

# RISK ASSESSMENT



**Area Assessed:** SMW FC Ground, Club House & Facilities

**Assessment Date:** 14<sup>th</sup> August 2020

**Assessor Name:** Ian Bloyce BSc Hons CMIOSH MIIRSM SHEAR Advice Ltd

**Assessor Signature:**

**Overview of activity / process:** Returning to the 2020-21 football season during the Covid-19 Pandemic

List <u>HAZARDS</u> & Possible Effects/Consequences	Severity	Likelihood	Risk Rank	Actions required to Eliminate / Reduce <u>RISK</u>	Residual Risk	Due By	By Whom	Completed
1) Transmission & Spread at Ground / Facilities	5	4	20	<p>All staff/players to be made aware not to attend SMWFC if they:</p> <ul style="list-style-type: none"> <li>• Experience a high temperature, new persistent cough, or loss or change of taste/smell</li> <li>• Are a 'vulnerable person' (by virtue of their age, underlying health condition, clinical condition or who are pregnant)</li> <li>• Is within 14 days of the day when the first member of their household showed symptoms of Coronavirus</li> </ul> <p>All staff/players to be made aware what to do if they experience any of the above symptoms whilst at SMWFC:</p> <ul style="list-style-type: none"> <li>• Notify their Manager immediately and who will relay any relevant information to SMWFC without delay</li> <li>• Avoid touching anything and return home immediately, travelling alone and avoiding public transport where possible</li> <li>• Cough or sneeze into a tissue and put it straight into a bin, or if they do not have tissues, use the crook of their elbow</li> <li>• Follow UK Government self-isolation guidance &amp; not return to SMWFC until their period of self-isolation is complete</li> </ul> <p>All staff/players to be made aware what to do if they experience any of the above symptoms within 7 days of attending SMWFC to:</p> <ul style="list-style-type: none"> <li>• Inform their Manager as soon as possible, who will relay any relevant information to SMWFC without delay</li> <li>• Follow UK Government self-isolation guidance &amp; not return to SMWFC until their period of self-isolation is complete</li> </ul>	10	28.08.20	ER	

<p><b>2) Travel To &amp; From Ground / Facilities (including away game travel)</b></p>	<p><b>5</b></p>	<p><b>4</b></p>	<p><b>20</b></p>	<p><b>NOTE: SMWFC is not currently able to provide and adequately maintain Covid-19 'secure' player/staff transport to/from away matches whilst maintaining social distance at this time.</b></p> <p>All staff/players to be made aware to:</p> <ul style="list-style-type: none"> <li>• Use their own transport and avoiding public transport wherever possible</li> <li>• Travel alone, unless from the same household</li> <li>• Where not possible to travel alone (unless from the same household), to: <ul style="list-style-type: none"> <li>○ Travel with the same individuals and the least possible number of people</li> <li>○ Maintain social distance, avoid touching each other / anything, face away from each other and open the windows to ensure good ventilation</li> </ul> </li> <li>• All staff/players to be encouraged to use other possible means of transport to avoid the use of public transport, e.g. cycling, etc.</li> <li>• All staff/players to be encouraged to use Pay-by-Phone/contactless-type parking payment options</li> <li>• All staff/players to be advised to regularly wash/sanitise their hands, especially upon completion of journey and as soon as they arrive at the Ground</li> <li>• All staff/players to be advised to regularly clean their vehicle, paying attention to handles and other areas where passengers may touch surfaces</li> <li>• All staff/players to be advised to remove all waste on a regular basis and ensure it is suitably disposed of</li> </ul>	<p><b>10</b></p>	<p><b>14.08.20</b></p>	<p><b>All MANA -GERS</b></p>	
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<p><b>3) Access/Egress To, From &amp; Around Ground / Facilities</b></p>	<p>5</p>	<p>3</p>	<p>10</p>	<p><b>NOTE: SMWFC is not currently able to provide and adequately maintain Covid-19 'secure' spectator environment whilst maintaining social distance at this time.</b></p> <p>SMWFC shall ensure all non-essential staff, players, visitors, contractors, deliveries, etc. are prohibited / restricted from attending SMWFC.</p> <p>SMWFC shall:</p> <ul style="list-style-type: none"> <li>• Determine and observe the maximum number of persons permitted at the Ground / Facilities at any one time to ensure safe levels of social distance are not exceeded</li> <li>• Ensure all staff, players, visitors, contractors, deliveries, etc. adhere to all measures implemented at the Ground / Facilities to maintain social distance</li> <li>• Encourage staff, players, visitors, contractors, deliveries, etc. wash/sanitise their hands upon arrival at the Ground / Facilities</li> <li>• Encourage staff, players, visitors, contractors, deliveries, etc. to regularly wash/sanitise their hands, especially upon completion of tasks and before moving between areas</li> <li>• Implement safe pedestrian access/egress routes to enable social distance, including floor markings &amp; signage, one-way systems, in/out doors, barriers, etc.)</li> <li>• Implement suitably enhanced cleaning regimes, paying particular attention to heavy traffic routes, communal areas, etc. and ensuring all waste bins are emptied on a regular basis and all waste suitably disposed of</li> </ul>	<p>5</p>	<p>28.08.20</p>	<p>ER</p>	
<p><b>4) Changing Facilities</b></p>	<p>5</p>	<p>4</p>	<p>20</p>	<p><b>NOTE: SMWFC is not currently able to provide and adequately maintain Covid-19 'secure' player/official changing facilities whilst maintaining social distance at this time.</b></p>	<p>0</p>	<p>N/A</p>		
<p><b>5) Washing &amp; Toilet Facilities</b></p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>SMWFC shall</p> <ul style="list-style-type: none"> <li>• Ensure suitable staff/player washing and toilet facilities are available and adequately maintained, including enhanced cleaning, waste removal &amp; disposal, etc.</li> <li>• Control the use of all washing &amp; toilet facilities to maintain social distance, including restrictions on numbers of users, controlled entry/exit/use, etc.</li> <li>• Ensure there is soap &amp; hot water readily available/accessible to areas especially at common/frequent contact points. Where soap/hot water are unavailable is suitable hand sanitiser (60%+ alcohol based) to be available/accessible</li> <li>• Encourage staff/players to regularly wash/sanitise their hands, especially prior to and after using the toilet facilities provided</li> </ul>	<p>10</p>	<p>28.08.20</p>	<p>ER</p>	
<p><b>6) Refreshment, Bar &amp; Catering Facilities</b></p>	<p>5</p>	<p>4</p>	<p>20</p>	<p><b>NOTE: SMWFC is not currently able to provide and adequately maintain Covid-19 'secure' refreshment, bar or</b></p>	<p>0</p>	<p>N/A</p>		

