

# POCKLINGTON TOWN FOOTBALL CLUB COVID-19 H&S RISK ASSESSMENT

## Assessment Title: COVID 19 Plan for ASRS

<b>Site/Location</b>	PTFC Facilities & Grounds	<b>Work Area</b>	Changing Rooms, equipment storage shed and grass football pitches	<b>Reference Number</b>	PTFC RA COVID 001
<b>Date</b>	19/07/2020			<i>Previous RA reference #</i>	N/A
<b>Reason for Assessment</b>	New Task Assessment	<input checked="" type="checkbox"/>	Is a PTW required?	No	
	Significant Change	<input type="checkbox"/>	If so state type i.e.	N/A	
	Periodic Review (minimum 2 years)	<input type="checkbox"/>			
	Central / Divisional Directive	<input type="checkbox"/>			
	Review Following Accident/Incident*	<input type="checkbox"/>			
<b>*Accident / Incident details being Reviewed</b> <i>Only record details of the accident /Incident that has instigated the review of the task</i>	N/A				
<b>Task Description</b> <i>Describe the <b>task</b>; provide a “story” that outlines the workplace, equipment and processes that is to be conducted by the individual.</i>	<p>This assessment covers Social Segregation and Distancing within Pocklington Town FC changing rooms, Equipment storage areas and associated grass football pitches, in preparation for the return of, players/coaches/managers/officials/visitors/parents/physio/deliverers and the general public.</p> <p>There are up to 200 people affected by this risk assessment at any time including club committee members, players, coaches, managers, officials, volunteers, parents, physios, visitors, deliverers and the general public.</p>				

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## 1. WHAT MIGHT BE THE TYPES OF HAZARD? Every Hazard identified **MUST** be addressed in the assessment

<b>Other applicable Risk Assessments</b> <i>Refer to the locations Master List and reference any related assessments or relevant manufacturers documentation in this box:</i>		This assessment runs in line with every other RA on site and deals specifically with COVID 19 requirements.	
<b>A.</b> Slips, Trips & Falls <input type="checkbox"/> <b>B.</b> Falls From Height <input type="checkbox"/> <b>C.</b> Manual Handling (specific MH RA required) <input type="checkbox"/> <b>D.</b> Hit by moving vehicle <input type="checkbox"/> <b>E.</b> Trapped by object <input type="checkbox"/> <b>F.</b> Collision with object <input type="checkbox"/> <b>G.</b> Struck by moving object <input type="checkbox"/>	<b>H.</b> Struck by falling object <input type="checkbox"/> <b>I.</b> Contact with machinery / entanglement <input type="checkbox"/> <b>J.</b> Sharp objects <input type="checkbox"/> <b>K.</b> Violence <input type="checkbox"/> <b>L.</b> Noise (specific Noise RA required) <input type="checkbox"/> <b>M.</b> Extreme temperatures (Hot and Cold) <input type="checkbox"/> <b>N.</b> Smoke or Dust <input type="checkbox"/>	<b>O.</b> Hazardous Substances (specific COSHHRA required) <input type="checkbox"/> <b>P.</b> Vibration <input type="checkbox"/> <b>Q.</b> Fire & Explosion (specific RA required) <input type="checkbox"/> <b>R.</b> Electricity <input type="checkbox"/> <b>S.</b> Suffocation <input type="checkbox"/> <b>T.</b> Animal attack <input type="checkbox"/> <b>U.</b> Damaged equipment <input type="checkbox"/>	
<b>If "Other" please describe</b>		<b>Exposure to COVID 19 Virus / First Aid / Legionella</b>	
List any <b>Existing Common Controls</b> that are relevant to this task/activity <b>NOTE: Every control <b>MUST</b> be referenced in the assessment</b>			
<b>1</b>	<i>Hygiene stock is managed by the Club staff</i>	<b>11</b>	<i>Wash stations in rest areas and washrooms</i>
<b>2</b>	<i>Management Monitoring processes – COVID 19 coordinators</i>	<b>12</b>	<i>Pre-event Safety Briefings</i>
<b>3</b>	<i>Areas Organised for 2 Metre Spacing</i>	<b>13</b>	<i>Social distancing plan in place</i>
<b>4</b>	<i>Welfare facilities and football pitches 2m social distancing rule in place</i>	<b>14</b>	<i>2-person tasks prohibited</i>
<b>5</b>	<i>Management Audit Process – COVID Checklist</i>	<b>15</b>	<i>The HSE has announced a three-month extension to the validity for all certificates coming up for renewal on or after 16 March during the current COVID-19 crisis</i>
<b>6</b>	<i>Post-event cleaning of all equipment required before use – this includes training aids and footballs</i>	<b>16</b>	
<b>7</b>	<i>2 Metre Line Marking and Signage in Place for one way system access</i>	<b>17</b>	
<b>8</b>	<i>Area briefing for all parties to understand their requirements and changes made to normal routines</i>	<b>18</b>	
<b>9</b>	<i>Location Hygiene procedures – 3<sup>rd</sup> party supplier</i>	<b>19</b>	
<b>10</b>	<i>Guidance for First Aid Responders (Covid-19)</i>		
<b>Please add additional rows above if needed</b>			

