

RAMBLERS AFC - COVID-19 RISK ASSESSMENT

ASSESSMENT DETAILS:

Name of Assessor:	Ian Cunningham	Notes:	None	Date of Assessment/ Review:	21-Aug-2020	Review Period:	Bi-weekly (or earlier)
Checked By:	Glynn Tandy	Signed:		Role:			

SCOPE OF ASSESSMENT:

Description of activities covered under the scope of this risk assessment:	This risk assessment covers all football and training activities for Ramblers AFC. This covers Ramblers AFC's home venue and training venues.
People who might be harmed under the activities covered under the scope of this risk assessment:	Players, coaches, helpers, committee members
Frequency of activities undertaken covered under the scope of this risk assessment:	At least once a week.
Exclusions:	All other activities outside of football and training activities (e.g. social events)

IDENTIFICATION OF RISKS AND HAZARDS:

Hazard Identification		Risk Assessment			Risk Mitigation Measures					Actions	
Identify the hazard or risk during activities covered by the scope of this assessment	Affected Persons	Likelihood without mitigation measures in place:	Severity without mitigation measures in place:	Risk Rating without mitigation measures in place:	What measures and actions are in place to mitigate risk?	Likelihood with mitigation measures in place?	Severity with mitigation measures in place?	Risk rating with mitigation measures in place?	Is risk rating acceptable and sufficient?	Actions required to in the event of incident or occurrence or to stop an immediate risk.	Action reporting or completion timeframe.
Spread of COVID-19 (Coronavirus) during an activity.	Players, Coaches, Helpers, Committee Members	4	3	12	<p><u>Communication of Activities and Safety Measures</u></p> <p>The club shall communicate the FA guidance and rules alongside it's risk assessments and to players and club officials. This could be via E-mail, Facebook page and/or WhatsApp group (or any other messaging app).</p> <p>In the event of the safety measures changing or being updated, the club shall adopt the latest UK Government guidance.</p> <p>Coaches shall brief players (after attending the COVID-19 safety briefing themselves) the requirements, guidelines and rules.</p> <p>All players to complete online consent and club registration form acknowledging the risk of COVID-19 during football activities and agreeing that they have read and acknowledged any risk assessments including following the necessary safety measures.</p> <p>The club will keep a record of attendees at each training session and match to aid NHS Test and Trace. This can be aided by match day teamsheets and/or Facebook or WhatsApp groups.</p> <p>For a match, the opposition is responsible for collecting or having the attendees details for their team. In the event of an outbreak, Ramblers AFC shall contact the opposition coach who is expected to be responsible contacting all attendees.</p> <p>The club data privacy notice updated to incorporate the sharing of data with NHS Test and Trace teams.</p> <p>For matches, COVID-19 Risk Assessment shall be shared with with opposition teams and the referee beforehand. Likewise, coaches should request the Risk Assessment(s) from opposition teams, read them and make any necessary adjustments that may be required.</p> <p>All participants shall be aware of the COVID-19 Self Assessment Check in order to carry out a self assessment prior to every training session and/or match.</p> <p>The club shall adopt a COVID-19 Safety Officer who is responsible for the implementation and compliance of COVID-19 safety measures.</p> <p><u>Participant Safety Risk Awareness and Consent</u></p> <p>All participants must provide consent/acknowledgement of the COVID-19 risk assessment.</p> <p>Failure to complete the consent/acknowledgement form will mean the participant will be unable to take part in any session.</p> <p>Where a participant is under the age 18, a parent/guardian should provide consent/acknowledgement form or at least be aware of the activities being provided and the safety measures required.</p> <p>Participants shall read the FA and Government Guidelines and Rules to ensure they are familiar with them and able to comply.</p> <p>The club will communicate all risk assessments, rules and guidance to participants and coaches (refer to Communication of Activities and Safety Measures).</p> <p>Participants accept and understand the risks and challenges of the COVID-19 pandemic; and shall implement and adopt all safety protocols required to significantly minimise the contraction or spread of the virus, however cannot for certain ensure that the risk of contracting the virus is completely eliminated.</p> <p>The club shall adopt a COVID-19 Safety Officer who is responsible for the implementation and compliance of COVID-19 safety measures.</p>	2	3	6	Yes	<p>All participant to complete the consent form. They are required to acknowledge that they have read FA and Government rules and guidelines, as well as this risk assessment.</p> <p>Participants agree to adhere to the FA and Government rules and guidelines at all times as well as this risk assessment.</p> <p>In the event that a coach/session organiser does not feel that a session can be carried out in compliance with FA and Government rules and guidelines or the risk assessment, then they should stop the session or match.</p> <p>Coaches/session organiser shall remove any participant who does not adhere to the FA and Government rules and guidelines of the risk assessment.</p> <p>The club reserve the right to suspend training for the entire club or specific teams without notice on the grounds of safety.</p>	<p>Consent form must be completed before a participant takes part in an approved session.</p> <p>All training sessions and matches must be pre-planned with their details submitted to the club.</p> <p>Coaches/session organisers must take immediate and necessary action to reduce risk where a danger arises.</p> <p>All incidents and concerns must be reported to a club official within 12 hours, or earlier.</p>

COVID-19 Self Assessment/Check

Prior to any training session or match, participants shall perform a COVID-19 Self Assessment/Check. If a participant has any symptoms or fail any of the checks below then they MUST NOT attend:

- A high temperature (above 37.8C).
- A new continuous cough.
- Shortness of breath.
- A sore throat.
- Loss of or a change of normal sense of taste and smell.
- Feeling generally unwell.
- Persistent tiredness.
- Been in close contact/living with somebody who is suspected or has tested positive for COVID-19.

