Risk Assessment

Date:	July 2020						
Assessors Name:	**Joe Croker**	**Reference Number:**			**Review Date: 1month**	Ongoing – as per FA & government guidance updates	
Endorsed By:	**CAFC committee**	**Signature:**		**Position:**	**Chairman**	**Date:**	~~31 July 2020~~24 August 2020
Description of assessment	**Coronavirus (COVID-19) & Staging Matches at the Crowborough Community Stadium**						
Summary Statement	Crowborough Athletic Football Club has a duty of care 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. 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. The Club has successfully implemented Stage 1 of the FA's Return to Football and now move to Stage 2.						
Location Details	Crowborough Community Stadium Fermor Road, Aldervale Cottages Crowborough East Sussex TN6 3BU						

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	CAFC players and volunteers, visiting team, officials public	3	3	9	M	• Welfare facilities will contain suitable levels of soap and antibacterial gel. • Volunteers will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. • Contact with personnel suspected of having caught COVID-19 will be avoided.		Covid-19 Officer	Ongoing	5	1	5	M

Risk Assessment

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		S	L	R	RR					S	L	R	RR
Catching / Spreading (continued)	CAFC players, volunteers, visiting team, officials, public	5	3	15	H	• Volunteers and players 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 work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance. • We will also work towards any cleaning / infection control requirements outlined by the government. • Volunteers and players will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature. • Should volunteers or players disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance. • 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 and the phased return of outdoor		Covid-19 Officer	Before any matches are played in the stadium	3	3	9	M

Risk Assessment

						sport and recreation should always be adopted.							

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		S	L	R	RR					S	L	R	RR
Lack of awareness	Volunteers, players, visiting team, officials, public	5	3	15	H	• The latest government and FA campaign posters will be displayed near the entrance and in suitable places around the stadium. • We will continually adopt and review new FA/ government.		Covid-19 Officer	Before any matches are played in the stadium	3	3	9	M

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Parking	Volunteers, players, visiting team, officials, public	2	3	6	M	• Parking at the stadium will be controlled and once the car park is full ensure the car park is CLOSED to all. • Signage will be provided to direct towards appropriate entrance. • All volunteers will wear hi-vis jackets		Volunteer Covid-19 Officer	Before any matches are played in the stadium	2	3	6	M

Risk Assessment

Entry & Exit to Main Stadium	Volunteers, players, visiting team, officials, 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. • Entry will be via a dedicated turnstile. • Social distancing queueing will be required with on floor markings. • Prior to entry all personnel will be required to use the hand sanitiser provided. • The gateman will be behind a protective screen and wear protective gloves. • One way arrows shall designate routes around the stadium however main exits will be a dedicated turnstile. • A list will be compiled of potential supporters and visitors and be held just inside the entrance for test and trace. All entering must either be on the list of contact details or give their name and phone number (one per group.	The entrance and exit will be cleaned before and after the game.	Covid-19 Officer Volunteer Covid-19 Officer Volunteer	Before any matches are played in the stadium	3	3	9	M

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Risk Assessment

Access to the Crows Nest Stadium Toilets	Volunteers, public	5	3	15	H	• Initially only the disabled toilet will be opened. • Socially distanced marked queueing will be in operation. • It 1 toilet is inadequate then the other toilets will be opened with controlled entry to 1 at a time. • The toilet will have wash facilities, warm air dryer and hand sanitisers.	The toilets will be cleaned regularly.	Volunteer staff		3	3	9	M
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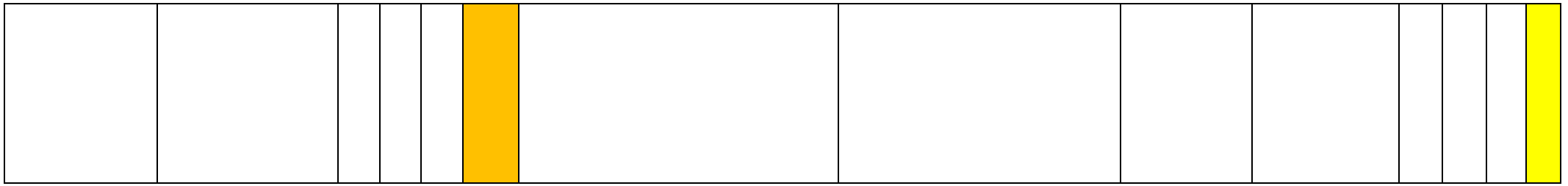
		S	**L**	**R**	**RR**					**S**	**L**	**R**	**RR**
Crows Arms Stadium Bar customers	Volunteers, public	5	3	15	H	• The Crows Arms Bar is located within the ground next to the main terrace. • One person will serve from behind a screen and wearing face protection and disposable gloves. • Only 1 person will be allowed at the bar at any one time. • Queueing will be socially distanced alongside the perimeter fence with markings on the ground. • Only disposable glasses will be provided. • Contactless payment will be preferred and the card machine will be sanitised after every transaction. • The bar top will be wiped down frequently and always after a cash transaction.	If the bar is overwhelmed then volunteers will monitor the social distancing of the queue.			2	3	6	M

Risk Assessment



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Crows Nest Customers	public	5	3	15	H	• All sales will be via the serving hatch. • Service will be from behind a screen by a single volunteer wearing face protection. • Payment by contactless card will be preferred and the card machine will be wiped down after every transaction. • The counter will be cleaned regularly and always after a cash transaction. • Distanced queuing will be required with distance markers on the floor. • No standing other than to purchase will be allowed in this area. • The walkway besides the queue will be clearly marked.	.			2	3	6	M

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All Dressing Room Areas	CAFC & visiting team	5	4	20	VH	• The home team will be allocated the home and away dressing rooms. • The away team will be allocated two similar sized dressing rooms with a separate entrance. • Players can use the dressing rooms to change ~~but not to shower.~~ and use the showers, restricted to 2 at a time. • Notices will be displayed on the dressing room doors warning only 8 in each room. • The match officials will be allocated two officials' rooms. • All dressing rooms will be cleaned before and after the match. • The officials will be asked to allow the home team on the pitch first. • The away team will enter the pitch through the players' tunnel after walking through the Crows Nest area. • The Crows Nest area will be closed to the public whilst the away team enters and exits the pitch. • The officials will be asked to let the away team leave the pitch first		Covid-19 Officer Volunteer Volunteer		3	3	9	M

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Technical Area	CAFC & visiting team	5	3	15	H	• To enable social distancing in the technical area extra seating will be provided. • Only the Manager/Assistant manager, physio and 5 subs will be allowed in the technical area. • The technical areas will be cleaned pre and post-match.	Included on the match confirmation form	Fixture secretary		3	3	9	M
Player Safety	Players, physiotherapist					• The physio will be conversant with FA Covid-19 guidelines • Anyone entering the field of play (except players and officials) must be wearing protective masks and clothing.		Physio Physio/trainer					M
Match Balls	Teams, officials and team management					• All match balls will be disinfected when they go out of play and replaced by another ball. • Pre and post-match all footballs used will be cleaned.		CAFC team management in the technical area & Volunteer		1	3	3	L

Risk Assessment

Seating Areas	Public	3	4	12	H	• Alternate seats will be marked not for use. • All seats will be cleaned pre and post-match. • Match observers to be seated in accordance with social distancing.		Volunteer		2	3	9	M
Standing Area	Public	3	4	12	H	• Social distancing must be observed. • Signage will remind of social distancing.	Perimeter rail will be cleaned pre and post-match.	Volunteer Covid-19 Official		2	3	6	M
Equipment	Players	3	4	12	H	• All equipment will be cleaned pre, during and post-match.		Volunteer		2	3	6	M
Match Officials spreading/ catching Covid-19	Match Officials	2	3	6	M	• The match officials will be allocated both available officials changing rooms. • The math officials will be paid by BACS.	Match officials bank details will be requested on the match arrangement form.	Fixture secretary		2	2	4	L
Match programmes	Volunteers, public	2	2	4	L	• In addition to the paper programme an electronic version will be published.	Publicise electronic programme.	Programme editor / media		2	2	4	L

Risk Assessment

Provision of refreshments	All participants	3	3	9	M	• All participants must provide their own refreshments. • No after match food will be provided.	The instructions will be detailed in the match arrangement form.	Fixture Secretary		1	3	4	L
Signage on maintaining social distancing	Employees, 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.		Covid-19 Official		3	2	6	M
Clubhouse	Volunteers, CAFC players	4	3	12	H	• The clubhouse will only open post-match. • There will be a one way system adopted. • Hands will be sanitised on entry. • Identification will be required for test and trace. • Only one person in the toilet at a time clearly signed. • One person serving from behind a screen and wearing face protection.		Covid-19 Official & Clubhouse manager		2	2	4	L

Risk Assessment

						• Contactless preferred with the card reader sanitised after every transaction. • Counter cleaned regularly including after every cash transaction. • Only plastic glasses will be used.						

