

Halesowen Town Football Club 1873 Limited – COVID 19 Risk Assessment

Reference: HTFC COVID 01

Assessed by: Karen Brookes, Chairman

Date of Assessment: 21 October 2020

Assessment of risk: Control of COVID-19

Persons at risk: Employees; those in contact with employees; volunteers; visitors to football club and any person affected by our business activity e.g. opposition team inc. management, coaching staff; officials; supporters

COVID-19 Officer: Karen Brookes

Next Review due: 20 November 2020 - review monthly thereafter, unless Government, FA or Southern League guidance is revised prior to the next due review

What is the risk/hazard?	Who might be harmed?	Initial Risk Rating	Controls being implemented to reduce risk	Any additional controls required	Residual Risk Rating	Action by whom?	Action by when?	Date complete
Social Distancing	Users Volunteers Employees Visitors	High	<p>All reasonable steps to be taken to ensure a 2m distance can be maintained between employees/visitors on site – this includes:</p> <p>Provision of signage to direct individuals</p> <p>Regulate entry to social club and other facilities e.g. one- way separate entrance and exits; one-way arrow markings used to outline designated route; control numbers entering (steward controlling flow at entrance and capturing QR Code / track & trace required data)</p> <p>2m social distancing markers placed on the floor namely, queuing e.g. turnstiles; entrance to social club; café serving hatch; shop; programme hut; Board Room/Sponsors Lounge; Limited use of toilet facilities at any one time</p>	<p>Monitor effectiveness, especially at peak times</p> <p>Train volunteers to promote compliance to facility users</p> <p>Train volunteers to report / deal with issues of non-compliance</p> <p>Regular checks (before every use) guidance posters and signage is in place</p>	Low	Dave Hawley & John Cooper	4.7.20	4.7.20

			<p>Using designated drop off / delivery points</p> <p>If meetings take place in person, social distancing measures shall be maintained throughout e.g. Committee Meetings; Fans Forums</p> <p>During meetings, equipment will not be shared, and hand sanitiser will be available</p> <p>Details of what should be done to assist with social distancing has been communicated to all volunteers & visitors</p> <p>Restrictions on number of users of the social club i.e. a maximum of 24 to be seated inside; masks to be worn to move in or out of any building e.g. social club / board room / shop</p> <p>Any information regarding social distancing, which is relevant to visitors, will be communicated to visitors by Club Secretary or other individual organising the visit</p>					
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Promoting good hygiene	Users Volunteers Employees Visitors e.g. officials	High	<p>Provision of additional hand sanitisers at the entrance and exit of the social club</p> <p>Signage of where individuals can wash their hands e.g. toilets</p> <p>All handwashing stations are in good working order with soap, water, hand sanitiser and disposable hand towels</p> <p>Display hygiene standards poster and signage to promote good hygiene</p>	<p>Regular check of toilet/handwashing facilities e.g. soap; water; hand sanitiser and paper towels</p> <p>Regular checks (before every use) guidance posters and signage is in place</p> <p>Train all volunteers on new protocols and the importance of good hygiene</p>	Low	Karen Brookes & Dominique Low	4.7.20	4.7.20
Keep facilities & equipment clean	Users Volunteers Employees Visitors e.g. officials	Medium	<p>Regular cleaning of social club and all other facilities:</p> <p>Frequent cleaning before every use and throughout use</p> <p>Specifically, covering door handles; hand/grab rails;</p> <p>Increase number of waste bins</p>	<p>Regularly check of stock of all cleaning products</p> <p>Regular emptying of all waste facilities e.g. when full or at the end of each match/event</p> <p>Train all volunteers on Public Health England guidance</p>	Low	Dave & Matt Hawley, Dominique Low	4.7.20	Ongoing