Managers must remind and communicate to players about the need to conduct a COVID-19 Self Assessment/Check before every training session and/or match.

Training Session Planning

Coaches/session organiser must plan all sessions such that they can be carried to adhere to FA and Government rules and guidelines AT ALL TIMES.

A group shall not consist of more than 30 people which includes all coaches.

There should be sufficient space between groups/teams - crowding of multiple teams in one place should be avoided.

Coaches shall start and finish their sessions promptly. Avoid hanging around so that you might encroach upon another team's session planned for later.

Coaches/managers shall wipe down any equipment after each session with PPE equipment provided by the club. Coaches/managers must minimise the touching of equipment when planning drills/exercises. Where a participant will be touching equipment regularly (e.g. goalkeeper focused session) then they should wear gloves and/or the coach shall regularly sanitise the equipment.

Where coaches/managers are unable to completely sanitise equipment, it should be left for at least 72 hours before it's next use.

Coaches/managers should ensure that all planned exercises/drills conform to the FA rules and requirements.

Coaches/managers organisers should consider the necessary arrival protocols and communicate this with participants.

Warm-ups and cool-downs shall adhere to social distancing.

Minimise the amount of time players are in close proximity to each other for extended periods of time (e.g. marking on corner/free kick training).

Coaches/managers shall plan regular hygiene breaks within the session to sanitise hands and equipment.

Coaches/managers shall ensure social distancing (2 metres) is adhered to when conducting training team talks - consider the use of cones/markers to enforce this.

Learn from previous sessions - apply any changes necessary to improve the safety of the session based on previous feedback and experience.

Match Planning

Coaches must ensure all matches adhere to FA and Government rules and guidelines AT ALL TIMES.

Ensure that opposition teams are correctly affiliated with the FA and have suitable Club Liability and Personal Accident Insurance in place.

Ensure that the referee is correctly registered with the FA and has suitable Liability Insurance. In the event of a non-qualified referee being used, this must be a club official who is registered with the club and thus covered by the club insurance policies.

Coaches shall plan for arrival and departure a players to ensure they adhere to social distancing measures.

Players should arrive to matches already in their kit - coaches should make provisions to enable players to take their own kit home to wash.

Car sharing to travel to and from games should be minimised. If car sharing must occur, ensure suitable PPE is used and disinfect vehicle where necessary after use. Players are encouraged to walk, cycle or run to games where reasonably possible.

Changing rooms should not used (exceptions to be made in certain circumstances as outlined in the FA guidelines - in this situation, the changing rooms shall be used in strict adherence to Government guidelines).

Players should shower/wash at home.

Toilet facilities to be available (sites which have them). Additional hygiene measures to be utilised including aggressive hand washing, use of hand sanitiser and limits of numbers at any one time.

Warm ups and cool downs shall adhere to social distancing (2 metres).

Team talks shall adhere to social distancing - cones/markers are recommended to enforce this.

Substitutes, coaches and assistants shall ensure they adhere to social distancing on the side line - cones/markers are recommended to enforce this.

No handshakes pre or post match.

Players must sanitise hands immediately prior to commencing a match and after too.

Pitch Layout

All our pitches are on public open spaces therefore precaution and suitable action shall be taken to isolate and restrict contact between players, coaches and club officials during a game from the general public.

Respect or crowd barrier must be used for all matches. Preferably the entire pitch or as much as the pitch should be barriered off as possible. As a minimum, at least one respect/crowd barrier must be used to ensure spectators keep distance away from the pitch.

Technical areas should, where reasonably possible, be on the opposite side to the spectators and as a minimum, separated from spectators. Only players, substitutes, authorised club officials and match officials may enter the technical area. Adjustments may be required where a match is occurring on the adjacent pitch at Tuffley Park pitches such that substitutes and coaches are isolated from the participants on the other pitch.

Technical areas to be marked out using cones or a respect/crowd barrier.

Signage may be used informing people that the pitch and technical areas are restricted areas. Coaches shall inform parents/guardians or non-playing participants (except coaches and club/match officials) not to enter the pitch or technical areas.

Changing Facilities and Toilets

There is no changing provision available at Tuffley Park (Wingate) at this current moment in time.

Players and the referee must arrive to the ground changed in their kit.

Toilets to be available at least 30 minutes before the game and up to 30 minutes after the game. Facility provider is responsible for additional hygiene measures in the toilet facilities.

