed COVID-19 Risk Assessment and the Actions on Contamination are brought to the attention of their Commanding Officer or Line Manager and that they are content with the measures in place and happy for you to be released. All players are to confirm their availability with the Captain upon receipt this letter.The following personnel have been selected to represent the Corps and Commanding Officers are requested to release players for this prestigious match:

|  |  |
| --- | --- |
| WO2 Anthony Smith (Match Captain) | DIO SD Trg (E) |
| WO2 Jay Pearson (Vice Captain) | 3 RSME |
| SSgt John Williams | B Sqn 212 Fd Hospital |
| SSgt Gaz Gurung | RMAS |
| Sgt Chris Rosie | 3 RSME |
| Sgt Paddy Bennett | 22 Engr Regt |
| Cpl Ritchie Over | 59 Cdo |
| LCpl Ross Gibbons | RG5 South Central Outreach |
| Spr Alex Matthews | 39 Engr Regt |
| Spr Terry Eady | 29 EOD  |

**CO-ORDINATING INSTRUCTIONS**

4. Timings. All team members to arrive at Royal St. George’s Golf Club and report to the Captain before the first tee time on the 30 Sep 20.

**SERVICE SUPPORT**

5. Recce. WO2 Smith and WO2 Pearson will conduct a Recce to RSG and DFTC prior to the event.

6. Accommodation Due to the location of this event (Sandwich, Kent) and the dispersed nature of the Royal Artillery and Royal Engineers, this multi day event requires overnight accommodation. In order to ensure our people are in line with current Driving Standing Orders. All players will therefore be accommodated at DFTDC Manston in the Combined Mess, **and must comply with their COVID-19 mitigating measure – see enclosed**. Accommodation is booked for the nights of 29 - 30 Sep. Room keys will be available for collection from the DFTDC Guard room from midday on 29 Sep 20. If any player has specific accommodation requirements, they are to contact the Captain. **All rooms will be single occupancy and the strict FHP measures in place are to be adhered to. Rooms will have been deep cleaned before arrival, one-way systems and handwashing facilities will be in place where required.**

7. Social Distancing. Players are to fully comply with all measures in place and are to ensure social distancing of 2m throughout the duration of the competition

8. Feeding. The annual match dinner has been cancelled due to the current climate. Feeding will be via relevant messes, in line with all current FHP measures. Personal packed lunches are to be brought for the golf days.

9. Transport. This fixture is authorised for travel at public expense by HQ ASCB (2018DIN10-021 applies). Players are requested to utilise military transport if available or self-drive. The authority to use military transport is POT 16 and players should share transport where possible, however **private car sharing is prohibited**.

10. Dress. Golf attire for matches. Some golf clothing will be issued. Suits are not required.

11. Etiquette. The Secretary has no particular issues with the conduct of our teams in the past. He is keen to highlight the event to his membership and to ensure that we as visitors engage with members during the event. During the 2020 fixture scoreboards will be displayed and updated in the members areas of the clubhouse. There are unique club rules that will be briefed to teams by Captains on arrival in order to ensure that we do not fall foul of specific RSG’s faux pas.

12. MEL. The RSG’s secretary has agreed the following timetable:

|  |  |  |  |
| --- | --- | --- | --- |
| **Ser(a)** | **Timing(b)** | **Activity(c)** | **Remarks(d)** |
| **Wednesday 30 Sep 20** |
| 3 | 0940hrs | Day 1 Foursomes | 4 Groups from 1st tee |
| 4 | 1410hrs | Day 1 Singles | 8 Groups from 1st tee |
| 5 | 2000hrs | Match Dinner | RSG Club House |
| **Thursday 1 Oct 20** |
| 6 | 0940hrs | Day 2 Foursomes | 4 Groups from 1st tee |
| 7 | 1410hrs | Day 2 Singles | 8 Groups from 1st tee |
| 8 | 1830hrs | Presentation | Teams depart |

13. **Risk Guidance.**

1. [Royal St George’s visitor guidance for golf during COVID 19 restrictions.](https://www.royalstgeorges.com/green-fees/)
2. [AGA Safety Management Plan - Gnr Vs Spr 2020](https://modgovuk-my.sharepoint.com/%3Aw%3A/g/personal/kevin_ramage474_mod_gov_uk/EVxcm6nnjnlPgBjBw_G4j2ABSf0AgP-rlPnxod-ZO9Gf7A?e=IX8NCY)
3. [Enclosure 1 - COVID-19 Specific Risk Assessment](#ACSO_3216_Chapter_06)