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2. WHO MIGHT BE AFFECTED?		
<input checked="" type="checkbox"/> Club Members <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Agency Workers <input checked="" type="checkbox"/> Customers	<input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Vulnerable People <input checked="" type="checkbox"/> Other	<b>Comments if Other, Multiple Groups or Vulnerable People</b>  PTFC members on site; contractors visiting site to perform work; players, coaches, managers, officials, physio, visitors, customers visiting the club and using club facilities; general public including parents, spectators.

## 3. Pocklington Town Football Club HEALTH & SAFETY RISK TASK ASSESSMENT AND ACTION PLAN

3.1 SPECIFIC HAZARDS <i>Description of hazard, where it exists, what could be its effect &amp; potential harm? (Adopt the X, Y, Z approach and when rating the risk remember it is the reasonable foreseeable worst case injury that should be reflected)</i>	3.2 EXISTING CONTROLS <i>From the above 'existing common controls', list the common control numbers that are relevant to the Hazard and comment on their effectiveness.</i>	3.3 RISK RATING (Likelihood x Severity)			3.4 ADDITIONAL CONTROLS <i>Describe if required to reduce the Risk Rating, and then revise the Risk Rating after these additional controls are taken into account. If no additional controls are required, enter a statement of the following 'it is considered that the remaining residual risk from this Hazard is adequately controlled' OR 'the residual risk from this Hazard cannot be totally eliminated'</i>	3.5 <i>Person Responsible for action</i>	3.6 <i>Agreed completion Date</i>	3.7 <i>Completed (Y or N)**</i>	3.8 <i>Date Closed</i>	3.9 <i>Residual Risk</i>		
		L	S	R						L	S	R
<b>U – Exposure to Coronavirus</b> Staff, players, coaches, managers, physio, officials, parents and general public are at risk of exposure due to insufficient segregation within the welfare facilities  <b>Extreme harm</b> ( fatality )	2M line of floor tape to ensure social distancing adhered to inside welfare facilities  One-way system to be set up for pedestrians	4	5	20	<b>All persons associated with the club to be informed directly that persons are not permitted to attend the club if they have Covid-19 symptoms or have been in contact with someone with symptoms in the last 14 days</b>  <b>All persons associated with the Club to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels</b>					2	5	10

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		L	S	R						L	S	R
	<p>Signage installed to remind of 2m distancing rule</p> <p>Cleaning supplies provided in each area to allow for cleaning before and after use</p> <p>Briefing provided for all club officers and volunteers to understand the social distancing and cleaning requirements</p>				<p><b>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the club premises. Encourage staff to report any problems and carry out spot checks</b></p> <p><b>Toilet facilities require notification on door if persons inside consider one in one out system to ensure social distancing</b></p> <p><b>Toilet facilities require enhanced cleaning regime</b></p> <p><b>Changing facilities closed</b></p>							



