

RISK ASSESSMENT	Leek Town Football Club Ltd – Northern Premier League South East	COVID-19 OFFICERS	Jon Eeles & Andy Reeves
Description of assessment	Coronavirus (COVID-19) – Football Activity at Stadium	Location details	Harrison Park, Macclesfield Road, Leek, Staffs, ST13 8LD

Identified Hazards	Who may be affected	Risk Level before S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk after S x L = R			
		S	L	R	RR					S	L	R	RR
COVID-19 General & Awareness	Players Management Volunteers Officials Spectators	5	3	15	H	<ul style="list-style-type: none"> Jon Eeles & Andy Reeves have both been appointed as joint COVID OFFICERS to ensure that the necessary risk mitigations are in place. 	<ul style="list-style-type: none"> Leek Town FC COVID-19 guidelines and risk assessment to be communicated to relevant groups COVID-19 risk assessment to be displayed on the Club's website. 	Board of Directors	Done	5	1	5	M
Travelling to and from venues & Entry for spectators Catching and Spreading	Players Management Volunteers Officials Spectators	5	3	15	H	<ul style="list-style-type: none"> Only essential personnel to attend training sessions and behind closed door friendlies. Any individual displaying COVID-19 symptoms or is living with someone who is displaying COVID-19 symptoms or has been self-isolating should not visit the venue. Wherever possible public transport should not be used Individuals should travel independently or car share with those in the same bubble, where this is not possible facemasks and a maximum of 3 people per car should share. Time spent at garages or service stations en route should be minimised. When travelling to an away ground, individuals should follow any additional guidelines set by the hosting Club. The Club operates an online ticketing system, entry is by ticket only and sales stop when 400 is reached Spectators will be encouraged to occupy the entire ground to encourage social distancing. 	<ul style="list-style-type: none"> NHS Track and Trace QR codes are displayed throughout the venue Individuals will use sanitiser when entering the venue. Sanitiser is to be available at each entry point and throughout the facilities. Players, Management, Volunteers and officials will be temperature checked before being admitted to the venue. Anyone symptomatic will not be admitted and be asked to leave the venue. Names and contact information will be collected of all those using inside facilities at training or matches to support track and trace and will be stored for 21 days (GDPR compliant). Signage to be displayed around the facility regarding social distancing and use of hand sanitiser. Cashless terminals will be introduced if needed at turnstiles 	Board of Directors	Ongoing	5	1	5	M

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Participation in football activity Catching / Spreading	Players Management Volunteers Officials	5	3	15	H	<ul style="list-style-type: none"> Only training sessions are permitted until 1 August when competitive matches and friendly games can then commence. Only essential personnel to attend training sessions and behind closed door friendlies. Any individual displaying COVID-19 symptoms or is living with someone who is displaying COVID-19 symptoms or has been self-isolating should not visit the venue. All footballs and equipment will be sanitised before and after session/match. Players will use their own individual training kit for training sessions. Football kits will be issued to each player, kits will be securely bagged for laundering after the match. Players will enter the pitch from the tunnel one team at a time. Separate warm up areas will be provided to the home and away teams and officials to ensure social distancing. The pre-match respect handshake has been suspended Footballs kicked over the perimeter fence will be sanitised before being used again. 	<ul style="list-style-type: none"> Individuals will use sanitiser when entering the venue. Sanitiser is to be available at each entry point and throughout the facilities. Those undertaking the sanitisation session will wear the correct PPE Signage to be displayed around the facility regarding social distancing and use of hand sanitiser. Player dug outs will be restricted to 5 persons at one time, additional seating will be provided next to the technical area. Players to be reminded of the risks of transmission from spitting and discouraged Volunteers to follow protocol when retrieving footballs from beyond the pitch perimeter i.e. return of ball for sanitisation and to sanitise hands At the end of a session/match spectators will be encouraged to leave the venue Players to use their own water bottles and not share. Half time team talks to take place on the pitch in separate areas if possible Clear communication & use of “Toolbox Talk” 	Match day operations team	Ongoing	5	1	5	M

