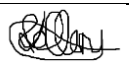
Risk Assessment

Date:	July 2020						
Assessors Name:	**Luke Turner**	**Reference Number:**	**001**		**Review Date: 1month**	Ongoing – as per FA & government guidance updates	
Endorsed By:	**Robert Jeffery**	**Signature:**		**Position:**	**Board Member**	**Date:**	**31 July 2020**
Description of assessment	**Coronavirus (COVID-19) – Greenways FC Risk Assessment**						
Summary Statement	Greenways 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	**K Sports Cobdown, Station Road, Ditton, Aylesford, Kent, ME20 6AU**						

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.		KS MANAGEMENT	ONGOING	5	1	5	M

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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.		KS MANAGEMENT	ONGOING	5	1	5	M

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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.	See attached Appendix	CHAIRMAN AND BOARD LUKE TURNER LUKE TURNER	ONGOING ONGOING ONGOING	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.		KS MANAGEMENT LUKE TURNER	01/08/20 ONGOING	5	1	5	M

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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 K Sports and once the car park is full ensure the car park is CLOSED to all.	If visitor numbers increase, consider parking signage. If visitor parking numbers exceed capacity a drop off system shall be adopted only.	CHAIRMAN & BOARD	ONGOING	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 main gate 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.	Possible reduction in stadium numbers given capacity of 1400 If supporters do not adhere to social distancing when asked to then possibility of reducing stadium capacity further	KS MANAGEMENT CHAIRMAN & BOARD	ONGOING 01/08/20	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**			
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Entry Exit to K Sports Bar and bar area setup	Employees, visiting team, public	5	3	15	H	• K Sports Bar is located at ground floor level so should be accessed via the main double door glazed entrance, at all times social distancing measures shall be in place such as: • One way system in Bar Area • One in one out system and signage externally explaining the one way and queue system– 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	If visitor numbers increase, consider capping stadium numbers.	KS MANAGEMENT	ONGOING	5	1	5	M

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Entry Exit to K Sports Bar and bar area setup (continued)						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 locations 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 entrance and exit prior to kick off, half time and full time	See Appendix FA guidelines that will need to be acknowledged if parents do not supervise their children at the stadium.						
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All Toilet Areas – external and internal	Employees, visiting team, public	5	3	15	H	• There are 2 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	If visitor numbers increase, consider capping stadium numbers. See Appendix B FA guidelines that will need to be acknowledged if parents do not supervise their children at the stadium.	KS MANAGEMENT	ONGOING	5	1	5	M

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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 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. • 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	Additional changing area available to away team	KS MANAGEMENT MANAGER AND COACHING TEAM	ONGOING ONGOING	5	1	5	M

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						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.						

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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 K Sports. • Visiting Teams will be asked to submit all visiting players and officials details 3 days prior to the fixture. • All volunteers' records working on the day are available upon request to assist in track and trace.	Ensure Employee documentation is available for track and trace	CHAIRMAN & BOARD		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	If visitor numbers increase, consider capping stadium numbers. See Appendix FA guidelines that will need to be acknowledged if parents do not supervise their children at the stadium.	CHAIRMAN & BOARD	01/08/20	5	1	5	M

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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

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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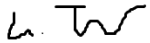
Additional comments:

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

Assessor 1 name:	**Luke Turner**	**Signature:**		**Date: 31/07/2020**	**July 2020**

Assessor 2 name:	**Rob Jeffery**	**Signature:**		**Date: 31/07/2020**	**July 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 a volunteer, 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.

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APPENDIX B

FA Guidelines.

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APPENDIX C

Government Guidelines.