Risk Assessment

Date:	22 August 2020						
Assessors Name:	**Jennie Molyneux**	**Reference Number:**			**Review Date: weekly**	Ongoing – as per FA & government guidance updates	
Endorsed By:	**Zoe Appleton**	**Signature:**		**Position:**	**Covid 19 Officer**	**Date:**	**22 August 2020**
Description of assessment	**Coronavirus (COVID-19) – General Risk Assessment – August – Limited Spectators**						
Summary Statement	Balham Football Club has a duty of care, so far as is reasonably practicable, to protect the safety and welfare of its staff, volunteers, visitors, customers and contractors at all times and must ensure the implementation of safe and effective social distancing and hygiene measures in line with government advice to limit the potential for Covid-19 infection. All individuals must take responsibility for themselves and for the safety of others. It is a condition of participation in any event organised by Balham FC and entry to the Stadium that they adhere to measures put in place and do nothing to undermine those measures. If at any time the club believes such safety and welfare is potentially compromised it reserves the right to consider cancellation or amendment of any activity while measures are reviewed. All activities will be carried out in line with current government Covid-19 guidelines and are continually reviewed. This risk assessment must be read in conjunction with all other activity and site-specific risk assessments. The following should be read in conjunction with all FA and government guidelines as contained within Appendix B & C. (hard copy only)						
Location Details	**Mayfield Stadium; Mayfield Road, Thornton Heath, CR7 6DN**						

Identified Hazards	**Who may be affected**	**Risk Level before control measures S x L = R**				**Existing control measures**	**Additional Control measures required**	**To be actioned by**	**Completion date**	**Final Risk level S x L = R**			
		S	**L**	**R**	**RR**					**S**	**L**	**R**	**RR**
Catching / Spreading	Volunteers, visiting team, public	5	3	15	H	• Welfare facilities will contain suitable levels of soap and antibacterial gel. • Volunteers will be asked to sanitise or wash hands with soap regularly and thoroughly, for at least 20 seconds. • Volunteers should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.				5	1	5	M

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						• Volunteers are reminded to not touch their eyes, nose or mouth if their hands are not clean. • A cleaning schedule will be implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance. • We will also work in accordance with any cleaning/infection control requirements outlined by the government. • Volunteers will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature. They will not be allowed to attend or participate during this period unless they test positive when the period will be 10 days • Should volunteers disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance • Specific event-based risk assessments should be referred to in conjunction with this general document • The FA documents that have been produced in line with Government guidance, which saw the easing of lockdown restrictions on gatherings, public spaces and outdoor activities	Door handles, surfaces, toilets and other communal areas will be sanitised every hour Volunteers and all participants will have their temperature taken on arrival. If the temperature is 37.8 or higher they will be instructed to leave. A temperature above 37.4 will result in a re-test after 10 minutes. If the temperature remains at 37.4 or higher then they will be instructed to leave.						

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						and the phased return of outdoor sport and recreation should always be adopted.							
Volunteer & Visiting Team travel	Volunteers, visiting team, officials	5	2	10	H	• It is a condition of entry or participation in a regulated event that those in attendance are complying with Government guidance in respect of overseas travel and, where required, they will isolate in accordance with that requirement.				5	1	5	M
Lack of awareness	Volunteers, visiting team, public	5	3	15	H	• The latest government and FA campaign posters will be displayed in the entrance lobby areas and in suitable places around the stadium. • Pre-event briefings will be carried out for all volunteers on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from FA and government guidance.		Directors		5	1	5	M
Visitor Parking	Volunteers, participants including visiting team, public	5	1	15	M	• Adequate parking is available within the club car park				5	1	5	M

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		S	L	R	RR					S	L	R	RR
Entry & Exit to Main Stadium	Volunteers, visiting team, public	5	3	15	H	• Access and egress to the stadium is clearly marked with warning signs to give guidance to social distancing • Spectators attending will be asked to safely queue to ensure social distancing • Spectators are encouraged to use cashless for entry to the Stadium • A sneeze guard is installed in the turnstile area and personal protective equipment will be provided to the turnstile operator • Temperature checks will be conducted on all those entering the Stadium. Anyone with a temperature reading of 37.5 or above will be refused admission and invited to return home • Entry will be limited to 300 (initially 150) spectators. A strict control on numbers entering the stadium will be in place to ensure compliance. If the limitation is reach further spectators will not be admitted to the stadium. • Exiting the Stadium will be by large exit gates. These gates will not be opened until the end of the game to ensure that numbers remain controlled. • The Turnstile will be sanitised regularly whilst in operation				5	1	5	M

