**WEST ALLOTMENT LADIES FC**

**COVID-19 RISK ASSESSMENT**



West Allotment Ladies FC has a duty of care to protect the safety and welfare of its staff, volunteers, customers and contractors at all times and will ensure the implementation of safe and effective social distancing and hygiene measures in line with UK government advice to limit the potential for Covid-19 infection. All club activities will be carried out in line with current UK government Covid-19 guidelines and, where applicable, subsidiary advice from the Football Association and the Ebac Northern League Management Committee. All club activity will be continually reviewed in light of these guidelines. This risk assessment should be read in conjunction with the Covid-19 risk assessment produced for the East Palmersville Sports Pavilion, which is the home venue for West Allotment Celtic FC in season 2020/21.

**DOCUMENT CONTROL**

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| **1.0** | **DRAFT** | **12 August 2020** | **Stephen Allott** | **West Allotment Ladies FC Committee + Club Covid Officer (Kerry Dodds)** | Added control measure re use of face coverings within internal spaces (Page 5) and amended entry process for spectators to include use of a payment booth with a physical barrier between spectator and person on gate duty (Pages 8 and 9). |
| **1.0** | **FINAL** | **14 August 2020** | **Stephen Allott** | **West Allotment Ladies FC Committee + Club Covid Officer ( David Dodds)** | Uploaded to club website on 14 August 2020. |

**Document Status**

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**INTRODUCTION**

The assessment covers the various risks posed by the spread of the Covid-19 infection across an array of scenarios that are possible when a match and/or training session is being held at the club’s home ground. The assessment also covers certain actions required when the club is fulfilling an away fixture, e.g. travel arrangements.

**Home ground**: Kings Playing Fields, Preston Ave, North Shields, NE30 2BE.

**RESPONSIBILITIES**

Responsibility for implementing theaction/mitigation measures indicated in the table below will be placed on the West Allotment Ladies FC committee as a whole, with individual tasks allocated to committee members as appropriate, in conjunction with the club’s Covid-19 Officer. Close liaison will also be maintained with the Kings School and the management of Percy Park Rugby Club as both groups possess their own, bespoke, risk assessment covering their specific activities at the stadium. This responsibility will be on-going until such time that government advice suggests that the risk from Covid-19 has been reduced to a level where it is no longer considered a significant threat to regular match and/or training sessions. It is not thought that this reduction in risk will occur in the foreseeable future; therefore, the club is working on the assumption that the actions outlined below will be in operation on an on-going basis. Given this open-ended dateline, the club will undertake monthly reviews (and ad hoc ones where necessary) to ensure that the assessment remains robust in light of experience and/or updated advice from the Government and/or relevant governing football organisations.

**KEY TO RISK SCORING**

Each potential hazard is scored on a scale of 1-5 against two factors – severity and likelihood. The table below provides guidance as to the how the different levels of severity and likelihood should be scored. Each hazard is assessed twice: once prior to the application of preventative actions/mitigation measures (initial risk rating) and then again after these actions/measures have been implemented (controlled risk rating).

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| SCORE | SEVERITY | LIKELIHOOD |
| 5 | Very high risk – potential fatality | Very high risk – almost certain |
| 4 | High risk – potential for severe incapacity | High risk - probable |
| 3 | Medium risk – potential incapacity for several weeks | Medium risk – 50/50 probability |
| 2 | Low risk – potential incapacity for one day or less | Low risk - improbable |
| 1 | Low risk – insignificant impact | Low risk – Highly improbable |

Once the levels of severity and likelihood have been assessed individually against each hazard, they are multiplied together to provide an overall score. The table below illustrates the overall risk level and appropriate actions required for each risk level.

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| Score  (S x L) | Risk Level | Action Required |
| 1-5 | Low | Continue with existing control; however, monitor for potential changes. Implement any additional control measures required, within the timescales given in the risk assessment. |
| 6-10 | Medium | 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. |
| 11-15 | High | 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. |
| 16-25 | Very High | Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible. |