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		L	S	R						L	S	R
<b>U – Exposure to Coronavirus</b> Players, coaches, managers, physio, officials, parents and the public are at risk of exposure due to insufficient segregation in and around pitches during training.  <b>Extreme harm</b> ( fatality )	2m floor markings to show maximum number of individuals in each area  Signage installed to remind of 2m distancing rule  One-way system set up to assist in segregation  Briefing provided for all club officials, coaches, managers, Volunteers, players to understand the social distancing and cleaning requirements before start of activity to remind of 2m distancing rule	4	5	20	<b>First Aid requirement to be reviewed to ensure trained first aiders are aware of the Covid-19 hazards and controls for administering CPR and general first aid</b>  <b>Gloves and face masks to be provided and worn by all coaches, managers, volunteers officials, and other team assistants when administering first aid or coming into contact whilst being unable to preserve 2m rule.</b>					2	5	10
<b>U – Exposure to Coronavirus</b> Players, managers, coaches, and volunteers at risk of exposure due to insufficient segregation during training	Signage installed to remind of 2m distancing rule, and maximum number of people on pitches (5 players max per	4	5	20	<b>Physical contact with anyone outside of your household is only permitted to players where contact is unavoidable due to nature of the game and only during training for the groups of up to 30 persons, therefore</b>					2	5	10

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		L	S	R						L	S	R
<b>Extreme harm</b> ( fatality )	training session plus one coach) Multiple training sessions are allowed at any one time, numbers must not exceed 5 players to one coach, 2M Social distancing must be maintained.  If only one coach present FA Guidance 5.5 relating to coach / player ratios must be followed				<b>playing games (small-sided or full) is permitted. No spectators are permitted at this time.</b>  <b>All Managers and coaches advised that If anyone becomes unwell with a new continuous cough or a high temperature in the session, they will be sent home and advised to follow the stay at home guidance.</b>  <b>Club Officials to Audit compliance with 2M Social Distancing rules and FA Guidance on Coach Player Ratios</b>							

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		L	S	R						L	S	R						
<p><b>U – Exposure to Coronavirus</b> Volunteer Coaches/Managers are at risk of exposure due to insufficient segregation whilst using shared kit – training aids and footballs</p>										4	5	20	<p><b>Relevant PPE provided to protect skin during use of sanitising products in line with appropriate risk assessment related to Catering Facilities</b></p>			2	5	10
<p><b>Extreme harm</b> ( fatality )</p>	<p>their equipment prior to use Cleaning stations set up at the entrance of training grounds to clean footballs and training aids after training.</p> <p>Minimum use of hands is required when retrieving footballs during and at the end of the session.</p> <p>All players briefed to refrain from touching footballs and training aids during training. And adhere to the 2M social distancing. Work in minimum groups as per the FA guidelines</p>				<p><b>If anyone becomes unwell with a new continuous cough or a high temperature in the session, they will be sent home and advised to follow the stay at home guidance</b></p> <p><b>All players to self-assess before attending session paying particular attention to the symptoms of temperature, cough, loss of taste or smell.</b></p>													
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<p><b>U – Exposure to Coronavirus</b> Club officials, staff and casual workers, volunteers, players, coaches, managers, officials, visitors, parents / guardians, contractors, delivery persons</p>		4	5	20	<p>Monitor use of car park areas to ensure conformance with Social Distancing requirements</p>					2	5	10
<p><b>REVISION – Updated Guidance</b> <b>U – Exposure to Coronavirus</b> Club officials, staff and casual workers, volunteers, players, coaches, managers, officials, visitors, parents / guardians, contractors, delivery persons</p>	<p>Spectators are required to adhere to social distancing measures at all times.</p> <p>Track and Trace is not feasible due to the open nature of the ground and the public access to the main fields.</p>	4	5	20	<p>Signage across the ground has been installed on permanent fixtures including the lean rails and flood lighting.</p> <p>Field signs are also being placed in the areas further away from the facilities and main pitch.</p> <p>Signs indicate social distancing as a requirement with 2m distancing and Maximum groups of 6.</p>							
<p><b>REVISION – Updated Guidance</b> <b>U – Exposure to Coronavirus</b> Club officials, staff and casual workers, volunteers, players, coaches, managers, officials, visitors, parents / guardians, contractors, delivery persons</p>	<p>Cleaning schedule to be increased in addition to the twice weekly cleaning that is undertaken as standard</p>	4	5	20	<p>Managers/Coaches are to be provided with cleaning equipment and PPE. They will be disinfecting training equipment, balls, touched surfaces on a ‘Use and Clean’ basis. This also includes the changing rooms where benches and touches surfaces will need to be wiped down after use (i.e. benches, light switches etc..)</p> <p>Cleaning will be with a solution that adheres to the non-medical setting advice of ‘sodium hypochlorite (bleach / chlorine) of 0.1% or 1,000ppm (1 part of 5% strength household bleach to 49 parts of water). Alcohol at 70-90% can also be used for surface disinfection. Surfaces must be cleaned with</p>					2	5	10

