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| **Date:** | August 2020 |  |  |  |  |  |  |  |  |  |  |
| **Assessors Name:** | **Fabio Rossi** | **Reference Number:** |  | **Review Date: 1month** | Ongoing – as per FA & government guidance updates |
| **Endorsed By:** |  | **Signature:** |  | **Position:** | **General Manager** | **Date:** | **August 2020** |
| **Description of assessment** | **Coronavirus (COVID-19) – Lower Road, Hextable, Kent BR8 7RZ – HOME OF SUTTON ATHLETIC FOOTBAAL CLUB**  |
| **BR8 7RZ**  | FC Elmstead currently ground share at Sutton Athletic fc. FC Elmstead 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. |
| **Location Details** | Sutton Athletic Football Club, Lower Road, Hextable, Kent BR8 7RZ |

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| **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** | Employees, visiting team, public | 5 | 3 | 15 | H | * Welfare facilities will contain suitable levels of soap and antibacterial gel.
* Employees will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds.
* Tissues will be provided for all employees. Employees should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.
* Contact with personnel suspected of having caught COVID-19 will be avoided.
 | * All welfare facilities in use will have adequate levels of soap and hand sanitiser. Levels will be regularly checked for usage and replacement.
* Signage
* Signage

All players, officials, volunteers, and spectators must undergo a self-assessment for any COVID-19 symptoms.Test and trace – FCE will support track and trace efforts byCollecting written information on participants at both individual training sessions and all matches. | * SAFC and FC Elmstead Committee members and volunteers
* FC Elmstead Committee members and volunteers
* FC Elmstead and SAFC Committee members and volunteers
* FCE Committee members and volunteers
 | 29th August 2020 – continuous29th August 2020 – continuousContinuousContinuous | 5  | 1 | 5 | M |

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| **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**(continued) | Employees, visiting team, public | 5 | 3 | 15 | H | * Employees 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 towards any cleaning / infection control requirements outlined by the government.
* Employees will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature.
* Should employees 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 sport and recreation should always be adopted.
 | * Signage
* Current cleaning processes to be maintained, to include new regime for use of antibacterial cleaning substances
* SAFC will review all new cleaning / infection requirements outlined by the government when issued.
* Those involved with FCE will be reminded of Covid19 symptoms and resulting isolating rules
* A previous control measures.
* Signage. Regular review, regular dissemination of information.
 | * FCE Committee members and volunteers
* FCE Committee alongside SAFC Committee members and volunteers
* Club Covid.19

Representative* Club Covid.19

Representative* Club Covid.19

Representative* Club Covid.19

Representative | ContinuousContinuousContinuous government guidelines reviewed.Continuous government guidelines reviewed.Continuous government guidelines reviewed.Continuous government guidelines reviewed. | 5 | 1 | 5 | M |

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| **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** |
| **Employee & Visiting Team travel**  | Employees, visiting team, public  | 5 | 2 | 10 | H | * We will ask employees and the visiting team/supporters to inform us if they are leaving the country.
* We will provide relevant FA and government guidance in line with the area / country that they are visiting.
* Self-isolation will be enforced in line with the area / country guidance.
 | All players, officials, volunteers, and spectators must undergo a self-assessment for any COVID-19 symptoms.* FCE will expect all visiting teams and visitors to follow government guidelines
* FCE will expect all visiting teams and visitors to follow government guidelines.

Test and trace - FCE will support track and trace efforts by collecting written information on participants at both individual training sessions and all matches. | * Club Covid.19

Representative | Continuous government guidelines reviewed. | 5 | 1 | 5 | M |
|  **Lack of awareness** |  Employees, 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.
* Toolbox talks will be carried out for all personnel 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. This will include informing personnel of the known symptoms.
* We will continually adopt and review new FA/ government / WHO guidance as and when it is available.
 | * Signage
* Signage and continuous review and updates
* Continuous review and updates
 | * Club Covid.19

Representative* FCE Committee members and volunteers and Club Covid.19

Representative* FCE Committee members and volunteers and Club Covid.19

Representative | Continuous government guidelines reviewed. | 5 | 1 | 5 | M |

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| **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** |
| **Visitor Parking**  | Employees, visiting team, public  | 5 | 3 | 15 | H | * Provide unrestricted parking to staff and visitors in the stadium footprint which offers adequate space for all vehicles to be parked at safe distances apart.
* EMU’s to continue to direct the parking at SAFC and once the car park is full ensure the car park is CLOSED to all.
 | * FCE working alongside SAFC will plan parking arrangements that ensures social distancing, SAFC will display appropriate signage to facilitate at all points throughout the car park, if visitor numbers increase.
* Regular review of car numbers. If visitor parking numbers exceed capacity SAFC will implement traffic flow systems where possible and appropriate and will outline socially distanced areas for teams, officials, and spectators.
 | * FCE committee working alongside SAFC Committee members and volunteers and Club Covid.19

