

LINGFIELD FC - COVID-19 RISK ASSESSMENT

ASSESSMENT DETAILS:

Name of Assessor:	Mike Moore	Notes:	THIS RISK ASSESSMENT IS TO BE USED IN ADDITION TO THE CLUB RISK ASSESSMENT. Where there is any contradiction between the COVID-19 Risk Assessment (this document) and the Club Risk Assessment, the COVID-19 Risk Assessment measures and actions shall take precedence.	Date of Assessment/ Review:	1-Aug-2020	Review Period:	Monthly
Checked By:	David Antino						

SCOPE OF ASSESSMENT:

Description of activities covered under the scope of this risk assessment:	This risk assessment covers all football activity under the authorisation and jurisdiction of Lingfield FC. These such activities are: - Training Sessions carried out with restrictions caused by the COVID-19 (Coronavirus) Pandemic. - Matches carried out with restrictions caused by the COVID-19 (Coronavirus) Pandemic.
People who might be harmed under the activities covered under the scope of this risk assessment:	Players, coaches, helpers, committee members, parents/guardians.
Frequency of activities undertaken covered under the scope of this risk assessment:	At least once a week.
Exclusions:	The following activities are not covered by this risk assessment and shall be covered by a separate assessment where required: - Activities (including football) that are not authorised nor fall under the jurisdiction of Lingfield FC. - Social events (even if they are exclusive to members of Lingfield FC).

IDENTIFICATION OF RISKS AND HAZARDS:

Hazard Identification		Risk Assessment			Risk Mitigation Measures					Actions	
Identify the 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, Parents/Guardians, Committee Members, Referees	4	3	12	<p>Communication of Activities and Safety Measures Coaches shall attend a mandatory safety briefing prior to commencing a competitive training session or match. Attendees of each safety briefing shall be logged and recorded. The purpose of the safety briefing is to educate and inform coaches of their expectations and responsibilities.</p> <p>The club shall communicate the FA guidance and rules alongside it's risk assessments and plans to all club members and coaches.</p> <p>The club shall communicate all adopted safety measures via the web page (www.lingfieldfc.com/covid-19), e-mail communication and social media platforms. In the event of the safety measures changing or being updated, the club shall adopt the latest UK Government guidance.</p> <p>For youth teams, coaches shall brief parents/guardians (after attending the COVID-19 safety briefing themselves) the requirements, guidelines and rules.</p> <p>For adult teams, coaches shall brief players (after attending the COVID-19 safety briefing themselves) the requirements, guidelines and rules.</p> <p>All players (or parents/guardians for those under 18) shall complete an additional consent form acknowledging and accepting the risk or COVID-19 and agreeing to measures to minimise it's spread.</p> <p>The communication between players under the age of 16 and coaches/club officials is prohibited. Communication with players under the age of 16 must be done via a parent or guardian.</p> <p>The club will keep records of every authorised training session and/or match including the date, time and location as well as list of attendees should the need arise for this information to be used for the purpose of contact tracing (NHS Test and Trace).</p> <p>The club data privacy notice updated to incorporate the sharing of data with NHS Test and Trace teams.</p> <p>For matches, both the Club Risk Assessment and 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>Control and Authorisation of Training Sessions and Matches All participants must be correctly registered with the club, that being that that the player has completed an online club registration form by visiting www.lingfieldfc.com. A player cannot join in with any session, be it training or a match, without completing this form.</p> <p>All participants (parent/guardian for under 16s) must complete an additional COVID-19 consent form understanding and acknowledging the risks and their duty to minimise these risks (link here).</p> <p>The permission from the land or leaseholder is required where a training session or match will take place. For home games or training, teams should use our registered pitches and training venues. For matches scheduled at opposition grounds, the coach shall ensure the opposition has the necessary permission to use the venue.</p> <p>All matches shall only be played against FA affiliated teams who have affiliated for the 2020-21 season who have in place suitable Club Liability Insurance and Personal Accident Insurance.</p> <p>Coaches must take a register of ALL participants for each session and must submit this information to the club to aid NHS Test and Trace.</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 (or parent/guardian for under 18s) 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>