14. **Self-declaration**. All participants are to ensure they follow the guidance given on the Army Golf website. You are required to fill out a self-declaration form and watch a short video. The match captains will be checking and holding a signed register to ensure this has taken place prior to the event. <https://www.armygolf.co.uk/>



AJ Smith

DIO SD Trg (E)

STANTA

REGS Captain

Distribution:

All CO of Selected Players

All Selected Players

RA Captain for RA Players

ASCB Secretary

Army Golf Secretary

Maj J Musgrove RA – Army Captain

Copy to:

Col Steve Davis RE President

Maj George Carrol RE Vice President

Enclosure:

1. COVID-19 Specific Risk Assessment.

2. Actions on Contamination.

3. RSG COVID Direction

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| **Key Guidance** This section provides a quick overview of some of the key concepts in Army risk assessment. Refer to Notes section for further information. The first line of the risk assessment table, below, shows an illustrative example.**Hazard** is anything that may cause harm, e.g. working at height on a ladder.**Risk** is the chance that someone or something could be harmed by the hazard, measured by combining (multiplying) the likelihood of it happening with its impact (severity). For example, there may be a ‘possible’ likelihood that someone that is not competent could fall from a ladder (3 rating – see right) combined with a ‘moderate’ impact of multiple injuries (2 rating), which creates a score of 6 (low risk). However, the risk should be reduced to as low as reasonably practicable (ALARP) through the implementation of control measures, such as ensuring that only trained people climb the ladder.**Dynamic Risk Assessment** compliments generic and specific risk assessment. Regardless of completing this AF 5010, it is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment such that risks remain ALARP. Note however that persons undergoing training cannot be deemed competent until their capability is properly assessed | **Likelihood (L)** | **Multiplied by** | **Impact (I)** | **Equals** |

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| **Risk Score Calculation** |
|  | **Likelihood** |
| **1** | **2** | **3** | **4** | **5** |
| **I****m****p****a****c****t** | **5** | **5** | **10** | **15** | **20** | **25** |
| 4 | **4** | **8** | **12** | **16** | **20** |
| **3** | **3** | **(6)** | **9** | **12** | **15** |
| **2** | **2** | **4** | **6** | **8** | **10** |
| **1** | **1** | **2** | **3** | **4** | **5** |

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| 1 – Remote / Rare2 – Unlikely3 – Possible4 – Probable5 – Highly Probable (Almost Certain)  | 1 – Minor2 – Moderate3 – Major4 – Severe5 – Critical*Note: impact number is unlikely to change with control measures* |
| **5 Step Process** | Step 1 – Identify the hazards | Step 2 – Decide who might be harmed and how | Step 3 – Evaluate the risks and decide on precautions (control measures) | Step 4 – Record your significant findings and include in Ex / Coord instructions as necessary. Implement control measures |  Step 5 – Review your risk assessment and update as necessary |

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| **Dept / Sub-Unit / Unit / Formation:** | Gnr Vs Spr Golf 2020, 30 Sep – 1 Oct 20, RSG’s GC, Sadwich, Kent  | **Assessor (No, Rank, Name):** | 25205193 SSgt Ramage |
| **Activity (SSW) / Exercise (SST):** | Participation in Army Golf Competition | **Assessor’s signature:** | Electronically Signed |
| **Generic or Specific Risk Assessment:** | COVID-19 Specific | **Assessment Date:** | 3 Aug 20 |
| **Relevant Publications / Pamphlets / Procedures:** | ABN 095/2020, PHE Guidance/COVID-19 Advice Note 11 (Defence Guidance) & JSP 375, JSP 800, JSP660 | **Review Date** **for GRA** (Step 5)**:** | Annually |

| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (l) | (m) | (n) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Activity / element**(Step 1a) | **Hazards identified**(Step 1b) | **Who or what might be harmed and how**, e.g.• Military personnel - fatality• Civ staff / contractors - injury• General public - injury• Environment - spill(Step 2) | **Existing control measures**(Step 3a) | **Assessment with existing controls** | **Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above** *If Yes, move to column (n). If No, identify additional controls*(Step 3e) | **Reasonable additional controls that can be implemented to reduce risk to ALARP**(Step 3f) | **Reassessment with additional control measures** | **List required action(s) to instigate controls**(Step 3j) |
| **L (1 to 5)**(Step 3b) | **I(1 to 5)** (Step 3c) | **Score (L x I)**(Step 3d) | **L (1 to 5)**(Step 3g) | **I(1 to 5)**(Step 3h) | **Score (L x I)**(Step 3i) |
| 1 | Travel / MT environment | Vehicle Related incident, social distancing | Restricted parking space /one way circuit familiarity / pedestrian access | 1. MT drivers are to maintain PHE social distancing rules when working on Mil vehicles.2. Pers with COVID Symptoms are NOT to travel to the and must stay at home (7 days isolation).3. Pers living in housholds where COVID-19 symptoms exist, should NOT travel to the workplace and should stay at home (14 days isolation).4. All white fleet and green fleet vehicles to be fully cleaned with anti bacterial wipes after use as per before/last parade checks.5. All persons travelling in Mil vehicles are mandated to wear a face covering for the duration of the journey.6. Private Car Sharing is prohibited. | 3 | 3 | 9 | No | All pers are to utilise ablutions and wash hands as frequently as is possible for at least 20 seconds, using soap and water. All White/Green fleet vehicles to be supplied anti bacterial wipes and gel to prevent the spread of COVID-19. The number of travellers need to be reduced as per Unit / Dept direction, dependant on type of vehicle. | 2 | 3 | 6 | . |
| 2 | Site safety / equipment safety | Venue area cleanliness  | Military personnel | 1. All access routes for daily use. 2. Adhere to venue restrictions.3. Only use personal equipment. | 3 | 3 | 9 | No | Venue SD restrictions shall be incorporated into the online brief.. | 2 | 3 | 6 | . |
| 3 | Sickness developing at venue  | Possible spread of infection from COVID-19 | Military personnelCivilian StaffESS StaffAmey Contractors | 1. Affected pers to stop activity immediatley and inform colleagues in their vincinity and whom they have come into contact with. 2. Leave the venue and observe PHE Self isolation guidance.3. Notification of RA and RE Committee members and venue host to ensure the cleaning of public areas.4. The Actions on Contamination should be followed in the first instance. | 3 | 3 | 9 | No | Deep clean of affected work areas.SP with COVID-19 symptoms and self-isolate. | 2 | 3 | 6 |  |
| 4 | Personal Waste | Risk of COVID-19 Infection | Military personnel | All personnel are responsible for the disposal of all personal waste, placed in suitable provisions. | 3 | 3 | 9 | No | If no suitable disposal provisions, then waste should be taken home and disposed of accordingly. | 2 | 3 | 6 |  |
| 5 | Food / Beverages | Area SD measures | Military personnel | All personnel are to ensure that they follow guidelines set out by RSG’s catering department and the RAF Manston Mess. | 3 | 3 | 9 | No | Venue SD & catering restrictions shall be incorporated into the online brief.Personal pact lunch required during the day where able.All personal will briefed on RAF Manston’s strict Mess FHP measures.  | 2 | 3 | 6 |  |
| 6 | Accommodation | Multi day events, overnight accommodation prior to, during or post the event | Military Personnel – Injuries/contamination | Individuals are to assess the distance to be travelled to and from the event and whether the travel and participation complies with extant transport policy. Where it does not they are advised not to enter.All players are to comply with all measures imposed by Manson Mess.  | 3 | 3 | 9 | Yes | Single room accommodation only, deep cleaned before arrival.One way systems and hand washing facilities in place.All communal rooms have max occupancy numbers on the door, social distancing must be maintained.Face masks to be warn when transiting through accommodation to single room. | 2 | 3 | 6 |  |
| 7 | Associate Self Declaration | Not completed the FHP Brief prior to arrival at the venue | Military Personnel | All participants are to have completed the FHP Brief prior commencing play. Associate members of the AGA (Retired/Veteran) are to complete a self-declaration form and hand it to the Event Organiser confirming they are free from infection, have not entered the country in the past 14 days and no member of their immediate family is currently in isolation.  | 3 | 3 | 9 | Yes | Serving military personnel are not to play in the same three or four ball as civilian players. | 2 | 2 | 4 | Notification at point of entry and the management of the flight list by the event organiser. |