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Changing Rooms & Tunnel Catching / Spreading	Players Management Volunteers Officials	5	3	15	H	<ul style="list-style-type: none"> Hand sanitiser will be available in the changing rooms and at prominent locations. Changing rooms will only be used for matches and not training sessions. Changing rooms and tunnel will be limited to players, management and authorised personnel. Changing rooms will operate at a reduced capacity Toilets situated in the changing rooms will operate in a 1 in 1 out basis The match officials, home team and away team will enter and exit the pitch each group at a time, thus minimising traffic in the tunnel area. Where ever possible doors will remain open to avoid cross contamination on touchpoints. 	<ul style="list-style-type: none"> Signage to be displayed within the facility regarding social distancing and use of hand sanitiser. High risk touchpoints will be thoroughly cleaned before each session/match and afterwards. Public Health England Posters will be displayed in toilets regarding the importance of good hygiene. Changing rooms will be limited to 11 players and 1 manager. Goal posts to be sanitised before, after and at half time during a game. Regular checks will be undertaken to ensure sanitiser, soap and paper hand towels are available. Clear communication & use of “Toolbox Talk” 	Match day operations team	Ongoing	5	1	5	M
Applying First Aid Catching / Spreading	Players Management Volunteers Officials Spectators	5	3	15	H	<ul style="list-style-type: none"> Where ever possible individuals are encouraged to self-administer first aid for smaller injuries. Access to first aid facilities to be limited to trained first aid personnel only. First aiders must wash hands before and after using the first aid facilities or applying first aid. PPE is made available to all First Aiders. 	<ul style="list-style-type: none"> When social distancing cannot be maintained, those administering First Aid must wear face masks, disposable aprons, disposable gloves and eye protection. If first aid supplies are used, the Medical Officer must be contacted and make arrangements for replenishment. First Aiders are to be familiar with the revised COVID-19 guidelines in particular CPR. Clear communication & use of “Toolbox Talk” 	Match day operations team	Ongoing	5	1	5	M

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Clubhouse, Snack Bar, Hospitality & Public Toilets Catching / Spreading	Players Management Volunteers Officials Spectators	5	3	15	H	<ul style="list-style-type: none"> The Clubhouse and Tea Hut will operate on a takeaway basis only Hospitality for home and visiting officials will be limited to minimise spread. The Clubhouse will open on a limited basis, drinks to be consumed outside in plastic containers. The Clubhouse will be open fully after the game for players, management & officials – table service only The Clubhouse furniture will be laid out in such a manner to comply with social distancing. An additional Snack Bar will be open (Grace Street) serving a reduced menu Toilets situated in the Club House will operate in a 1 in 1 out basis and be available to spectators and officials. Anyone entering the Clubhouse or toilets will be required to wear a Facemask Volunteers will be issued with the appropriate PPE. Player & Match official hospitality (if requested) will be served in individual disposable containers after the game. 	<ul style="list-style-type: none"> Leek Town FC COVID-19 guidelines and risk assessment to be communicated to all volunteers. Signage to be displayed within the facility regarding social distancing and use of hand sanitiser. The Club will create a small Beer Garden adjacent to the Clubhouse. A one-way system will be introduced for the Beer Garden and Snack Bar to minimise risk in the event of queueing. The Clubhouse will be limited to 50 after the game. Use of Board Room & VP lounge to be considered if needed Cashless solutions will be introduced to minimise the handling of cash. Clear communication & use of “Toolbox Talk” 	Match day operations team Board of Directors	Ongoing	5	1	5	M
Vulnerable Groups ‘Increased Risk’	Players Management Volunteers Officials Spectators	5	4	20	VH	<ul style="list-style-type: none"> Individuals known to be at an increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures. Individuals who have received information from their GP should remain away from football activities 	<ul style="list-style-type: none"> Leek Town FC COVID-19 guidelines and risk assessment to be communicated to relevant groups. Vulnerable individuals identified by the Club will be asked not to participate in their usual roles. 	Match day operations team Board of Directors	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.

Additional Comments
1. This risk assessment needs to be discussed with the volunteers/employees to ensure that they are fully aware of all control measures.

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2. Volunteers/employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated persons for health and safety before being issued as a live document