

Paulton Rovers Football Club Limited Risk Assessment Form

Establishment: PAULTON ROVERS FOOTBALL CLUB (PRFC)		Assessment Ref: PRFC RA 01 COVID19	Date: 20-07-2020
Department: GROUND TEA HUT		Assessment Type (Note 1) tick as appropriate	
		Specific <input type="checkbox"/>	Generic <input checked="" type="checkbox"/>
Activity/Process:			
<p>1. This RA sets the conditions to allow PRFC to be a safe place to resume the sale of food and drinks where the risk of COVID19 (C19) infection whilst at PRFC is reduced As Low as Reasonably Practicable.</p> <p>This RA covers:</p> <ul style="list-style-type: none"> a. The staff / volunteers working within the tea hut b. Those purchasing food or drink. <p>2. Any mitigation identified in this RA will only be effective if properly briefed, understood and implemented. Those responsible and involved should always consider the C19 risks for any task and constantly observe, assess and analysis the environment and adjust their working practices to mitigate the hazard (Dynamic RA).</p> <p>3. Any related incidents involving possible or actual exposure at work to C19 are to be reported as per the Government guidelines</p>		<p>Who is at risk:</p> <p>Staff/Volunteers: <input checked="" type="checkbox"/></p> <p>Those purchasing food or drink: <input checked="" type="checkbox"/></p>	
Ref	Hazard	RA Required	
1	Hygiene standard prior to opening	YES	
2	Contracting COVID19	YES	
3	Social Distancing	YES	
4	Tea Hut operatives	YES	
5			
6			

7					
Likelihood		Risk Matrix			
Common, regular or frequent occurrence.	3	3 Med	6 High	9 High	
Occasional occurrence.	2	2 Low	4 Med	6 High	
Rare or improbable occurrence.	1	1 Low	2 Low	3 Med	
Severity		1 Minor injury or illness.	2 Serious injury or illness.	3 Fatalities, major injury or illness.	
Hazard Ref (Ser)	RISK Associated with Hazard (How people may be harmed – type of injury or ill health)	Existing Control Measures (Note 2)	Risk Rating	Additional Controls Required (Note 2)	Review frequency (Note 3)
01	Hygiene standard prior to opening	5* Environmental grading	1 x 2	• A full deep clean to ensure hygiene standards are back up to those required to maintain the current 5* Environmental rating (<i>Date to be added</i>)	Monthly
02	Contracting Covid19	•All staff / volunteers to follow COVID19 Government Guidelines • Staff should be aware of Government Guidelines to confirm if COVID-19 free of infection, if unsure then that person or persons should not attend. • Anyone self-isolating whether due to personal situation or due to others must not attend PRFC • Anyone with a medical condition that could increase their likelihood of catching C19	1 x 2	• If someone becomes unwell at or in the tea hut with a new continuous cough or high temperature they should be sent / asked to go home immediately and advised to follow the government guidelines. • Equipment will be regularly cleaned and sanitized. • Only disposable cups / plates cutlery will be used • All waste is to be securely bagged,	After Each Match

02		<p>must not attend PRFC</p> <ul style="list-style-type: none"> • Always maintain Social Distancing and keep a minimum of two meters (6ft) but if not possible 1 meter + apart. Unless you are from the same household. 		<p>securely tied, kept separate and then disposed of via the external general waste bins</p> <ul style="list-style-type: none"> • Customers will be advised to pay via contactless / card if possible, if they have cash only this should be put in a pot on the tea hut shelf, for staff to put into the till. • Advance notification of the contents of this assessment will be available via the PRFC web site 	
03	Social Distancing	<ul style="list-style-type: none"> • Staff and customers must follow Social Distancing Guidelines and other relevant Government Guidelines • Follow the procedures identified at Serial 2 above. • Note NHS Guidance is regularly changing as new Information comes to light, staff, volunteers and others involved are to regularly check on the NHS info site for updates. <p>https://www.gov.uk/coronavirus</p>	1 x 2	<ul style="list-style-type: none"> • The distance between those serving and the customer will be maintained at circa 1.5 meters, the person serving will have a mask. • Customers will be verbally informed when their order is ready to prevent social distancing rules being broken • No physical contact between staff and customers, cash payments will be put in a pot, Change will be put back into the pot. • Tea Hut personnel will supervise the queue for the tea hut to ensure Social Distancing is maintained. • Signage will indicate where to queue • Signage will be displayed to remind customers of the Social Distancing requirements. • Staff / volunteers will wear a face mask 	Monthly

03				Gloves will be worn by the individual who serves the customer.	
04	Tea Hut Operatives	<ul style="list-style-type: none"> • The team in the tea hut will be given a copy of this RA and as a group agree collectively how it will be implemented and to ensure understanding. • Staff / volunteers should make themselves familiar with the contents of this Risk Assessment • Staff will be briefed before opening of Tea Hut to ensure understanding of this RA. 	1 x 2	<ul style="list-style-type: none"> • Staff / volunteers should take seriously any concerns raised and address sensitively • All equipment within the Tea hut will be cleaned after use, if at any time the equipment is used by more than one person, they should immediately wash their hands • If a member of the T hut team sustains an injury only a member of their household should aid them. If the issue is more serious a first aider with appropriate PPE should be summoned to attend • <u>The following self-checks will be undertaken by staff or volunteers prior to working in the tea hut</u> • Had a high temperature above 37.8C • Developed a new continuous cough • Shortness of breath or sore throat • Loss or change in normal sense of taste or smell • Is feeling unwell • If any of these symptoms are shown the individual should be sent home and follow government guidelines • If during the working shift an individual show any of these symptoms, the tea hut must be closed down and Government Guidelines followed 	Before Opening

Assessor				“T” Hut Manager / Coach (Note 4)		Overall Activity/Process Risk Rating	
Name	R Filer		Name	Sue Parsons		Medium	
Position	Director		Position:	Tea Hut Manager			
Date	20 July 2020		Date	20 July 2020			
Sig	Original Signed		Sig				
Tea Hut Manager / Coach Assessment Review (Note 3 and 4)							
Date:		Date:		Date:		Date:	
Name:		Name:		Name:		Name:	

Notes:

- 1 If using a ‘Generic’ risk assessment, the Tea Hut Manager and others involved are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Only a reference or simple description of the control measures is required. If the risk assessment identifies the need for additional control measures, the hazard will need to be reassessed once the additional controls have been implemented.
- 3 Risk Assessments are to be reviewed:
 - at a frequency proportional to the risk (e.g. high risk – 6 monthly; medium risk – annually; low risk – every 2 years) **As government amendments to COVID19 are now issued monthly the assessment will be reviewed at least monthly**
 - where required by local instructions/procedures.
 - if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work.

- if there is reason to doubt the effectiveness of the assessment.
 - following an accident/incident or near miss.
 - following significant changes to the task, process, procedure, personnel Managers, Coaches and others involved.
 - following the introduction of more vulnerable personnel.
 - Prior to use if a “Generic” assessment.
- 4 The Tea Hut Manager and others involved are to note that they are responsible and take ownership for production of the Risk Assessment and that they are signing to indicate that they consider the risks acceptable and the assessment is suitable and sufficient.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Severity			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major or illness.
			Low	Medium	High
High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.				
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.				
Low	Maintain control measures and review regularly or if there are any changes.				