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					water and soap or a detergent first to remove dirt, followed by disinfection.									
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		L	S	R						L	S	R
and the general public at risk of exposure due to build-up of cars in the car park  <b>Extreme harm</b> (fatality)	by PTFC Visitors and volunteers all at risk of exposure when breaking 2M rule - reminded of their responsibility to follow PHE Guidelines											
<b>U – Exposure to Coronavirus</b> First aid trained colleagues certification past refresher due to site closure and or unable to arrange refresher training due to COVID 19 restrictions preventing them from providing first aid <b>Medium harm</b>	All first aid certification extended due to Covid-19 Pandemic	2	5	10	<b>Review all first aid trained staff training dates to establish numbers available</b>  <b>Create plan for retraining once restrictions have been lifted. This will also include other requisites for compliance to retaining up to date FA Qualifications</b>					1	5	5
<b>U – Exposure to Coronavirus</b> First aiders called to deal with a person who is showing symptoms of COVID 19  Extreme harm ( fatality )	Face covering worn when administering First Aid when 2M social distancing cannot be maintained, where practical limit face to face contact. Wear surgical gloves.	4	5	20	<b>All first aid trained colleagues to be briefed on COVID-19 FA guidance for First Aiders. A face mask will be worn as well as gloves. Individuals will use hand sanitisers on the day. A report will be sent to the Trustees and details are log by the staff member is charge of data. The individual will be</b>					2	5	10

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	First aiders to use hand sanitisers post treatment and dispose of potentially contaminated first aid materials			20	<b>advised to isolate for 7 days and follow government guidelines. (Use of the Trace &amp; Tracker App).</b>							
<b>U – Exposure to Coronavirus</b> First aiders called to deal with a club member who is showing symptoms of COVID 19 requiring new PPE in line with club guidelines  <b>Extreme harm</b> ( fatality )	Face covering worn when administering First Aid when 2M social distancing cannot be maintained, where practical limit face to face contact. Wear surgical gloves. First aiders to use hand sanitisers post treatment and dispose of potentially contaminated first aid materials	4	5	20	<b>First Aid requirement to be reviewed to ensure trained first aiders are aware of the Covid-19 Hazards and controls for administering CPR and general first aid.</b>  <b>First Aider advised to monitor own health for Symptoms in line with PHE Guidance</b>  <b>Incident to be logged in line with Club Procedures</b>					2	5	10
<b>U – Exposure to Coronavirus</b> Club staff, officials, players coaches, managers. other volunteers, visitor or a member of the public attending site while showing or saying they have symptoms of COVID 19 and now designated area for holding them	Face covering worn when administering First Aid when 2M social distancing cannot be maintained, where practical limit face to face contact. Wear surgical gloves.	4	5	20	<b>Area to be set up for holding suspected COVID-19 cases. Isolate immediately, any club official in charge on the day, must wear appropriate face mask/gloves and remain at least 2m away from the person. Contact the parent/next of kin immediately if not on site.</b>					2	5	10
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		L	S	R						L	S	R
Extreme harm ( fatality )	First aiders to use hand sanitisers post treatment and dispose of potentially contaminated first aid materials				<b>Log details onto club records and arrange for a thorough clean after the person left the club. Disinfect all areas.</b>							
<b>Legionella –</b> Potential to be exposed to legionella due to water systems not be purged before start up, water systems have potentially sat unused for 8 weeks  <b>Extreme harm</b> ( fatality )	None Effective	2	5	10	<b>Groundsman continues to run all showers and flush toilets throughout the lockdown. To establish with site services for their schedule and written proof of all system purge and testing. Board of trustees to oversee purchase of periodic Legionella testing on site</b>					1	5	5
<b>Fire –</b> <b>Current Fire evacuation procedure not possible under new social distancing guidelines</b>	None Effective	2	5	10	<b>Retain present procedure due to the reduced number of people inside the building. Club staff and officials to be present when sessions are taking place. Review current Fire evacuation set up and assess for suitability</b>							

