|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | Aigust 6th 2020 | | |  |  |  |  | |  | |  |  | |  | |  |  |
| **Assessors Name:** | |  | | **Reference Number:** | |  | | | | **Review Date: 1month** | | | Ongoing – as per FA & government guidance updates | | | | |
| **Endorsed By:** | |  | | **Signature:** | |  | | **Position:** | |  | | | **Date:** | | **August 2020** | | |
| **Description of assessment** | | | **Coronavirus (COVID-19) – Star Meadow Sports Club** | | | | | | | | | | | | | | |
| **Summary Statement** | | | Hollands & Blair 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** | | | **Star Meadow Sports Club, Darland Avenue, Gillingham, Kent ME7 3AN** | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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. | Club house under control, stadium to be supplied before first official fixture  In place as regular practice.  In place as regular practice.  In place as regular practice. | Blair Covid team | 1/9/20 | 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** |
| **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. | In place as regular practice.  In place as regular practice.  In place as regular practice.  In place as regular practice. |  |  | 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** |
| **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. | In place as regular practice. |  |  | 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. | In hand to print and laminate and display in club and stadium before first official game  Covid rep to organise meets at relevant periods  Standard practice | Blair Covid team  Martin Bass | 1/09/20 | 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** |
| **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 the ground and once the car park is full ensure the car park is CLOSED to all. | Alternate parking signs in place. To be controlled on day.  Ensure staff and officials have parking available | 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 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. | In hand to print and laminate and display in club and stadium before first official game.  On certain games will consider ticket-only approach.  If supporters do not adhere to social distancing when asked then possibility of reducing stadium capacity further  Turnstiles -Perspex screens to be provided. On order , awaiting delivery(4/8/20)  In hand to print and laminate and display in club and stadium before first official game | CHAIRMAN & DIRECTORS  Ryan Plummer | 1/9/20  1/9/20  1/9/20 | 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** |
| **Entry Exit to Club house Bar and bar area setup** | Employees, visiting team, public | 5 | 3 | 15 | H | * The Clubhouse Bar is located within the grounds but separate from the Stadium. Entry to stadium done by separate entry point. at all times social distancing measures shall be in place such as: * One way system in Bar Area * Signs in place 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 | If visitor numbers increase, consider capping stadium numbers.  Bar area will be monitored and if necessary restrictions will put in place.  In place.  In place  Standard practice.  Standard practice  Signage in place | 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** |
|  |  |  |  |  |  |  |  |  |  | 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 toilet areas within the stadium with entrance and exit signage. * 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.  Bar procedure in place, stadium toilets to be planned by Covid Team by first official game.  FA guidelines that will need to be acknowledged if parents do not supervise their children at the stadium.  Blair Covid team to manage. | CHAIRMAN & DIRECTORS | 1/9/20 | 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 located in stadium. * 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 * 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 8 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 players gate 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 to Home team.  Pre season no changing rooms will be made available.  When official season starts:-  Away team to use changing rooms with 8 in each. Team talks should be done pitch side by both coaching teams.  Home team will be provided alternate changing area in Club Marquee with seats placed 2m apart and controlled by Covid team.  If possible half time talks should be in pitch area and not in changing rooms.  Blair Covid team | 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** |
| **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 the stadium * Visiting Teams will be asked to submit all visiting players and officials details 3days prior to the fixture. * All employees records working on the day are available via the club management. | Ensure log book documentation is available for track and trace | 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 | If visitor numbers increase, consider capping stadium numbers.  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**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.** |

|  |
| --- |
| **Additional comments:**   1. This risk assessment needs to be discussed with players/coaches and Covid team. 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 by FA Guidelines. 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** |

**Hollands & Blair COVID Team To be confirmed by individuals**

**Covid Main Rep Martin Bass**

**Turnstiles and stadium Steve Lyons**

**Stand 1 Pete Simon**

**Stand 2 Darren Salmon**

**Car Park and bar area Laurence Plummer, coordinating with Club owner**

**Balls and stadium toilets Ken Rayment**

**Officials and player entrance Paul Piggott**

**Cordinating changing rooms Phil Knights and Ryan Plummer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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.

**APPENDIX B**

FA Guidelines.

**APPENDIX C**

Government Guidelines.