**RISK ASSESSMENT**

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| --- | --- | --- | --- | --- | --- |
| **Name of hazard** | | **Who is at risk?** | **Initial Risk Level** | **Preventative Actions and Mitigation Measures** | **Residual Risk** |
| Spread of Covid-19 when the ground is in general use. | | Players, coaches, match officials,  club officials, volunteers, spectators | **S = 5**  **L = 3**  **Score = 15** | **Promoting good hygiene:**   * Individuals are advised not to attend the ground if they, or anyone in their household, has displayed any of the prescribed symptoms of Covid-19. In such cases, the individual must follow government guidelines re isolation and advise the club Covid-19 Officer of the situation. * Provide additional hand-sanitisers throughout the clubhouse * Clearly direct people to where they can wash their hands * Ensure that all handwashing stations are in good working   order and provide soap, water and hand-sanitiser   * Promote hygiene standards and signage throughout the stadium * Use disposable paper towels in handwashing facilities * Maintain a register of any reported issues and action taken * Face coverings are mandatory in any internal communal areas, such as the clubhouse   **Keep facilities and equipment clean**:   * Daily cleaning throughout the clubhouse * Identify high-contact touch points for more regular cleaning   (e.g. door handles, grab rails, vending machines)   * Frequent cleaning of work areas and equipment between use * Provision of additional waste facilities * Follow Public Health England guidance if a Covid-19 case is   reported at the facility  **Maintaining social distancing and avoiding congestion**   * Provide signage so people can find their destination quickly * Review how people travel throughout the stadium and adjust   this to reduce congestion and contact between users   * Regulate the entry to the clubhouse to avoid overcrowding * Apply two-metre markings where possible to the clubhouse   entrance/toilets/and the queue to the food-serving hatch   * One-way arrow markings to manage foot-traffic flow * Single-use doorways to avoid congestion i.e. one-way only   entrances/exits   * Single/limited use of toilet facilities to avoid congestion in confined spaces | **S = 5**  **L = 2**  **Score = 10** |
| Spread of Covid-19 following a user of the stadium contracting the virus | | Players, coaches, match officials,  club officials, volunteers, spectators | **S = 5**  **L = 3**  **Score = 15** | **Collation of Track and Trace information**   * All persons present on ground will provide name and contact   details – the record to be kept by the club Covid-19 Officer for 21 days   * For away sides and match/club officials, this information is to be asked for in advance and checked on arrival at ground. * A list of home players to be collated on the day of a game or training session * In the event of restrictions being lifted to allow spectators to attend matches then contact information will be collected upon entry at the designated admission point | **S = 5**  **L = 2**  **Score = 10** |
| Spread of Covid-19 due to player-specific activity | | Players, coaches, match officials,  club officials | **S = 5**  **L = 4**  **Score = 20** | **Home Game Travel**   * All players are encouraged to arrive for training and matches   by their own personal car or by other means, if viable, such as  walking or bicycle. Any player or official unable to travel in their own vehicle must contact the team manager, who will discuss alternatives, including non-attendance   * Players must not car-share outside their household or social   bubble unless unavoidable   * Where a player has to travel with someone outside of their immediate household or support bubble, they should try to:   • Share the transport with the same people each time;  • Keep to small groups of people at any one time;  • Open windows for ventilation;  • Face away from each other;  • Clean the car between journeys using standard cleaning products - including door handles and other areas that people may touch;  • Ask the driver and passengers to wear a face-covering as well as themself;  • Consider seating arrangements to maximise distance between people in the vehicle;  • Limit the time spent at garages, petrol stations and motorway service and use contactless payment;  • Wash hands for at least 20 seconds or sanitise hands often, and always when exiting or re-entering the vehicle;  • When finishing the journey participants should wash their hands for at least 20 seconds or sanitise their hands as soon as possible  **Changing Rooms: on a match day**   * Where possible, players to arrive pre changed – kit to be distributed at training session * If necessary, the away side to be allocated two changing-rooms * Changing rooms should be used for changing only and done   so as quickly as possible   * There will be no showering facilities available   **Changing Rooms: training and pre season**   * Changing rooms will not be used for training sessions or pre-season matches for either side. Players should arrive and   leave in training attire  **Equipment**   * Only one person should collect training equipment * Touching of training equipment should be minimised * Equipment (balls, bibs, cones, goalposts etc) must be   regularly wiped down with appropriate cleaning equipment  and cleaned thoroughly cleaned after every session   * Training bibs should be worn by one person only during a   session and washed   * Players to bring their own personal water bottle and/or medication for training/matches, which must be clearly labelled   **Match Day warm-ups**   * To be conducted in separate halves of the pitch * Pre-match team talks, after warm-ups, to take place on the pitch   **Match Day Technical Area**   * Extra seating to be provided alongside technical areas to allow spacing of substitute and coaching staff * Only essential personnel to be in the dug-out area   **Post-Match**   * There will be no player hospitality for home or away sides * Players should disperse quickly after game and not attend any   post-match social event  **Away Game Travel**   * For away games it is encouraged that players travel   independently (see instruction for home games above)  **General Hygiene**   * Players to refrain from spitting or expectorating in areas accessible to other individuals | **S = 5**  **L = 2**  **Score = 10** |
