

Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.



Date:	12 th August 2020
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Assessors Name:	Sue Collinge	Reference Number:	N/A	Review Date:	Ongoing (at least weekly or as per government guidance updates)
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Endorsed By:	Andrew Jackson	Position:	Vice Chairman	Date:	14 th August 2020
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Description of assessment	Coronavirus (COVID-19) – Volunteers and other workers
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Location Details	Shawbridge, Clitheroe
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR				S	L	R	RR
COVID-19 General	Volunteers and other workers	5	3	15	H	<ul style="list-style-type: none"> Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation: <ul style="list-style-type: none"> Has a high temperature, loss / change in taste or smell or a new persistent cough? Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition. Is living with someone in self-isolation or a vulnerable person. 	Chris Musson	Ongoing	5	1	5	M

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COVID-19 Somebody showing Symptoms	Volunteers and other workers	5	3	15	H	If there is any doubt about an individual's health they should: <ul style="list-style-type: none"> Not travel or return home immediately Inform a Committee member if attended the ground Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to training until their period of self-isolation has been completed. The COVID Lead on the Board will action the Test and Trace procedures 	Chris Musson	Ongoing	5	1	5	M

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Maintenance Activities Catching and Spreading	Volunteers and other workers	5	3	15	H	<ul style="list-style-type: none"> Hand sanitisers will be provided at all accessible entrances Signage will encourage use of sanitiser and social distancing Disposable paper hand towels will be used in toilets Equipment and work areas will be frequently cleaned between use Non-essential items which are difficult to clean will be removed and stored elsewhere Regularly clean high contact touch points eg door handles 	Ground staff	Ongoing	5	1	5	M

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Match Day activities Catching and Spreading	Volunteers	5	3	15	H	<ul style="list-style-type: none"> All volunteers to encourage all attendees to respect social distancing when queuing and spectating and to use hand sanitisers Frequent checking to refill all sanitiser dispensers and paper towels Turnstile and any other staff handling money to wear disposable gloves and masks if not behind Perspex Season ticket numbers to be recorded with minimum of contact. Details of non-season ticket holders to be obtained and retained in line with Government guidelines ie name and contact number. This can be the lead member of a group if the number in the group is recorded also. Training to be provided to ensure volunteers are aware of the revised arrangements for spectators in all areas. The Club will be responsible for 'policing' itself so all volunteers have a part to play in implementing the new arrangements Volunteers to be informed of the name of the COVID Lead and their deputy in case of any concerns 	Chris Musson Ground staff Gate staff Gate staff Chris Musson Chris Musson	Ongoing	5	1	5	M

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Welfare Facilities Catching / Spreading	Volunteers	5	3	15	H	<ul style="list-style-type: none"> Toilets will be thoroughly cleaned and most frequently touched areas will be disinfected before and after each match Cleaners will wear PPE whilst cleaning and disposing of waste towels Club house toilets - only one person will be allowed to use each of the toilets at any time. Signage will indicate this. Taylor Street toilets are more spacious so users will be requested to wear a mask when using these. Signage will indicate this. Hand towels will be provided Additional sanitiser dispensers will be available in toilets. 	Cleaner/volunteer	On going	5	1	5	M
							Ground staff					
							Cleaner/volunteer/ ground staff					

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		S	L	R	RR				S	L	R	RR
COVID-19 Lack of awareness	Volunteers	5	3	15	H	<ul style="list-style-type: none"> Where possible, posters will be displayed which reflect the current government guidance Committee members will keep up to date with the latest Government guidance and information. We will continually adopt and review new government / league guidance as and when it is available. 	Chris Musson	Ongoing	5	1	5	M

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Vulnerable Groups 'Increased Risk'	Volunteers	5	4	20	VH	<ul style="list-style-type: none"> Supporters known to be at an increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures. For supporters who have received information from their GP will be asked to remain shielding until further notice. When possible, matches will be live streamed to discourage vulnerable supporters from attending matches 	All	Ongoing	5	1	5	M

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Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	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.	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.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.