



# HEALTH AND SAFETY RISK ASSESSMENT FORM

<b>Risk Assessment Title:</b> Returning to competitive football following Covid-19 pandemic	
<b>Additional Information:</b> This risk assessment has been produced collaboratively for Tadley Calleva FC returning to competitive football using the latest FA Covid-19 guidance on restarting outdoor competitive grassroots football (V1, 18/07/20) and latest Government guidance. This risk assessment will be reviewed weekly and amended as per any guidance changes by the appointed Covid-19 Officer and communicated with club management, staff, players, volunteers, officials and visitors.	
<b>Completion Date:</b> 24 <sup>th</sup> August 2020 <b>Review Date:</b> Weekly – To ensure compliance with current legislation	<b>Risk Owner:</b> Wayne Chivers, Tadley Calleva Secretary
<b>Risk Assessment Team:</b> Sandy Russell Tadley Calleva Chairman, Adam Clarke 1 <sup>st</sup> Team Manager & George Coffin Res Team Manager.	

Ref No.	What are the hazards? How could they cause harm? What are the possible injuries/illnesses?	Who could be harmed?	What control measures are already in place?	Current risk			Detail any additional control measures needed (add to action plan for implementation)	Revised risk		
				Likelihood	Severity	Risk level		Likelihood	Severity	Risk level
1.	<p>Exposure to Covid-19 through contact with others due to:</p> <p>Living with someone with a confirmed case of covid-19</p> <p>Have come into contact (within 2m for 15 minutes or more) with a Confirmed case of COVID-19</p> <p>Being advised by a public health agency that contact with a diagnosed case has occurred</p>	<p>Players, Volunteers, Staff, Officials, Visitors</p>	<p>Continue following government advise on self-isolation &amp; general COVID-19 ongoing guidance. If you are experiencing any of the following symptoms – DO NOT attend the club. Temperature above 37.8°C A new continuous cough Loss of or change in sense of taste and/or smell.</p> <p>Waiver forms to be complete by all Bar staff declaring, they are fit and COVID-19 symptom free.</p> <p>Temperature checks on all players And coached complete before training sessions and matches.</p> <p>Track and trace process in place for all visitors to Tadley Calleva FC as per Government guidance.</p> <p>If contacted by NHS track and trace to Advise that you have come into contact With someone who has been confirmed.</p>	3	1	3	<p>Review this Risk Assessment when any guidance changes.</p> <p>To continually review government and FA guidance for COVID-19.</p>	2	1	2



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			<p>To have Covid-19, you must self-isolate And not return to the club until you have been confirmed as clear.</p> <p>All visitors to the club should follow Good hygiene measures at all times prior to and after visiting Tadley Calleva FC</p>							
2.	<p>Transmission and spread of COVID-19 whilst visiting Tadley Calleva FC</p> <p>Not following current social distancing guidance before, during and after match</p>	<p>Players, Volunteers, Staff, Officials, Visitors</p>	<p>Safety brief including clubhouse safe systems will be given to visiting teams ahead of scheduled match and delivered to players and coaches before each training session and match.</p> <p>Covid-19 officer will deliver verbal Safety brief to all staff and volunteers On match days</p> <p>Club volunteers &amp; staff to receive safety brief to include social distancing</p> <p>Club Covid-19 officer to oversee / supervise control measures to ensure compliance and effectiveness.</p> <p>Clear signage and one-way barriered systems in place in and around the club house.</p> <p>Doors and windows will be kept open where possible to ensure ventilation</p> <p>Floor markings indicating two meters in potential pinch point areas such as toilet and bar queues.</p>	3	1	3	<p>Additional signage required for one-way system</p>	3	1	3
	<p>Transmission and spread of</p>	<p>Players, Volunteers,</p>	<p>Safety brief before each bar shift to Include reminders of the importance of washing and sanitising hands in accordance to Government advice.</p>				<p>Process required for managing stocks</p>	2	1	2



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3.	<p>COVID-19 whilst visiting Tadley Calleva FC</p> <ul style="list-style-type: none"> <li>Poor Hygiene</li> </ul>	<p>Staff, Officials, Visitors</p>	<p>Staff must wash sanitise their hands before a shift</p> <p>Hand soap and sanitiser stations are in various locations around the clubhouse.</p> <p>Regular cleaning regime in place</p> <p>Throw away paper towels for drying hands.</p> <p>Protective screens on bar area</p> <p>Refuse bins inside and outside</p> <p>Clear signage for toilets and washing / sanitising facilities</p> <p>Club Covid-19 officer to oversee / supervise control measures to ensure compliance and effectiveness</p>	3	1	3	<p>for soap, sanitiser and paper towels</p> <p>Hygiene standards posters for washing hands and coughing etiquette</p>			
4	<p>Transmission and spread of COVID-19 whilst visiting Tadley Calleva FC</p> <ul style="list-style-type: none"> <li>Food and drink preparation / consumption</li> </ul>	<p>Players, Volunteers, Staff, Officials, Visitors</p>	<p>Drinks from the bar will be served in single use cups only, No glass or ceramics.</p> <p>Serving of cooked food will be at the managers desecration and supply, storage, preparation and service will follow Government standards</p> <p>All preparation and service surfaces will be cleaned regularly with anti-bacteria solution</p> <p>Masks and gloves are available for bar staff, it is at their discretion if they want to use them.</p> <p>Club Covid-19 officer to oversee / supervise control measures to ensure compliance and effectiveness</p>	2	1	2				