| Spread of Covid-19 during first-aid/player treatment | | Players,  First-aiders,  Physio’s | **S = 5**  **L = 3**  **Score = 15** | * First aiders and physiotherapists or those acting in a first aid capacity with the club setting should follow the guidance set out in the “Return to Grass Roots Football” document (see link at end of this assessment) * Pre-training screening should be conducted before players   enter the training environment and, where possible, before  contact with other players and staff.   * Social distancing guidance, as advised by the government, should be adhered to at all times unless a medical incident clearly requires a breach of that guidance. * First-aid health records maintained for players should detail pre-training health checks * Manual therapies and support treatments (such as rub-downs) are only permitted if the appropriate PPE is worn * Club medical staff must wear the appropriate PPE * Where PPE is soiled with bodily fluids then this must be disposed of as per government guidelines for clinical waste and a record kept as to the location of its disposal | **S = 5**  **L = 1**  **Score = 5** |
| Spread of Covid-19 to club officials, League officials and volunteers | | Club officials,  League officials,  volunteers | **S = 5**  **L = 3**  **Score = 15** | **Gate Duty (once spectators allowed)**   * To be conducted via a payment booth, with a physical barrier between spectator and person on gate duty * Gloves to be available for the handling of money * Change to be placed on the payment booth, as opposed to directly in the hand * Face masks/coverings to be worn by gate operators * Cash to be disinfected prior to any counting   **Stewards**   * Face masks/coverings to be worn for stewarding duties   **Ball collectors**   * Gloves to be available for the retrieval of match balls kicked out of the stadium * Balls to disinfected prior to return to the ball pool at a sanitation   station situated close to the technical area  **Programme/Raffle Sellers**   * No hard copy programmes/team-sheets to be available until further notice * No raffles involving individual printed tickets to be operated until further notice   **Hospitality**  Boardroom hospitality to visiting officials suspended until further notice | **S = 5**  **L = 1**  **Score = 5** |
| Spread of Covid-19 to spectators | | Spectators | **S = 5**  **L = 3**  **Score = 15** | **Until otherwise directed the club will adhere to current Government guidance that gatherings of more than 30 people are not permitted while social distancing and so matches will be behind closed doors.**  Upon any lifting of this restriction, subject to further guidance, the following instructions will be applied:  **Condition of entry**   * All players, officials, volunteers and spectators must undergo a self-assessment for any Covid-19- symptoms. No-one should leave home to watch football if they, or someone they live with, has any of the following: * A high temperature (above 37.8oC) * A new, continuous cough * A loss of, or change to, their sense of smell or taste   **Entry process**   * Ground only open to spectators thirty minutes before kick-off * Admission process conducted outdoors via a payment booth, with a physical barrier between spectator and person on gate duty   **Seating areas**   * Seating to be marked out to allow distancing, with no seats next to one another to be used. * Priority seating for elderly supporters * A steward will monitor seating to ensure distancing   **Standing areas**   * Supporters to be distanced and only together in household bubbles   **General Viewing**   * Spectators encouraged to make use of the full ground and space themselves around the pitch perimeter fence   **Exit Process**   * One way, following designated, and marked, exit routes | **S = 5**  **L = 2**  **Score = 10** |
| Spread of Covid-19 to match officials | Match officials | | **S = 5**  **L = 3**  **Score = 15** | * Match officials will travel independently in accordance with transport guidance. * Ensure that sufficient car parking is reserved for match officials close to the entrance to changing areas * Physical team sheets should not be shared between the officials or opposition where possible * The “Respect” hand- shake pre-match will be suspended until   further notice   * Teams will not enter the field of play collectively * Arrangements will be made for match fees to be paid electronically | **S = 5**  **L = 1**  **Score = 5** |
| Spread of Covid-19 within the pitch environment | Players, coaches, match officials,  club officials, volunteers, spectators | | **S = 5**  **L = 3**  **Score = 15** | * Pre-match, during and post-match cleaning must include the goal-posts * Nets, corner flags and match-balls must all be cleaned before and after a match * A sanitising station should be created by technical area for disinfecting equipment, including balls, at regular intervals | **S = 5**  **L = 1**  **Score = 5** |
| Spread of Covid-19 to press/media correspondents | Press and media representatives | | **S = 5**  **L = 2**  **Score = 10** | * Press and media representatives attending matches must bring their own drinks/refreshments to the match * No hard copy printed items to be supplied to press or media representatives | **S = 5**  **L = 1**  **Score = 5** |

**ADDITIONAL SOURCES OF INFORMATION**

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

<http://www.thefa.com/-/media/thefacom-new/files/get-involved/2020/detailed-covid-19-guidance-on-re-starting-competitive-grassroots-football.ashx>

<http://www.thefa.com/-/media/thefacom-new/files/get-involved/2020/return-of-outdoor-competitive-grassroots-football-faqs.ashx>

<http://www.thefa.com/-/media/thefacom-new/files/get-involved/2020/outdoor-football-facilities---covid-19-guidance-on-re-starting-competitive-grassroots-football.ashx>

<http://www.thefa.com/-/media/thefacom-new/files/get-involved/2020/clubs-and-coaches---covid-19-first-aid-guidance-for-returning-to-competitive-grassroots-football.ashx>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>