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Entry Exit to Clubhouse	Volunteers, visiting team, public	5	3	15	H	• The Clubhouse is open for general access but will have a capacity of 40 that will be strictly enforced. • Entry will be available from the main entrance. Doors will remain open although handles and push plates will be sanitised regularly during operation • Match Officials will be able to use the Boardroom which has a strict capacity of four people. Guests of Match Officials will not be permitted to enter Boardroom if that means the capacity is breached. Children accompanying Match Officials may not enter the Boardroom whilst the Match Official is getting ready. The capacity allows for the Observer to join the match officials. • Match Officials may use their dressing room subject to the conditions below		Directors		5	1	5	M
Clubhouse operation	Volunteers, visiting team, public	5	3	15	H	• The kitchen shall serve only from the external servery before, during and after matches • The Clubhouse shall have a capacity of 40 people • Tables and chairs are to be used with social distancing in mind. Chairs should not be moved to increase the size of groups. Patrons who are not drinking should avoid sitting in the clubhouse • A queue shall be in place providing for social distancing for service at		Directors		5	1	5	M

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						the bar. Card payments are encouraged for service at the bar • Plastic glasses only will be used for all sales in all circumstances • Tables and surfaces will be wiped down regularly. • Those visiting the clubhouse will be asked to register as a customer to assist with track and trace, the information will be held for 21 days. • The Boardroom will not be used for hospitality purposes • Post match hospitality shall be available for players Visiting club officials and match officials shall be provided hospitality in a defined area of the clubhouse.						
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All Toilet Areas – external and internal	Volunteers, participants, public	5	3	15	H	• Toilets are located in the Clubhouse. • Gentlemen's toilet shall have a capacity of three people. The Ladies' toilet shall have a capacity of two people. • Toilets will be checked and cleaned regularly. Antibacterial soap will be placed in the toilets for customers and there will be a hand sanitiser in each of the toilets.		Directors		5	1	5	M

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All Dressing Room Areas	Volunteers & visiting team	5	4	20	VH	• Access to the Dressing Rooms is via the tunnel area and is clearly marked • Staff will check and clean the dressing rooms regularly. Antibacterial soap will be placed in the toilets for players/staff and there will be a hand sanitiser dispenser inside the dressing room overall area as shown in Appendix (hard copy). • Doors will be kept open where possible to reduce the need for players to touch handles by pushing or pulling them open, however wipes will be available to enable coaches/visiting management to frequently wipe handles down with antibacterial wipes to reduce risk. • No Children are allowed within the dressing room area at any time. • Dressing room area to be used minimally by visiting and home team • At full time the team shall leave the field of play via the tunnel area and have the post match meeting with minimum numbers as above. In order to reduce numbers changing should be staggered. • Showers may be used but there is an absolute maximum of two	The Home Team dressing room has a recommended limit of 6 persons, the away team dressing room has a recommended limit of 5 persons. The Match Officials Dressing Room has a recommended limit of 1 person	Directors		5	1	5	M

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						persons at a time. Players should not share shower gel or shampoo • The entire dressing room area should be kept clear of any persons not needed. Numbers shall always be kept to a minimum.						
Grandstand	Volunteers, visiting team, public	5	3	15	H	• The Grandstand is to be accessed from the eastern end of the Grandstand • Rows 1, 3 and 5 will not be in use to ensure that social distancing is maintained within the Grandstand from behind. Spectators will be encouraged to maintain at least one seat apart unless they are part of the same household • A seat will be reserved for the Observer within the Directors seating that will be accessed via the stairs at back of stand •		Directors		5	1	5	M
Other Spectator Areas	Volunteers, visiting team, public	5	3	15	H	• All areas for standing spectators will have social distancing markings on handrails to advise spectators. • An area either side of the home and away technical area will be closed to spectators completely. It will not be possible to walk all the way around the ground. • An area each side of the technical area will be available for substitutes or members of the technical area to sit socially distanced. Each bench area will have a limit of five people only at any one time.		Directors		5	1	5	M

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Track & Trace Visitors	Volunteers, visiting team, public	5	3	15	H	• It is a requirement that the visiting team maintain a register of those players, management and officials that are in attendance and that they make those details available to Balham FC or the track and trace authorities • A record will be maintained of volunteers, match officials, management and players and retained for 21 days		Directors		5	1	5	M
Signage on maintaining social distancing	Volunteers, visiting team, public	5	3	15	H	• Individuals & Groups are expected to adhere to the Government's social distancing policy. If they are not following this rule they will be asked to leave. Signage will be put up around the stadium to remind and prompt people to follow the Government's rules. • Children are to be supervised by an adult at all times – Signage to be erected externally to stadium to raise awareness				5	1	5	M

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Guidance Notes

SEVERITY						
	4	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
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

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Additional comments:

1. This risk assessment needs to be discussed with Volunteers before they operate the plant/equipment to ensure compliance with all control measures through their understanding
2. Volunteers are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Assessor 1 name:	**Jennie Molyneux**	**Signature:**		**Date:**	**21 August 2020**

Assessor 2 name:	**Zoe Appleton**	**Signature:**		**Date:**	**21 August 2020**

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I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level. I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.				
Full Name	**Description of Visit**	**Date**	**Full Name comments/recommendations**	**Signature**

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