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<b>Staff Consultation</b> <i>The following colleagues were consulted to facilitate a team approach to this risk assessment (E.G. First Line Manager, Safety Rep, Colleagues who do the job)</i>	<b>Names</b> Rebecca Room	<b>Job Title/Position</b> Committee Member - Ladies Football Representative	
<b>Lead Assessor</b>	Rich Bower	<b>Title / Position</b>	Club Secretary
<b>Signature</b>		<b>Review by Date</b>	22/07/2020
<b>Assessor Comments</b>			
<p>This assessment was carried out after a physical tour around the Pocklington Town Football Club facility by Rebecca Room on 21-07-2020 (post as above) and consulted on by Rich Bower (Club Secretary and COVID-19 Compliance Co-Ordinator).</p> <p>Information on control measures was ascertained using Pocklington Town Football Club COVID-19 Plan.</p> <p>This risk assessment must be reviewed prior to the site reopening (Premises &amp; Facility Manager to approve), or if there are any changes to government advice or legislation.</p> <p>We have scored the severity of exposure as '5 – Fatality'. We have taken this stance due to the national response to the pandemic.</p> <p><b>Date:</b> 22/07/2020</p> <p><b>Name:</b> Rich Bower</p>			

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## 5. Harborough Town Football Club HEALTH & SAFETY RISK ASSESSMENT: MANAGEMENT REVIEW

Confirmation that the risk assessment actions are approved by management

5.1 Declaration of Risk Assessment Approval							
Assessor(s)	Rich Bower	Job Title	Club Secretary & Co-ordinator COVID-19 Compliance	Signature		Date	
Club Official	Ian Daniels	Job Title	Chairman	Signature		Date	
Club Member	Rebecca Room	Job Title	Ladies Football Representative	Signature	RCR	Date	22/07/2020
<b>Comments</b> Provide reasons / justification for any actions not approved and any additional comments as required.							

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## 5.2 Management Final Declaration

Confirming that all approved remedial actions have been completed

<b>Senior Manager Print Name</b>	Rich Bower	<b>Signature</b>		<b>Date</b>	
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## APPENDIX: HEALTH & SAFETY TASK RISK ASSESSMENT: RISK RATING ESTIMATOR

For reference when calculating risk ratings in section 3 of the task risk assessment

Note:- Likelihood and Severity should be based on a practical and reasonable outcome			(L) LIKELIHOOD				
			1. Highly unlikely	2. Unlikely	3. Possible	4. Likely	5. Highly likely
<b>(S) SEVERITY</b>	5.	<b>Extreme Harm</b> (Fatality)	5	10	15	20	25
	4.	<b>Major Harm</b> Permanent disablement or long term sick leave	4	8	12	16	20
	3.	<b>Harmful</b> (Broken Limb or Non-permanent incapacity) Weeks or months off sick, hospitalisation, RIDDOR	3	6	9	12	15
	2.	<b>Slightly Harmful</b> any injury that requires first aid 1-3 days off sick	2	4	6	8	10
	1.	<b>Minor Harm</b> Cuts, abrasions and minor skin or eye irritations, etc. No lost time (sick leave not required)	1	2	3	4	5
<b>RISK LEVEL CATEGORY</b>	<b>SCORE</b>	<b>ACTIONS TO BE TAKEN</b>					
<b>Negligible (N)</b>	1	<i>Negligible risk refers to a level of risk usually presumed to be below 1 in a million per annum of seriously adverse consequences occurring.</i>					
<b>Tolerable (T)</b>	2-4	<i>Tolerable means that the risk and score has been reduced to the lowest level that is "reasonably practicable" i.e. in accordance with statutory obligations. No additional controls are required; consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.</i>					
<b>Moderate (M)</b>	5-12	<i>Where practicable all efforts must be made to reduce the risk to demonstrate as low as reasonably practicable, particularly at higher scores. The cost of prevention should be carefully evaluated. Risk reduction measures should be implemented with a defined time period.</i>					

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# POCKLINGTON TOWN FOOTBALL CLUB COVID-19 H&S RISK ASSESSMENT

<b>Substantial (S)</b>	<b>15-16</b>	<i>If the residual risk cannot be reduced lower, then the assessment must demonstrate that ALARP has been met. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action (including considering prohibition) should be taken.</i>
<b>Intolerable (I)</b>	<b>20-25</b>	<i>Work must not be started or continued until the risk has been reduced if it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.</i>