			Follow Public Health England guidance if a COVID-19 case is reported	for reported COVID-19 cases				
Accidents / Security & Other Incidents	Users Volunteers Employees Visitors e.g. officials	Low	<p>During incidents, safety will be prioritised</p> <p>In an emergency (fire, accident) people do not have to stay 2m apart if it would be unsafe</p> <p>People involved in the provision of assistance to others (First aiders; Physio) should pay particular attention to sanitation measures e.g. use of gloves and face covering and immediately afterwards, including washing hands;</p>	Awareness for all employees & visitors	Low	Dominique Low	<p>4.7.20 Opening social club</p> <p>1.8.20 first friendly match</p>	Ongoing
Information & Training	Users Volunteers Employees Visitors	Medium	<p>Management regularly check, review and act on information supplied by the Government</p> <p>Any information obtained is cascaded down to employees via internal communications channels</p>		Low	Karen Brookes	4.7.20	Ongoing

			<p>Continual monitoring to ensure social distancing guidelines are being adhered to</p> <p>Employees/Volunteers are provided with information and training in the form of:</p> <p>Risk assessment</p> <p>Safety signs, posters and notices</p> <p>Training as required e.g. returning to work</p> <p>Regular announcement over sound system to supporters/visitors etc</p>					
Welfare	Users Volunteers Employees Visitors	High	<p>All players, officials, coaches, volunteers are expected to undergo a self-assessment for any COVID-19 symptoms and no-one should leave home if they or someone they live with any of the following:</p> <ul style="list-style-type: none"> - A high temperature (above 37.8 degree C) - A new, continuous cough 	<p>If advised that an employee/volunteer or visitor has developed COVID-19 and were recently on our premises (including where an employee/volunteer has visited other facilities e.g.</p>	Medium	<p>Keith McKenna – discharged through Paul Smith, John Snape, Josh Coney & Craig Nicholls</p>	18.7.20	Ongoing

			<p>- A loss or change to their sense of smell or taste</p> <p>This self-assessment is expected to take place before every training session and match – and definitely before individuals mix with one another; our coaches have a method through which they request & collect player self-screen checks before they attend training; they check that players have responded ‘negative.’ Anyone who selects ‘positive’ is told not to attend and to follow Government Guidance on testing and self-isolating for the required time</p> <p>Where required we will also utilise the mobile temperature check if we suspect there is an issue with an individual and if necessary implement Government guidelines</p> <p>Those with symptoms or living with other individuals with symptoms should self-</p>	<p>Halesowen College training facilities), we will follow current government guidelines</p> <p>Management will continually monitor the wellbeing of all employees and volunteers</p>					
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		<p>isolate in line with current government guidelines</p> <p>Management will promote mental health & wellbeing awareness to volunteers/employees during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>References:</p> <ul style="list-style-type: none"> • https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ • www.hseni.gov.uk/stress • www.hse.gov.uk/stress • https://www.efl.com/covid-19/ • https://sgsa.org.uk/sport-without-spectators-general-guidance/ <p>All water bottles will be labelled for each player/coach and will only be utilised by the specified player/coach</p>						
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			<p>If possible, players/coaches should arrive already changed and have spare clothes to change into or will travel home in their kit and shower/change at home</p> <p>Regular cleaning of the changing rooms has been instigated before every use and following every use – see section ‘Keeping facilities & equipment clean’</p> <p>Where this is not possible and changing rooms/showers are being utilised they will be minimised to the manager and starting 11 players and numbers tightly controlled to minimise any risk; doors/windows where possible will be opened to maximise ventilation</p> <p>A plastic screen for volunteers taking drinks orders has been provided in the social club and a process set in place to ensure that the bar staff are 2m from the individuals (now staff member ordering and collecting drinks) to be served insitu in the supporters place in the stadium</p>					
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Travel to and from football club	Volunteers Employees	Medium	<p>We will encourage all players to arrive for training and matches by their own personal car or by other means e.g. walking or bike</p> <p>Players will not car share outside their household or social bubble unless unavoidable</p> <p>For Away matches we will make arrangements for players to either travel independently as specified above</p> <p>However, where we need to use a coach it will be restricted to players/coaches only and we will operate social distancing and everyone will be required to wear face coverings e.g. 55-seater coach restricted to a maximum of 30 individuals</p> <p>Use of the Club minibus to transport kit and players/coaches/volunteers overspill, applying the same social distancing and all wearing face coverings</p> <p>Regular hand sanitising will be required when travelling on a coach and/or club minibus</p>		Low	<p>Keith McKenna – discharged through Paul Smith (Players/Staff Coach if required)</p> <p>John Cooper/Dave Hawley (Minibus)</p> <p>Academy use of mini-bus – Craig Nicholls & Josh Coney</p>	18.7.20	Ongoing