				<p>catering facilities whilst maintaining social distance at this time.</p> <p><b>NOTE: SMWFC is not currently able to provide in-match refreshments, drinks, etc. and staff/players to be made aware to provide own and not to share drinks bottles, flasks, etc. with other persons at this time.</b></p>				
<b>7) Team Meetings, Briefings, etc.</b>	<b>5</b>	<b>4</b>	<b>20</b>	<p>SMWFC shall ensure</p> <ul style="list-style-type: none"> <li>Only essential meetings, briefings, etc. are held with minimal participants required to attend</li> <li>Where possible, meetings are held outdoors, in fresh air. Where not possible ensure all internal meeting rooms are well ventilated and windows open to allow fresh air to circulate</li> <li>All attendees wash/sanitise their hands before/after the meeting</li> <li>All attendees to maintain social distance whilst attending meetings</li> </ul>	<b>5</b>	<b>14.08.20</b>	<b>All MANA-GERS</b>	
<b>8) Social Distancing</b>	<b>5</b>	<b>4</b>	<b>20</b>	<p>SMWFC shall ensure that all club activities are planned and organised to avoid overcrowding, maintain social distancing and minimise the risk of spread of infection.</p> <p>Where it is not possible to follow social distancing guidelines in full in relation to a particular activity, SMWFC shall consider whether that activity needs to continue for the club to continue to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission.</p> <p>Where it is not possible to follow social distancing guidelines in full, SMWFC shall:</p> <ul style="list-style-type: none"> <li>Keep the activity time as short as possible</li> <li>Reduce the number of people each person has contact with using 'fixed teams' or 'partnering' so each person works with only a few others". Ideally, these should be persons from the same household (already potentially exposed), or who travel together (already potentially exposed)</li> <li>Keep teams as small as possible and keep individual teams together &amp; isolated to minimise likelihood of transmission</li> </ul> <p><b>NOTE:</b> When managing the risks of C-19, additional PPE beyond what you usually wear is not beneficial. This is because C-19 is a different type of risk and needs to be managed through social distancing, hygiene, fixed teams &amp; partnering, not through the use of PPE. Unless the risk of C-19 transmission is very high, the Risk Assessment should reflect the fact that the role of PPE is very limited".</p>	<b>10</b>	<b>14.08.20</b>	<b>All MANA-GERS</b>	
<b>9) SMWFC Culture &amp; Behaviours to minimise risk of transmission / spread</b>	<b>5</b>	<b>3</b>	<b>15</b>	<p><b>NOTE: During the Covid-19 pandemic, SMWFC shall ensure that it operates in accordance with all current UK Government (UKG), Public Health England (PHE), Football Association (FA) and Department for Digital, Culture, Media &amp; Sport (DCMS) guidance as a minimum standard.</b></p>	<b>5</b>	<b>14.08.20</b>	<b>All MANA-GERS</b>	

				<p>All SMWFC staff/players, and any visitors, contractors, deliveries, etc., to actively engage with SMWFC and encourage an open &amp; collaborative approach to preventing the transmission/spread of Covid-19 where any issues or concerns can be openly discussed and addressed.</p> <p>SMWFC Management to operate an 'open-door' policy relative to highlighted issues/concerns and shall offer / provide any additional support or assistance to those who might benefit from such help.</p> <p>SMWFC Management to ensure staff/players are not "pressured" into anything that they are not comfortable with, or "shouted-down" for speaking-up where they have genuine concerns.</p>				
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SEVERITY of CONSEQUENCES	LIKELIHOOD of an ACCIDENT OCCURRING				
	VERY UNLIKELY	UNLIKELY	FAIRLY LIKELY	LIKELY	VERY LIKELY
CATASTROPHIC	5	10	15	20	25
MAJOR	4	8	12	16	20
MODERATE	3	6	9	12	15
MINOR	2	4	6	8	10
INSIGNIFICANT	1	2	3	4	5
<b>RISK RANKING</b>					

Directors Signature: .....

Approval Date: .....

Review Date: 28<sup>th</sup> August 2020