Representative | * Continuous/ each game
* Continuous/ each game
 | 5 | 1 | 5 | M |
| **Entry & Exit to Main Stadium**  |  Employees, 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.
* Every game shall be made all ticket to ensure that track and trace can be adopted should any employee, visiting team or member of public contract the virus.
* Entry will be via the turnstiles with each ticket holder given a specific time of entry at 2min intervals (max 4people per ticketing party/household)
* One-way arrows shall designate routes around the stadium however main exits will be the gate adjacent the turnstile and main building exit to car park. At all times, the gates shall be held open to avoid cross contamination.
 | * Signage
* FCE will not make games all ticket, due to the logistics of doing so. We will work to SAFC guidelines. SAFC can safely socially distance spectators to a total 120 people. If supporters do not adhere to social distancing when asked to then possibility of reducing stadium capacity further. Test and trace – SAFC will support track and trace efforts bycollecting written information on visitors.
* An entrance fee shall be paid upon entry through the turnstile at safety distances used.
* Signage
 | * FCE Committee members and volunteers
* FCE volunteer
* FCE volunteer
* FCE Committee members and volunteers
 | Continuous government guidelines reviewed.* Continuous/ each game
* Continuous/ each game
* Continuous
 | 5 | 1 | 5 | M |

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| **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** |
| **Entry Exit to SAFC Ground Floor Bar and bar area setup****Entry Exit to SAFC Ground Floor Bar and bar area setup**(continued) | Employees, visiting team, public  | 5 | 3 | 15 | H | * The SAFC Bar is located at ground floor level so should be accessed via the main entrance, at all times social distancing measures shall be in place such as:
* One-way system in Bar Area
* One up one down system and signage within the lobby to the main staircase – see Appendix . Tape and paint must be put down to clearly mark out a one-way walkway. Signs also put up to indicate the direction to follow. ‘Entrance only’ and ‘Exit only’ signs will be placed in the appropriate positions, i.e. by the front door and side gate.
* Main Bar to be a one person serving system with 1mtr mark on flooring designating positioning
* Although contactless payment is preferable and limits risk of cross-contamination as much as possible, customers will still come into contact with the card machine, therefore it will be wiped down with antibacterial spray and disposable blue roll after each transaction. Likewise, the till is to be wiped down frequently, especially after any cash transactions. It is important that the till is cleaned down properly before a staff switchover. All locations are to be wiped down frequently with antibacterial spray and disposable blue roll.
* All bar tops etc are to be wiped down frequently with antibacterial spray and disposable blue roll.
* Children are to be supervised by an adult at all times – Signage to be erected externally to stadium to raise awareness
* EMU’s to monitor staircase prior to kick off, half time and full time
 | * FCE working alongside SAFC will restrict numbers, using the bar and bar area to 36.
* Signage
* Signage
* Signage
* FCE have an online payment card machine. All Equipment will be regularly wiped down and cleaned.

