RISK ASSESSMENT - Lewisham Borough Community Football Club

Date:	**August 2020**						
Assessors Name:	**Colin Jarrett**	**Reference Number:**	**001**		**Review Date: 1month**	**Ongoing – as per FA & government guidance updates**	
Endorsed By:	**Lance Roberts**	**Signature:**		**Position:**	**Chairman**	**Date:**	**21 August 2020**
Description of Assessment	**Coronavirus (COVID-19) – Lewisham Borough Community Football Club - Risk assessment**						
Summary Statement	**Lewisham Borough Community Football Club has a duty of care to protect the safety and welfare of its players, members, 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	**Ladywell Arena, Silvermere Road, Catford, London SE6 4QX**						

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
Lewisham Borough Community Football Club	**Players, coaches, club officials, volunteers, match officials, visiting clubs, spectators & facility provider**	**3**	**4**	**12**			• **Club to be responsible for players and spectator's welfare and safety at matches** • **The Club accepts that it is fully responsible for all Health & Safety Matters** • **The Club WILL providel SCEFL with its Full Risk Assessment and post it on its official website** • **Club Officers to be responsible for the public display of its Risk Assessment will be appointed** • **Contact with personnel suspected of having caught COVID-19 will be avoided** • **The Club will work towards any cleaning/infection control requirements outlined by the government (see attached Appendix)** • **The FA documents that have been produced in line with Government guidance, which saw**			**2**	**3**	**6**	

RISK ASSESSMENT - Lewisham Borough Community Football Club

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
Lewisham Borough Community Football Club (continued)							the easing of lockdown restrictions on gatherings, public spaces and outdoor activities and the phased return of outdoor sport and recreation will always be adopted (see attached Appendix) • The Club will continually adopt and review new FA/Government and WHO guidance as and when it is available						
Match Day Programmes	players, coaches, officials, volunteers, visiting clubs, and spectators	2	2	4			• Match Day Programme will be provided on the Club's Website	Social media officer	3 days before matchday	1	1	1	
Pre-match	players, coaches, club officials, volunteers, & facility provider	3	4	12			• Covid.19 Officer to hold a pre-match Safety meeting • All Club personnel to be fully brief pre-match on all procedures • Club to clean all entrance areas pre-match • All Press Areas to be cleaned pre-match • Match Video area will be cleaned pre-match			2	3	6	
Entrances, Exits Access Routes and Walkways	players, coaches, club officials, volunteers, match officials, visiting clubs, spectators & facility provider	4	4	16	H	ARENA ENTRANCE Volunteer accepting entrance and programme fees	• Notices of Ground, Health & Safety and Covid.19 Rules to be posted at Arena entry point • All entrances & exits to meet Government Covid.19 guidelines and to be strictly adhered to and observed • Club to clean all entrance areas pre and post- match • Club to erect a protective screen between the person collecting entrance fee and the public • All those entering the Arena and attending games must register their names, addresses and telephone numbers to ensure that track and trace can be adopted should any person, visiting team or member of public contract the virus • A Card Reader for Non-Contact Payments to be installed at the Entry Point • Signs will be posted with ONE-WAY ARROWS	Covid 19 Committee	1 Day before each game	3	3	9	

RISK ASSESSMENT - Lewisham Borough Community Football Club

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
Entrances, Exits Access Routes and Walkways (continued)							for all access routes and walkways throughout the Arena • However floor markings to be followed at all times • At all times the gates shall be held open to avoid cross contamination						
						CHANGING ROOMS (home, away & referees) and CLUB ROOM: Access to changing rooms only allowed after 13:30	• Hand cleansing station to be placed at the Arena's entrance • Volunteer to monitor adherence to Government Covid.19 guidelines • Signs posted with ARROWS for all walkways • Hand cleansing stations to be placed at changing rooms and Club Room entrances • At all times the doors shall be held open to avoid cross contamination	Covid 19 Committee	1 Day before each game				
Turnstiles						Not applicable							
WC's	Staff, volunteers, players, referees & supporters	4	5	20		Arena reception area, changing rooms and Club Room: Sinage, hand wash liquid & hand dryers	• Arena staff will check and clean the toilets regularly • Hand cleansing station for entrance and exit • Hand dryers serviced and in working order • Entrances & exits from WC areas monitored and strictly controlled • WC's cleaned before during and after games • Welfare facilities will contain suitable levels of soap and antibacterial gel			2	3	6	
Changing Rooms & Showers	Players & referees	4	5	20		Access to changing rooms allowed after 13:30	• Staff will check and clean the dressing rooms regularly • Home players cannot use dressing rooms or showers • Changing Rooms cleaned Pre-Match after use and again post-match • Away players allowed to use both Home and Away Dressing Rooms for pre and post-match changing into playing kit			2	3	6	

RISK ASSESSMENT - Lewisham Borough Community Football Club

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
Changing Rooms & Showers (continued)							• Away players cannot use the showers • Away players must observe Social Distancing with no more than 8 players in each dressing room • 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 • The entire dressing room area should be kept clear of any persons not needed (numbers shall always be kept to a minimum)						
Club Room	Players, coaches, club officials, volunteers, match officials, visiting clubs, spectators & facility provider						• Social distancing measures shall be in place at all times • One way system will operate in the Club Room Bar area • Tape will be put down to clearly mark out a one-way walkway • Club Room to be a one person serving system with 1 meter mark on flooring designating positioning • All bar and table tops will be wiped down frequently with antibacterial spray and disposable blue roll						
Players	Staff, volunteers, coaches, visiting players, & referees	3	4	12		Access to changing rooms allowed after 13:30	• Home players must maintain training bubble • Home players must arrive in full playing kit • Both home & away Players must warm-up in full playing kit • All Players must provide their own drinks • Players must leave the ground in their playing kit • Players will be reminded to not touch their eyes, nose or mouth if their hands are not clean			2	3	6	

RISK ASSESSMENT - Lewisham Borough Community Football Club

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
Players (continued)							• 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 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 • Visiting Teams will be asked to submit all visiting players and officials details (name, address & telephone number) 3 days prior to the fixture						
Goal-keeper	Players & referee	3	4	12			• Goal-keepers instructed to disinfect gloves after warm-up, at half-time & after the end of the game			2	3	6	
Physios/Therapist	Players, coaches & referees	3	3	9			• All Club Physios/Therapist will be fully conversant with Health and Safety Covid.19 requirements as per FA guidelines • Physio/Therapist must wear appropriate masks and protective clothing on field • Physio/Therapist and Club Covid.19 Representative will review all matches post-match			2	3	6	
Match Officials	Players & coaches	3	3	9			• Match Officials will be asked to arrive in full match attire • A safe area for Match Officials to store their bags will be made available • Club to clean areas pre and post-match used by Match Officials • Match officials to provide their own Drinks • Match officials to be paid by BACS post-match			2	3	6	
Press/Media	Staff, volunteers, players, coaches & spectators	3	3	9			• Press and Media attending matches must bring their own drinks/refreshments to the match • All Press Areas to be cleaned pre and post-match			2	3	6	

RISK ASSESSMENT - Lewisham Borough Community Football Club

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
Press/Media (continued)							• All post-match interviews will be held in a sterile area with full social distancing rules applied						
Children	Spectators						• Children are to be supervised by an adult at all times						
Match Videos	Volunteers & spectators	3	3	9			• Match Video area will be cleaned pre and post-match • The Club accepts its responsible for all matters relating to video recordings safety & health handling			2	3	6	
Sinage	players, coaches, club officials, volunteers, match officials, visiting clubs, spectators & facility provider	3	4	12			• The Club will provide full signage on Social Distancing, Ingress & Egress procedures in all areas of the grounds and the Arena • Full signage in all Changing Rooms on Social Distancing plus ground rules on Health & Safety provided • Signage regarding rules provided in both technical areas • Every other seat in the Clinton Rhule Stand will be clearly marked as NOT TO BE USED • Club will clearly display Covid.19 information			2	3	6	
Technical Areas	Managers, players, coaches, physios & referees	3	4	12			• Social Distancing must be observed in Home and Away Technical Areas • Signage regarding rules provided in both technical areas • Additional seating in each Technical Area provided for 8 people to achieve correct Social Distancing • Both Technical Areas cleaned Pre and post-match • The Technical Areas can only be used by, a Manager, Coach and/or Assistant Manager, Physio and 5 Substitutes (in total 8 people)			2	3	6	

RISK ASSESSMENT - Lewisham Borough Community Football Club

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
Match & Warm-up Balls	Players, coaches & referees	3	4	12			• All match balls available, retrieved when they go out of play, fully disinfected, and cleaned pre, during and post-match by Technical Area Staff • Technical Area staff to clean all warm-up/training balls used			2	3	6	
Other Equipment & Materials	Players, coaches, club officials, volunteers, match officials, spectators & facility provider	3	4	12			• All equipment used to stage games to be cleaned pre, during & post match • Coachs, Physios and any volunteers must adhere strictly to cleaning all equipment • Additional seating in each Technical Area provided for 8 people to achieve correct Social Distancing • All relevant persons issued with disposable masks • All relevant persons issued with disposable gloves • Goal posts, nets and corner flags to be cleaned pre and post-match • A Check List & Record of all cleaning of equipment to be maintained • Tissues will be provided for all volunteers • Disposable blue roll will be issued to volunteer staff working behind the Bar • Contactless card machine • Antibacterial spray			2	3	6	
Spectators & Spectator Facilities	Spectators & volunteers	4	4	16			• All seats & benches must be cleaned pre and post-match • All Seating Areas (including benches) in the Arena must comply with social distancing rules • Every other seat in the Clinton Rhule Stand will be clearly marked as NOT TO BE USED • Match Observers will be seated in accordance with Social Distancing • A volunteer stationed in the seating area to ensure Social Distancing is fully observed during matchs • Individuals & Groups are expected to adhere to the Government's social distancing policy			2	3	6	