Players, managers/coaches, and the referee shall adopt aggressive hygiene measures whilst using the toilets including use of hand sanitiser or washing hands with soap and warm water for at least 20 seconds.

There is not facility to store personal belongings at a match. Participants should either put their personal belongings in their vehicle or take them out to the side of the pitch.

Spectators

Spectators shall adhere to social distancing (2 metres or 1 metre plus) at all times.

Spectators shall not congregate in groups of more than 6 people.

Spectators must be completely isolated from players, coaches and club officials during a match. They should be on the opposite side of the pitch behind a respect barrier.

Respect barrier should be used. This shall be at least 2 metres (preferably 3 metre or greater) from the touchline.

Spectators shall arrive and depart promptly; avoiding any unnecessary hanging around or congregating after the game has finished.

Hygiene Measures

Participants shall ensure they adopt aggressive hygiene measures including:

- Frequent hand washing using soap or hand sanitiser for at least 20 seconds.
- Wiping and cleaning of their own personal items and equipment, or surfaces they will be touching.
- Not share any personal items (e.g. water bottle) with members outside of their own household.
- Keep the amount of objects and surfaces they touch to a minimum (particularly surfaces/objects frequently touched by other people).

Coaches/Managers shall:

- Adopt regular hygiene breaks to allow players to sanitise hands and/or disinfect equipment.
- Ensure they have the necessary equipment to sanitise hands and disinfect equipment.
- Carry a suitably equipped first aid kit.

The sharing of water bottles or other personal items other than those within their own household is prohibited. Bottles should be named or personalised to avoid the risk of accidentally being used by someone else.

Paper towels and tissues used to disinfect equipment shall be suitably disposed of using a sealed bag upon disposal. Do not litter or leave hanging around on playing fields.

The club shall provide the following PPE to all teams as a minimum:

- Hand Sanitiser
- Disinfectant Spray
- Paper Towels/Wipes
- Face mask for coach to administer first aid if required.
- Gloves.

Payments and Matchday Paperwork

Payments shall be via electronic method where reasonably possible.

Where cash is used as a payment method, coaches should sanitise their hands after handling cash and if possible, use disinfectant to clean cash payments.

Match day paperwork should be kept to a minimum. Where absolutely necessary, the exchanging of teamsheets between the referee and opposition shall be kept short and brief. If possible, consider digital methods of exchanging paperwork before the game such as photo message or email.

Referee payments when made in cash should be provided in notes in a sealed envelope.

Attendance Registers for Test and Trace

Coaches **MUST** ensure they keep a record of **ALL** participants for every training session or match.

For a match, Ramblers AFC are responsible for collecting their **own** team's attendance register and contact details. The opposition are responsible for collecting their team's attendance register and contact details.

The opposition's contact details must be available to be able to contact them in the event of an outbreak. This can be found in league handbooks or obtained via the club secretaries.

All players must be correctly registered by completing the online club registration form.

Club Data Privacy Notice updated to make specific reference to NHS Test and Trace and the potential need to share data with them.

Attendance register data shall be held for a minimum 21 days but not longer than the period detailed in our Club Data Privacy Notice.

Players must inform the Club COVID-19 Safety Officer if they become symptomatic and test positive after recently attending a session.

First Aid and Emergencies

A qualified first-aider should be present for all training sessions and/or matches and a suitably equipped first aid kit must be available.

In the event of a serious medical emergency or medical issue, coaches/managers shall administer the necessary first aid whilst taking any precautions where they can to minimise risk of contracting COVID-19.

Coaches are to read and familiarise themselves with the the FA guidance on administering first aid during COVID-19 found here:
<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.aspx>

The club shall provide teams with the following PPE:

- Hand Sanitiser.
- Disinfectant Spray.
- Paper Towel
- Face Mask
- Gloves

Continual monitoring of PPE requirements shall occur, with low stock replenished and/or additional PPE items added if required.

Symptomatic Participants, Households and Vulnerable People

Any participant **or their household** must not participate or turn up to a training session if they are symptomatic. They must self isolate in accordance with Government guidelines and must not return until the period of self isolation has expired, or they have taken a Government administered/approved test which has returned back as negative.

Any participant who are in an at risk group should continue to exercise caution and return to training and matches when they feel comfortable.

In the event that participant becomes ill with COVID-19 symptoms, then they must inform the COVID-19 Safety Officer as soon as possible. The club shall keep an attendance record of all training sessions and their participants to aid with contact tracing (NHS Test and Trace) should the need arise.

RISK ANALYSIS MATRIX

RISK SCORE IS DETERMINED BY LIKELIHOOD MULTIPLIED BY SEVERITY

		LIKELIHOOD (1 = Unlikely, 5 = Very Likely)				
	Score	1	2	3	4	5
SEVERITY (1 = negligible/not serious; 5 = serious/severe)	1	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3	3 LOW	6 LOW	9 MEDIUM	12 HIGH	15 HIGH
	4	4 LOW	8 MEDIUM	12 HIGH	16 HIGH	20 HIGH
	5	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH