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| **Date:** | July 2020 |  |  |  |  |  |  |  |  |  |  |
| **Assessors Name:** | **Paul Dunn** | **Reference Number:** |  | **Review Date: 1month** | Ongoing – as per FA & government guidance updates |
| **Endorsed By:** | **Rocky Macmillan** | **Signature:** |  | **Position:** | **Club Chairman** | **Date:** | **24th July 2020** |
| **Description of assessment** | **Coronavirus (COVID-19) – Glebe FC** |
| **Summary Statement** | Glebe 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** | **Glebe Football Club, Foxbury Avenue, BR7 6SD** |

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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.
 | * Welfare facilities are accessed through a one-way system clearly signed to comply with social distancing regulations
* All personnel are asked to used Hand Sanitiser before entering the club house
* All home players are subject to temperature checks on a weekly basis
* All equipment to be cleaned pre, during and post match. This includes, but is not limited to balls, corned flags, goal posts and nets
* Physio’s and technical staff to be kitted in appropriate PPE
 | Exec team | Ongoing | 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.
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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 have left the country recently.
* 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.
 | * Visiting team are to register team and additional personnel with the home club fixture secretary 3 days prior to game
* All players and match officials are to supply their own drinks
 |  |  | 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.
 | * Matchday programmes to be available on the club website. This is to include social distancing reminders and Covid legislations
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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 | * Unrestricted parking to staff and visitors in the stadium footprint which offers adequate space for all vehicles to be parked at safe distances apart.
* Club personnel to continue to direct the parking at Glebe 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 of 104, a drop off system shall be adopted only. | CHAIRMAN & DIRECTORS |  | 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. Social distancing queuing system will be place upon entry to turnstiles
* 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 If supporters do not adhere to social distancing when asked to then possibility of reducing stadium capacity furtherContactless is our preferred method of paymentHand Sanitizers available at all points on entry / exitPerspex screen in place at turnstiles to prevent spread through aerosoles | CHAIRMAN & DIRECTORS |  | 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 Clubhouse Bar****Entry Exit to Gallery Bar**(continued) | Employees, visiting team, public  | 5 | 3 | 15 | H | * The Clubhouse Bar is located at ground floor level so should be accessed via the main staircase, at all times social distancing measures shall be in place such as:
* One way system in Bar Area
* 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
 | Numbers restricted within the Clubhouse.See Appendix ATable Service will be practisedRestrictions on number of people inside the clubhouse at any one time | CHAIRMAN & DIRECTORS |  | 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 Toilet Areas – external and internal** | Employees, visiting team, public  | 5 | 3 | 15 | H | * There are 2 toilet areas within the clubhouse.
* 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
* Staff to monitor toilets throughout the period of time supporters are within the stadium
 | Number restrictions in place to adhere to social distancingOne way systems in place to access the club toiletsSee Appendix B FA guidelines that will need to be acknowledged if parents do not supervise their children at the stadium. | CHAIRMAN & DIRECTORS |  | 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 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.
* If required, dressing room area to be used minimally by visiting and home team – 5 players change every 10mins and then stand outside dressing room area socially distanced.
* Prior to kick off and at half time numbers in the dressing room shall be kept to a minimum – max 11 players 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.
 | Additional changing area available outside for both teams in the way of Gazebo’s (weather dependant)All players are to arrive in full playing kitPlayers are asked to wear face coverings while in the changing rooms | CHAIRMAN & DIRECTORS |  | 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** |
| **Track & Trace Visitors** | Employees, visiting team, public  | 5 | 3 | 15 | H | * Customers will be asked to write down their details when purchasing their tickets 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
* 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.
 | Ensure Employee documentation is available for track and traceRegistration documents submitted by parents of all players and collected by coaches.  | CHAIRMAN & DIRECTORS |  | 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
 | See Appendix FA guidelines that will need to be acknowledged if parents do not supervise their children at the stadium. | CHAIRMAN & DIRECTORS |  | 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
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| **Assessor 1 name:** |  | **Signature:** |  | **Date:** | **July 2020** |

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| **Assessor 2 name:** |  | **Signature:** |  | **Date:** | **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 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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**APPENDIX A**

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

Exit

Entrance

Clubhouse

Car Park

Exit

Exit

Turnstile entrance – details obtained for Track & Trace

Queuing system in place to enter the stadium through turnstiles

Football Stadium

External

Exit

Entrance

Bar

Ladies Toilets

Men’s Toilets

One – Way System

**APPENDIX**

FA Guidelines.

<http://www.thefa.com/news/2020/jul/17/grassroots-guidance-for-competitive-football-restart-in-england-170720>

**APPENDIX C**

Government Guidelines.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>