| 8 | Golf Competition/Event | Flagsticks | Military Personnel – Injuries/contamination | Common contact point for all players when putting out or retrieving a ball from hole cup. | 1 | 2 | 2 | Yes | Golfers have been instructed not to remove the flags from the hole cups, to putt out with the flag in place at all times. Flag sticks are decontaminated by staff on a regular basis. | 1 | 1 | 1 |  |
| 9 |  | Hole Cups |  | Common contact point for all players when retrieving a ball from hole cup. | 1 | 2 | 2 | Yes | The depth of the hole cup has been shallowed so that golf balls can be retrieved without physical contact of the hole cup.Hole cups are removed and decontaminated by staff on a regular basis.Contactless ball retrievers in place. | 2 | 1 | 2 |  |
| 10 |  | Ball washers |  | Common contact point for all players when cleaning a golf ball. | 1 | 1 | 1 | Yes | Covered and made unavailable for use |  |  |  |  |
| 11 |  | Bunker Rakes |  | Common contact point for all players when raking a bunker after having played out. | 1 | 1 | 1 | Yes | Removed from the golf course till further notice. |  |  |  |  |
| 12 |  | Divot Boxes |  | Common contact point for all players to repair divots on tees | 1 | 1 | 1 | Yes | Removed from the golf course till further notice. |  |  |  |  |
| 13 |  | Gates |  | Common contact point for all players when opening and closing | 2 | 2 | 4 | Yes | Gates will where possible be left open during working hours. Gates will be decontaminated by staff on a regular basis. | 1 | 2 | 2 |  |
| 14 |  | Benches and Seats |  | Common contact point for all players if resting or waiting between playing holes. | 2 | 1 | 2 | Yes | Taped up to prevent use. | 1 | 1 | 1 |  |
| 15 |  | Handrails |  | Common contact point for all players when walking up elevated tee stairs or crossing bridges | 2 | 3 | 6 | Yes | Handrails to Half Way House or on any banked tee boxes or bridges etc are taped off and out of use. | 2 | 2 | 4 |  |
| 16 |  | Keypads and Security |  | Common point of contact when entering the clubhouse and locker room. | 3 | 3 | 9 | Yes | Where swipe pads cannot be used, essential doors will be left open if members of staff are in attendance.Where this cannot be achieved essential security doors will beCleaned with disinfectant on a regular basis. | 2 | 2 | 4 |  |
| 17 |  | Other ClubhouseDoors |  | Common point of contact when moving through the clubhouse. | 3 | 3 | 9 | Yes | The clubhouse and all general public areas will remain closed until further notice.A clearly visible sign placed at entry points restricting entry only to essential staff for administrative purposes.Door handles and contact points will be decontaminated on a regular basis. | 2 | 2 | 4 |  |
| 18 |  | Pro Shop Doors |  | Common point of contact when moving through the clubhouse. | 3 | 3 | 9 | Yes | Sanitising hand gel will be left outside the Pro Shop door at all times. | 2 | 3 | 6 |  |
| 19 |  | Hire Buggies |  | Point of contact when hired | 1 | 1 | 1 | Yes | Removed from service until further notice. |  |  |  |  |
| 20 |  | Hire Trolleys |  | Point of contact when hired | 1 | 1 | 1 | Yes | Removed from service until further notice. |  |  |  |  |
| 21 |  | Pro Shop GeneralAreas |  | Common point of contact | 3 | 2 | 6 | Yes | Customers will be informed not to touch retail goods unless they intend to purchase. | 2 | 2 | 4 |  |
| 22 |  | Pro Shop Counter |  | Common point of contact | 3 | 2 | 6 | Yes | The number of people permitted to be in the pro shop will be restricted to enable social distancing and two-metre segregation. | 2 | 2 | 4 |  |
| 23 |  | Pro Shop Counter |  | Common point of contact | 3 | 2 | 6 | Yes | The contactless payment system only will be used with no handling of cash.Counter staff will have access to hand sanitiser at all times or will wear nitrile gloves.A protective screen is in place to segregate counter staff anduser of the Pro shop at all times.Where this cannot be done shop assistants will wear a face shield or a face mask at all times. | 1 | 2 | 3 |  |
| 24 |  | Other Golfers |  | Players making contact shaking hands, embracing, standing next to each other.Being in close proximity where one player can contaminate another with exhalation of pathogen bearing droplets. | 3 | 3 | 9 | Yes | All players Have been issued with strict guidelines on revised golf course etiquette and social behaviorGreenstaff will plan work to avoid contact and observe good social distancing at all times.See Safe Golf Guide | 2 | 2 | 4 |  |
| 25 |  | Greenstaff |  | Players coming into close contact with greenstaff. | 2 | 3 | 6 | Yes |  | 2 | 2 | 4 |  |
| 26 |  | Clubhouse Staff |  | Players coming into close contact with other members of staff. | 3 | 3 | 9 | Yes |  | 2 | 2 | 4 |  |
| 27 |  | Pro Shop Staff |  | Players coming into close contact with Pro shop staff. | 2 | 2 | 4 | Yes |  |  |  |  |  |
| 28 |  | Visitors andDeliveries |  | Players coming into close contact with clubhouse visitors or delivery staff. | 2 | 2 | 4 | Yes |  |  |  |  |  |
| 29 |  | Members of thePublic |  | Players coming into close contact with members of the public on the golf course. | 3 | 3 | 9 | Yes |  | 2 | 2 | 4 |  |