Guidance Notes

SEVERITY						
	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
		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

Risk Assessment

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.**

Additional comments:

1. This risk assessment needs to be discussed with employees before they operate the plant/equipment to ensure compliance with all control measures through their understanding
2. Employees 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:		**Signature:**		**Date:**	**July 2020**

Assessor 2 name:		**Signature:**		**Date:**	**July 2020**

Risk Assessment

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**

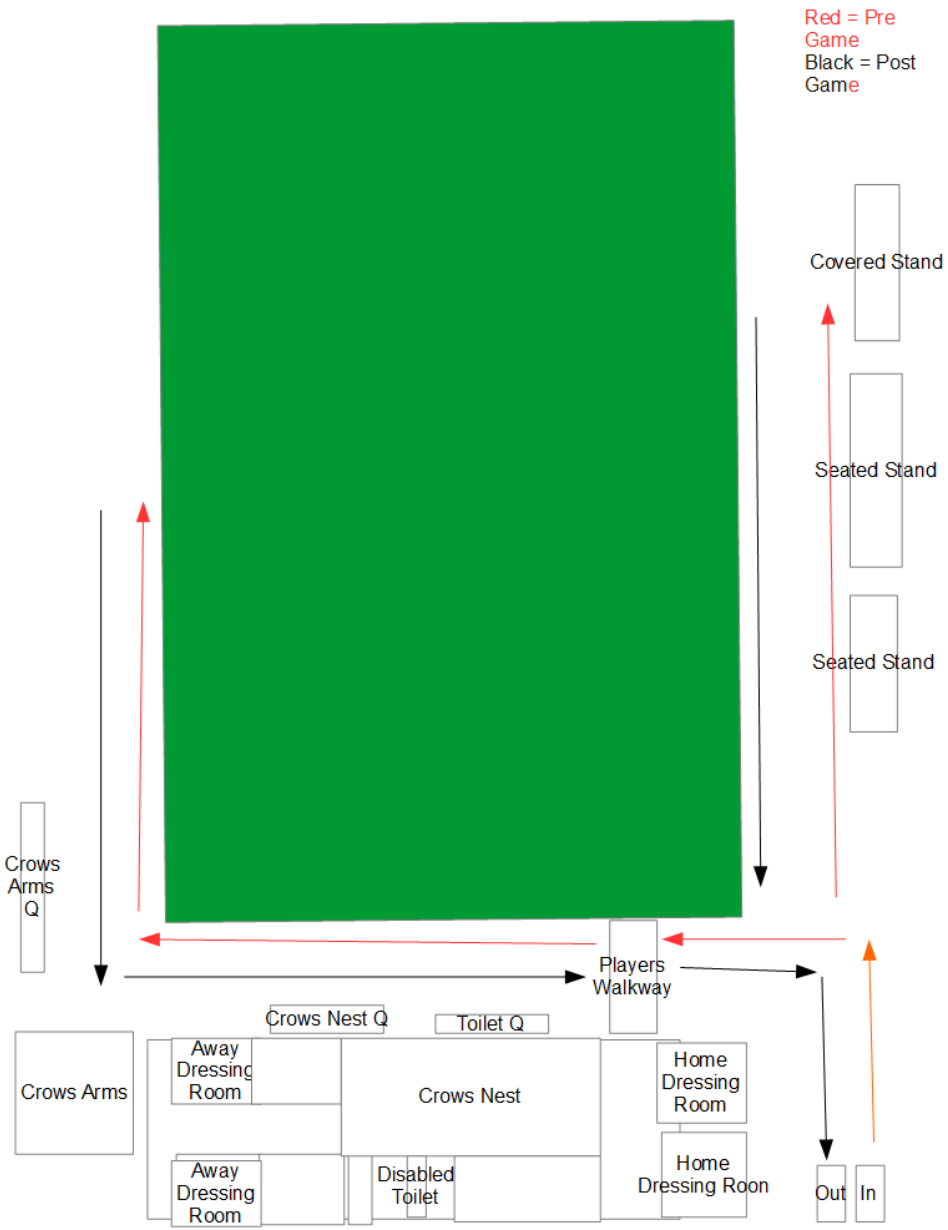
Risk Assessment

Full Name	Description of Visit	Date	Full Name comments/recommendations	Signature

APPENDIX A

Drawings showing access routes throughout stadium however floor markings to be followed at all times.

Risk Assessment



APPENDIX B

FA Guidelines.

APPENDIX C

Government Guidelines.