Participant Safety Risk Awareness and Consent

All participants must provide additional consent (alongside the consent provided in the Club Registration Form) to participate in any session until further notice. The following online forms must be completed:

- a) Club Registration Form (completed online via www.lingfieldfc.com)
- b) COVID-19 Training Session Consent Form via www.lingfieldfc.com

Failure to complete the Club Registration Form and the updated COVID-19 Training Session Consent Form will mean the participant will be unable to take part in any session.

Where a participant is under the age 16, a parent/guardian must provide consent for the Club Registration Form and the COVID-19 Training Session Consent Form.

Participants shall read the FA and Government Guidelines and Rules to ensure they are familiar with them and able to comply.

FA Guidelines: <http://www.thefa.com/news/2020/jul/17/grassroots-guidance-for-competitive-football-restart-in-england-170720>

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

The club will communicate all risk assessments, rules and guidance to participants and coaches (refer to Communication of Activities and Safety Measures).

Participants (or their parent/guardian for under 16s) 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.

The club shall adopt a COVID-19 Safety Officer who is responsible for the implementation and compliance of COVID-19 safety measures.

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.

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

Temperature Checks/Audit

To ensure the COVID-19 Self Assessment is being carried out for each training session or match, the club shall conduct random contactless temperature checks done by a member of the management committee. A temperature of 37.8C or higher will result in a participant being unable to take part.

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.

For youth teams (under 18s), a qualified adult coach with a valid and in-date Enhanced DBS check must be present for each group.

Coaches/session organiser shall submit the details of each planned training session and/or match via the online form (link here)

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.

There shall be a minimum of a 15 minute gap between the end of one team's session and the beginning of the next in the same vicinity/area. This is to allow one group to leave before a new group arrive to eliminate any clashes and increased risk during changeover. Where areas are large and the arrival/departure of teams can be managed, it may be the case that multiple teams can train on the same field however shall be a reasonable distance apart and avoid crowding.

Coaches/session organisers shall wipe down any equipment after each session with PPE equipment provided by the club. Coaches/session organisers 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.

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

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

Coaches 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.

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 (2m).

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.

Spectators

Where permitted under current FA guidelines, spectators shall adhere to social distancing (2m or 1m plus) at all times.

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

For youth football (and also good practice in adult football), spectators should stand the opposite side of the pitch to the coaches.

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 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 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.

Attendance Registers for Test and Trace

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

Attendance registers for each session to be submitted to the Club COVID-19 Safety Officer no later than 12 hours after the session/match.

All players must be correctly registered (register.abbeymeadroversfc.com) - the attendance register database links into the our player registration database.

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 (parents/guardians for youth) must inform the Club COVID-19 Safety Officer if they become symptomatic and test positive after recently attending a session.



First Aid, Safeguarding and Emergencies

FA and Government safeguarding regulations remain a mandatory requirement. That being that all coaches possess an Enhanced DBS check as a minimum. A coach/session organiser cannot use a new helper/volunteer unless they have an FA accepted Enhanced DBS in place.

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

For minor injuries or medical issues, where it is possible and safe to do so, a participant under the age of 18 should withdraw or be asked to withdraw themselves from the session group to their parent/guardian if they are present for treatment to be administered.

In the event of a serious medical emergency or medical issue, coaches/session organiser 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.ashx>

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

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

Refer to the general Club Risk Assessment for further details on Safeguarding and First-Aid.

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.

Payments and Matchday Paperwork

Payments shall be via electronic method where reasonably possible. Participants should pay via Standing Order or Direct Debit as the preferred method.

Only in exceptional circumstances shall cash payment be accepted. Where it 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.



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