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5.	<p>Transmission and spread of COVID-19 whilst visiting Tadley Calleva FC</p> <ul style="list-style-type: none"> <li>Contaminated Surfaces</li> <li>Keeping facilities and equipment clean</li> </ul>	<p>Players, Volunteers, Staff, Officials, Visitors</p>	<p>Any equipment used in the bar will be cleaned and securely stored after each use.</p> <p>Shared water bottles aren't permitted, all players are encouraged to bring their own – no sharing!</p> <p>Regular clubhouse cleaning regime in place which includes, toilets, bar, changing rooms and showers, doors and handrails. With rota and record log, to be completed.</p>	3	1	3	<p>Produce cleaning logs for bar and toilets</p> <p>Produce cleaning responsibilities for contracted cleaner outlining areas that need to be cleaned and with what products. Is the cleaner allergic to any products?</p> <p>Does the cleaner need training?</p> <p>Bar staff should also have her responsibilities written down and any training / allergy requirements addressed.</p> <p>Control of substances hazardous to health assessment (COSHH)</p>	2	1	2
6.	<p>Transmission and spread of COVID-19 whilst playing an organised away fixture</p> <ul style="list-style-type: none"> <li>Travelling</li> <li>Unfamiliar surroundings</li> </ul>	<p>Players, Staff</p>	<p>Players and coaches will be briefed on visiting club safety procedures and clubhouse facilities during safety brief.</p> <p>Car sharing should be limited to the same small groups.</p> <p>Good ventilation and face masks are advised.</p>	3	1	3				
7.	<p>Confirmed case of Covid-19 within the Tadley Calleva FC Team.</p>	<p>Players, Volunteers, Staff, Officials, Visitors</p>	<p>Track and Trace procedure</p> <p>Follow Government guidance on confirmed cases</p>	3	1	3				

**Risk Owner [mandatory] - I have overall responsibility for the risk assessment. I understand and accept the risks and how they are being managed.**

Name: Wayne Chivers	Position: Secretary	Signature: <i>w. chivers</i>	Date: 24/08/2020
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**Additional Manager Acknowledgement [optional] - I understand and accept the risks and how they are being managed, relevant to my area of control.**

Name: Sandy Russell	Position: Chairman	Signature: Sandy Russell	Date: 24th August 2020
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<b>Name: Murray Knox</b>	<b>Position: Bar Manager</b>	<b>Signature: Murray Knox</b>	<b>Date: 24th August 2020</b>
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## ACTION PLAN

Ref No.	Action required	Responsible person/s	Due date	Status / date closed
1	Weekly review this Risk Assessment and implement and communicate change	Wayne Chivers	On-Going	On-Going
2	Communicate latest COVID-19 Safety Updates	On-Going	On-Going	On-Going
3	Process required for managing stocks for soap, sanitiser and paper towels	Sandy Russell	Open	Open
4	Purchase or print Hygiene standards posters for washing hands and coughing etiquette	Sandy Russell	Open	Open
5	Produce paper cleaning logs / check lists for bar and toilets (for games and events)	Murray Knox	Open	Open
6	Additional signage for one-way system	Sandy Russell	Open	Open
7	Cleaner & bar staff cleaning responsibilities in writing	Murray Knox	Open	Open
8	Staff & volunteer – COSHH check	Murray Knox	Open	Open
9	COSHH Assessment on cleaning products	Sandy Russell	Open	Open

WORK-RELATED HEALTH AND SAFETY RISK MATRIX						
LIKELIHOOD OF HARM OCCURRING	5 Almost certain	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	4 Likely	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	3 Possible	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	2 Unlikely	LOW	LOW	MEDIUM	MEDIUM	HIGH
	1 Extremely Unlikely	LOW	LOW	LOW	MEDIUM	HIGH
		1 Injury/ill-health requiring no treatment	2 Injury/ill-health requiring first aid or routine medical treatment	3 Injury/ill-health requiring significant medical treatment or hospitalisation	4 Extensive, multiple or life changing injury/ill-health	5 Fatal or life limiting injury/ill-health
SEVERITY OF POTENTIAL HARM						