RISK ASSESSMENT - Lewisham Borough Community Football Club

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
Spectators & Spectator Facilities (continued)							• If they are not following this rule they will be asked to leave the Arena						
Standing Areas	Spectators & volunteers	3	3	9			• Spectators from different bubbles (families) must observe Social Distancing • All perimeter rails cleaned pre and post match			2	3	6	
Cleaning	Players, coaches, club officials, volunteers, match officials, visiting clubs, spectators & facility provider	4	5	20			• 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 • A cleaning schedule will be implemented to clean all entrance areas pre and post- match • All perimeter rails cleaned pre and post match • All equipment used to stage games to be cleaned pre, during & post match • Goal posts, nets and corner flags to be cleaned pre and post-match • A Check List & Record of all cleaning of equipment to be maintained • Areas used by Match officials to be cleaned pre and post-match • All Press Areas to be cleaned pre and post-match			2	3	6	
Track & Trace Visitors	Spectators	4	5	20			• Customers will be asked to write down their details when entering the Arena 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 • Visiting Teams will be asked to submit all visiting players and officials details (name, address & telephone number) 3 days prior to the fixture • All volunteers records working on the day are available via the club website to assist in track and trace						

RISK ASSESSMENT - Lewisham Borough Community Football Club

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
Post-match cleaning	Players, coaches, club officials, volunteers, match officials, visiting clubs, spectators & facility provider	4	5	20						2	3	6	
Volunteers	Players, coaches, club officials, volunteers, match officials, visiting clubs, spectators & facility provider	4	5	20			• A volunteer stationed in the seating area to ensure Social Distancing is fully observed during matchs • Volunteer to monitor adherence to Government Covid.19 guidelines at the Arena entrance • Volunteers will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds • Tissues will be provided for all volunteers • Volunteers should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands • Volunteers will be reminded to not touch their eyes, nose or mouth if their hands are not clean • Volunteers will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature • All volunteers records working on the day are available via the club website to assist in track and trace			2	3	6	
Drinks & Refreshments	Players, coaches, club officials, volunteers, match officials, visiting clubs, & spectators	3	4	12			• All Players must provide their own drinks • Match officials to provide their own Drinks			2	3	6	
Waste Items & Drinking Vessels	Facility users & facility provider	3	3	9			• Clubs to maintain a clean stadium clear of all waste items • Any drinking vessels left at the ground must be cleared away and put in bins for recycling			2	2	4	

RISK ASSESSMENT - Lewisham Borough Community Football Club

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
Car Parking						Not applicable							
Post-match	Coaches, club officials, volunteers, physios, facility provider	3	4	12			• Club to clean all entrance areas post-match • Covid.19 Officer to hold a post-match review			2	3	6	
Post-match (continued)							• Physio/Therapist and Club Covid.19 Representative will review all matches post-match • All post-match interviews will be held in a sterile area with full social distancing rules applied • Match Video area will be cleaned post-match						
Covid.19 Representative	Players, coaches, physios, club officials, volunteers, match officials, visiting clubs, spectators & facility provider	2	3	6			• Clubs will appoint a Covid.19 representative • Covid.19 person to check all pre match matters • Covid.19 Officer to hold a pre-match Safety meeting pre match and post-match review • Club Covid.19 Representative to be on site and his/her name shown on all signage as the Club Representative • Physio/Therapist and Club Covid.19 Representative will review all matches post-match	Club Secretary		2	3	6	

RISK ASSESSMENT - Lewisham Borough Community Football Club

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
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.

RISK ASSESSMENT - Lewisham Borough Community Football Club

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:**	**August 2020**

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

RISK ASSESSMENT - Lewisham Borough Community Football Club

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 - Lewisham Borough Community Football Club

APPENDIX A

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

RISK ASSESSMENT - Lewisham Borough Community Football Club

APPENDIX B

FA Guidelines.

UPDATED GUIDELINES FOR FANS' RETURN IN NATIONAL LEAGUE SYSTEM & WOMEN'S PYRAMID

https://www.thefa.com/news/2020/aug/19/updated-guidelines-for-return-of-spectators-190820

RISK ASSESSMENT - Lewisham Borough Community Football Club

APPENDIX C

Government Guidelines.

Details of the latest Government Guidelines within which this Risk Assement is drafted is accessible here:

https://www.gov.uk/coronavirus