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| **Authorising Officer / Warrant Officer (at unit level)** | **No, Rank, Name** | **Post** | **Date** | **Signature** |
| **Existing and additional controls agreed** | 25008555 WO2 Roberts | Vice Captain RA Golf | 2 Aug 20 | Original Signed |
| **Where risk is elevated up the CoC, CO to confirm additional controls implemented** |  |  |  |  |

NOTES

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| **Risk = Likelihood x Impact**

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| **Likelihood** | **Definition** |
| **5** | **Highly Probable (Almost Certain)** | Is expected to occur in most circumstances |
| **4** | **Probable** | Will probably occur at some time, or in most circumstances |
| **3** | **Possible** | Fairly likely to occur at some time, or some circumstances |
| **2** | **Unlikely** | Is unlikely to occur, but could occur at sometime |
| **1** | **Remote / Rare** | May only occur in exceptional circumstances |

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| **Impact** | **Definition (Health Safety and Environment)** |
| **5** | **Critical** | * Multiple fatalities or permanent, life changing injuries.
* Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species.
* Multiple incidents causing a major environmental impact.
 |
| **4** | **Severe** | * A single death or multiple life-threatening injuries.
* Severe damage over a wide area and/or on a prolonged basis to a natural resource, including controlled waters, or geography requiring multi-year remediation.
* Single incident causing a major environmental effect or multiple incidents causing significant effect.
 |
| **3** | **Major** | * Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life.
* Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation.
* Single incident causing significant environmental impact.
 |
| **2** | **Moderate** | * Multiple injuries requiring first aid.
* Moderate damage to an area, and that can be remedied internally.
* Multiple incidents causing minor environmental effect.
 |
| **1** | **Minor** | * An Injury requiring first aid
* Limited short-term damage to an area of low environmental significance/ sensitivity
* Incidents causing minor environmental impacts
 |

  | **Step 5 -** Review the generic risk assessment and update if necessary - All generic risk assessments should be regularly reviewed at a frequency proportional to the risk prior to any controls being proposed. In practice generic risk assessments should be reviewed at least annually, or more frequently: • 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, equipment, personnel or management.• following the introduction of more vulnerable personnel (e.g. persons under 18 or pregnant persons).

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| **Risk Management** |
| **Risk Rating** | **Authorisation** | **How Risk should be managed** |
| **1 – 3(Very Low)** | **OC** | **Review periodically** to ensure conditions have not changed and working within ALARP and risk appetite. |
| **4 – 9(Low)** | **CO** |
| **10 – 12****(Medium)** | **OF5 / 1\* Bde HQ** | **Good risk mitigations** to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same. |
| **15 – 16(Medium to High)** | **2\* Div HQ** | **Requires active management** – review of desired outcome with additional resources or change to output requirements.  |
| **20(High)** | **3\* – HQ HC & FA** | **Contingency plans** may suffice together with limited risk mitigations to achieve risk ALARP and tolerable. |
| **25(Very High)** | **4\* – CGS, Army HQ** | **Operational capability** where the required outcome impacts on defined military capability. |

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