 * FCE committee working alongside All SAFC Committee members

 and volunteers will be provided with instruction around the  Cleaning of all bar tops. All bar tops will be regularly  wiped down and cleaned.* Signage.
* Not Applicable
 | * FCE Committee members and volunteers
* FCE Committee members and volunteers
* FCE Committee members and volunteers
* SAFC Committee members and volunteers
* FCE Committee members and volunteers
* FCE & SAFC Committee members and volunteers
* FCE Committee members and volunteers
 | * Continuous review
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| **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** |
| **All Toilet Areas – external and internal** | Employees, visiting team, public  | 5 | 3 | 15 | H | * There are 5No internal toilet areas within the stadium as shown in Appendix .
* Staff will check and clean the toilets regularly. Antibacterial soap will be placed in the toilets for customers and there will be a hand sanitiser dispenser outside each of the toilets.
* Doors will be kept open where possible to reduce the need for customers to touch handles by pushing or pulling them open, however staff will frequently wipe handles down with antibacterial spray and disposable blue roll to reduce risk.
* Children are to be supervised by an adult at all times – Signage to be erected externally to stadium to raise awareness
* EMU’s to monitor toilets throughout the period of time supporters are within the stadium
 | * FCE committee working alongside SAFC will check and clean (where required) 5No internal toilet areas. Each will have signage (use instructions), hand cleansing equipment and hand sanitisers available on each entry points
* Due to location of toilet areas, keeping doors open will be difficult. Control through signage and regular check and clean (where required)
* Signage
* FCE will monitor toilet areas throughout game days from opening to closure
 | * FCE Committee members and volunteers
* FCE Committee members and volunteers
* FCE Committee members and volunteers
* FCE Committee members and volunteers
 | * Continuous review
* Continuous review
* Continuous review
* Continuous review
 | 5 | 1 | 5 | M |
| **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** |
| **All Dressing Room Areas****All Dressing Room Areas**(continued) | Employees & visiting team  | 5 | 4 | 20 | VH | * The dressing rooms and additional dressing room areas are shown in Appendix A which clearly show designated access routes to follow.
* 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 A.
* 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 – propose 5 players change every 10mins and then stand outside dressing room area socially distanced within tunnel and adjacent area.
* Prior to kick off and at half time numbers in the dressing room shall be kept to a minimum – max 11players and 2 managers/coaches.
* 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.
* We would prefer all players/coaches etc to not utilise the showers however if they need to then only 2 persons to use the shower at any one time and foot coverings to be worn at all times. The push buttons to operate the showers shall be washed with an antibacterial wipe prior to the next person utilising the shower.
* The entire dressing room area should be kept clear of any persons not needed. Numbers shall always be kept to a minimum.
 | * SAFC will restrict numbers, using the Home and Away changing room areas, to 11 players and One member of the Management team. The changing room area for match day officials is unaffected.
* FCE will check and clean (where required) all changing room areas. Each will have signage (use instructions), hand cleansing equipment and hand sanitisers available on each entry points
* Due to location of changing room areas, and for security reasons, keeping doors open will be difficult. Control through signage and regular check and clean (where required)
* Signage
* By restricting the numbers, using the Home and Away changing room areas, to 11 players and One member of the Management team, meets social distancing guidelines. The changing room area for match day officials meet social distancing guidelines.
* By restricting the numbers, using the Home and Away changing room areas, to 11 players and One member of the Management team, meets social distancing guidelines.
* Signage, FCE will check and clean (where required) all changing room areas.
* Signage
 | * FCE Committee members and volunteers
* FCE Committee members and volunteers

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| **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** |
| **Track & Trace Visitors** | Employees, visiting team, public  | 5 | 3 | 15 | H | * Customers will be asked to write down their details when purchasing their online tickets ONLY to assist with the Government’s Track and Trace initiative. The details will be filed confidentially in a dated folder for at least 21 days.
* Customers will repeat this procedure each time they visit Lower Road
* Visiting Teams will be asked to submit all visiting players and officials’ details 3 days prior to the fixture.
* All employees’ records working on the day are available via the club website to assist in track and trace.
 | Test and trace – FCE will support track and trace efforts bycollecting written information on participants at both individual training sessions and all matches. Details will be kept securely for a minimum of 21-days.For all times Lower Road / facilities are used -Test and trace – FCE will support track and trace efforts bycollecting written information on participants at both individual training sessions and all matches. Details will be kept securely for a minimum of 21-days.* FCE will request information from visiting teams however checks, upon arrival, will be undertaken to match the names of players and management team against the details forwarded.

Details will be added to SAFC’s website. All SAFC Committee members and volunteers will support Test and trace. Details will be kept securely for a minimum of 21-days. | * FCE Committee members and volunteers and Club Covid.19

Representative* FCE Committee members and volunteers and Club Covid.19

Representative* FCE Committee members and volunteers and Club Covid.19

Representative* FCE committee working alongside SAFC Committee members and volunteers and Club Covid.19

Representative | * Continuous review
* Continuous review
* Continuous review
* Continuous review
 | 5 | 1 | 5 | M |
| **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
 | * Signage and regular tannoy reminders / announcements. If visitor numbers increase, consider capping stadium numbers.
* Signage
 | * FCE Committee members and volunteers and Club Covid.19

Representative* FCE Committee members and volunteers
 | * Continuous review
* Continuous review
 | 5 | 1 | 5 | M |

**Guidance Notes**

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| **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** |

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| **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** |

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| **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** |

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| **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 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
 |

Fabio Rossi

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| **Assessor 1 name:** | **John Ball** | **Signature:** |  | **Date:** | **August 2020** |

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| **Assessor 2 name:** | **Guy Eldridge** | **Signature:** | Paul Brook | **Date:** | **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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| **Full Name** | **Description of Visit** | **Date** | **Full Name comments/recommendations** | **Signature** |
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**APPENDIX A -** Drawings showing access routes throughout stadium however floor markings to be followed at all times.****

**APPENDIX B**

FA Guidelines.

**APPENDIX C**

Government Guidelines.