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| **Date:** | July 2020 | | |  |  |  |  | |  | |  |  | |  | |  |  |
| **Assessors Name:** | | **Wendy Maynard** | | **Reference Number:** | |  | | | | **Review Date: 1month** | | | Ongoing – as per FA & government guidance updates | | | | |
| **Endorsed By:** | |  | | **Signature:** | |  | | **Position:** | |  | | | **Date:** | | **July 2020** | | |
| **Description of assessment** | | | **Coronavirus (COVID-19) – Tunbridge Wells Football Club** | | | | | | | | | | | | | | |
| **Summary Statement** | | | Tunbridge Wells 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** | | | Tunbridge Wells Football Club  Culverden Down  Tunbridge Wells  Kent  TN4 9SG | | | | | | | | | | | | | | |

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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** | TWFC players, Volunteers visiting team, public | 5 | 3 | 15 | H | * Welfare facilities will contain suitable levels of soap and antibacterial gel. * Volunteers will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. * Tissues will be provided for all employees. Volunteers 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. | Volunteers toilet located in clubhouse  Antibacterial dispensers located around the ground.  Bins and Tissues provided by club in outside bar and at gate turnstiles  Social distancing measures in place around the whole ground. |  | On going | 5 | 1 | 5 | M |

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| **Catching / Spreading**  (continued) | TWFC players, Volunteers visiting team, public | 5 | 3 | 15 | H | * TWFC players and Volunteers 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. * Volunteers and 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 Volunteers or 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. * 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. | Volunteers to wash hands regularly.  Volunteers to spray and clean these points every half an hour.  Guidelines to be read and gone through wilhl all volunteers before matches.  Self-isolate for 14 days.  Track and Trace in place for all volunteers helping at any match.  Players to inform management who then inform COVID 19 officer.  Volunteers to inform COVID 19 Officer if they start to display any symptoms.  Guidelines to be gone through with all volunteers pre-match. |  |  | 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** |
| **TWFC & Visiting Team travel** | TWFC players/management, visiting team, volunteers | 5 | 2 | 10 | H | * We will ask players/management and the visiting team/supporters to inform us if they are leaving the country. * Self-isolation will be enforced in line with the area / country guidance. | COVID19 Officer to be informed. |  | On going | 5 | 1 | 5 | M |
| **Lack of awareness** | TWFC, Volunteers 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 newFA/ government / WHO guidance as and when it is available. * All Volunteers to wear hi-vis jackets. | Poster to be allocated around the ground.  Assessment to be updated as required.  Volunteers to be updated by COVID 19 officer. | COVID 19 Officer | On going | 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** | TWFC players, Volunteers visiting team, officials, 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. * Volunteers to continue to direct the parking at Tunbridge Wells Football Club and once the car park is full ensure the car park is CLOSED to all. * Car parks should be cleaned of any waste items pre and past match. | If visitor numbers increase, consider parking signage.  If visitor parking numbers exceed capacity a drop off system shall be adopted only.  Car park volunteer to maintain the car park. | CHAIRMAN & DIRECTORS | On going | 5 | 1 | 5 | M |
| **Entry & Exit to Main Stadium** | TWFC players, Volunteers visiting team, public | 5 | 3 | 15 | H | * The latest government and FA campaign posters will be displayed at the entrance lobby areas and in suitable places around the stadium. * Every game visitors will be asked to provide contact details 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.   One turnstile for Season ticket holders and one turnstile for paying spectators   * One way arrows shall designate routes around the stadium however main exits will be the gate adjacent the turnstile and double gates by turnstiles 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 and asking them to leave the stadium.  Gate Volunteers to have PPE (face covering and gloves).  Sanitising stations for all entrants outside the turnstile and inside ground when exiting.  Entrance and exit will be cleaned pre and post matches.  Turnstile areas to be cleaned pre and post match.  Gate volunteers will be behind screen. | CHAIRMAN & DIRECTORS | On going | 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 Tunbridge Wells refreshment Bar** | TWFC players, Volunteers, visiting team, public | 5 | 3 | 15 | H | * The Tunbridge Wells Refreshment Bar is located behind the south stand, at all times social distancing measures shall be in place such as: * One way system in Refreshment Area * One way entry and exit . 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. * Refreshment Bar to be a two persons 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 * Only disposable glasses and cups will be used. | If visitor numbers increase, consider capping stadium numbers.  Signage to indicate one way system | 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** | | | |
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| **Match Officals** |  | 5 | 3 | 15 | H | * Match Officials will be asked to arrive in full match attire * A safe area for match officials will be provided to store their bags * Match Officials to provide contact details | Guideline to be followed.  Club to advise officials on arrival at ground.  Track and Trace to be completed by TWFC. | CHAIRMAN & DIRECTORS | On going. | 5 | 1 | 5 | M |
| **Technical Areas**  **Match Programmes**  **Player safety**  **Match Balls**  **Equipment**  **Match Videos** | TWFC and visiting team  Public  Players, physio  Teams, Management and officials  Players and officials |  |  |  |  | * Social Distancing must be observed by Home and Away technical areas. * Signage in both regarding rules * The technical areas will be cleaned pre and post match * Only the manager, assistant manager, physio and 5 subs will be allowed in the technical area   Match Day Programmes  All Club physio must wear appropriate masks and protective clothing on field.  The physio will be conversant with FA Covid-19 guidelines.  Anyone on pitch (except players and officials) must be wearing protective masks and clothing,  All match balls must be fully disinfected pre, during and post match.  All match balls will be disinfected when they go out of play and replaced by another ball.  All equipment used to stage a match must be cleaned  Area to be cleaned pre and post match | Volunteer to clean technical areas pre and post match  Online programme to be available for public.  Technical area staff to clean all match balls used during play and any used for warm up.  Equipment must be cleaned pre, during and post-match.  Pre and Post match cleaning of Goal posts, nets and corner flags  TWFC to be responsible for all matters relating to video safety & health handlings. |  | On going  On going  Ongoing  On going  On going  On going |  |  |  |  |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | |  |  | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
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| **All Toilet Areas – external and internal** | TWFC players, visiting team, officials and public | 5 | 3 | 15 | H | * There are the outside toilet areas and port a loos within the stadium . * 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 * Volunteers to monitor toilets throughout the period of time supporters are within the stadium | If visitor numbers increase, consider capping stadium numbers.  Volunteer to clean toilets regularly.  Volunteer to ensure doors are kept open and they are being used following social distancing.  See 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** | | | |
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| **All Dressing Room Areas**  **All Dressing Room Areas**  (continued) | TWFC players & visiting team | 5 | 4 | 20 | VH | * The away team will be allocated the home and away dressing rooms. * The home team will be allocated alternative areas to be used as changing rooms, Showers not to be used. * 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. * 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 and social distancing to be adhered to at all times. * Prior to kick off and at half time numbers in the dressing room shall be kept to a minimum – max 8 players in any dressing room at any time. * At full time the away team shall leave the field of play via the entrance near to changing rooms and the home team should leave by entrance near the shed area and have the post match meeting with minimum numbers as above. In order to reduce numbers changing should be staggered. * The entire dressing room area should be kept clear of any persons not needed. Numbers shall always be kept to a minimum. | Signage up in dressing rooms showing guidelines.  Volunteer to clean dressing rooms  Volunteer to ensure public not in these areas to allow players to leave the field.  Away Management and Home Management to impose these guidelines and ensure they are being followed. | CHAIRMAN & DIRECTORS | On going | 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 before entering the ground 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. * New Customers will be asked to this procedure each time they visit ground. * 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 website to assist in track and trace. | Ensure documentation is available for track and trace  Gate Volunteer to check details as required. | 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.  Visitors not following guidelines will be spoken to by TWFC officials.  FA guidelines that will need to be acknowledged if parents do not supervise their children at the stadium. | CHAIRMAN & DIRECTORS |  | 5 | 1 | 5 | M |
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**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.

**APPENDIX B**

FA Guidelines.

**APPENDIX C**

Government Guidelines.