			<p>Wash hands for at least 20 seconds or sanitise hands always on exiting or re-entering the vehicle</p> <p>We will limit time spent at garages, petrol stations, motorway services, instructing all players/coaches and volunteers to wear their masks, pay for any purchases using contactless and to keep their distance from others</p>					
<p>General work activities & work areas</p> <p>Off site working e.g. other training facilities; working from home</p>	<p>Users Volunteers Employees Visitors</p>	<p>Medium</p>	<p>Employees can continue to work from home (where applicable) e.g. Academy Coaches</p> <p>Where possible, the use of shared equipment has been prohibited or restricted e.g. desk/chair/ office equipment</p> <p>Where wearing gloves is a requirement of the job, an adequate supply of these will be provided</p>		<p>Low</p>	<p>Karen Brookes</p>	<p>4.7.20</p>	<p>Ongoing</p>

		<p>Employees/volunteers to be reminded that wearing of gloves is not a substitute for good hygiene</p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <ul style="list-style-type: none"> • Reference: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm <p>Personal protective equipment should be used, and will be provided where social distancing is not an option due to the nature of the work being carried out e.g. café volunteers working within close proximity</p> <p>If employees/volunteers wish to use their own Personal protective equipment, this is a personal preference,</p>						
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			employees/volunteers will need to provide their own mask and ensure that they are disposed of / washed appropriately					
Football Activity	Users Volunteers Employees Visitors	High	<p>We will support the NHS test and trace efforts by using the QR Code which is displayed around the football stadium or to collating name and contact information on participants at all training and matches</p> <p>This information will be stored for a minimum of 21 days in line with the Government Recreational Team Sport Framework and collected and processed in accordance with the Data protection Act 2018 and GDPR principles Signage is provided to remind players to undertake hygiene practices</p> <p>Any player or coach that is symptomatic or living with someone who is symptomatic must self-isolate at home and will not attend training sessions or matches</p> <p>Bibs will only be used where necessary and will not be swapped during any exercise.</p> <p>Equipment e.g. balls, bibs, cones, goalposts etc will be regularly wiped down with appropriate cleaning equipment and cleaned thoroughly and after every season.</p>		Medium/Low	Keith McKenna – discharged through Paul Smith, John Snape, Josh Coney, Craig Nicholls and Anita Sargeant (Physio)	18.8.20	Ongoing

			<p>Whilst cleaning equipment volunteers/players/coaches will wear face mask and gloves during this process</p> <p>All first aid and medical care will be provided in line with FA First Aid Guidance and/or Return to Grassroots Football guidance</p>					
Spectators/ Gatherings	Users Volunteers Employees Visitors	Medium	<p>Once FA/League guidance has been provided e.g. spectator capacity, we intend to action the following:</p> <p>Utilising one-way markings to safely walk around the ground and use the facilities e.g. social club; toilets; shop;</p> <p>2m social distancing floor markings</p> <p>Within the Harry Rudge seated stand, where and if necessary (the rule of six is being followed and individuals are ensuring they are social distancing), we will restrict use of alternate rows and nominated seats to maintain social distancing</p> <p>Within the Shed End enclosed stand we are utilising pens with barriers/chains & wrist bands to ensure the rule of six and social distancing is enforced – stewards monitor</p>		Low	Dave Hawley to oversee supported by team	5.9.20	Complete

			Within the other two standing terrace areas use floor markings and tape to restrict standing area access to facilitate social distancing					
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