



MALMESBURY VICTORIA FOOBALL CLUB

Covid-19 Secure

Risk Assessment

Approved July 2021



COVID-19 Secure Risk Assessment

Malmesbury Victoria Football Club has produced this Covid-19 Secure risk assessment to cover all areas of its operation.

This risk assessment has drawn on guidance issued by Government, Statutory Bodies, and the Football Association.

In addition to this risk assessment all volunteers, members and users of Malmesbury Victoria Football Club are always expected to follow in full the latest government guidance on social distancing and hygiene.

This risk assessment is an evolving document and will be updated in accordance with Government and Football Association advice and following reviews of the effectiveness of the risk assessment.

This risk assessment does not remove the risk of catching coronavirus, but it reduces / manages the risk as much as is practically possibly.

Individuals using Malmesbury Victoria Football Club are asked to consider their own personal circumstances before deciding to attend the club. Once on the club premises they are asked to follow social distancing guidelines, personal hygiene guidelines and instructions issued by Bar staff volunteers and committee members at all times.

Priority System **Red = High Priority** / **Amber = Medium Priority** / **Green = Low Priority**

1. Managing Risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures in order of priority.

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Medium	To reduce the risk of the transmission of the Coronavirus between users, volunteers, and visitors of Malmesbury Victoria Football Club. All users, volunteers, and visitors to be reminded to increase the frequency of handwashing or use of antibacterial hand gel.	Signs displayed around all the areas of football club, encouraging regular handwashing and toilets to be checked on a regular basis to ensure there is always a regular supply of soap and sanitiser	MVFC Committee	<u>July 2021</u>
2	Medium	To reduce the risk of the transmission of the Coronavirus between users, volunteers, and visitors of Malmesbury Victoria football club. Manage the number of volunteers to cover the bar to ensure sufficient staff are on duty to safely manage the requirements to operate the bar effectively and in accordance with the Covid-19 guidance.	Staff Rotas to be published internally to ensure adequate cover in place.	MVFC Committee	<u>July 2021</u>
3	Low	To reduce the risk of the transmission of the Coronavirus between users, volunteers, and visitors of Malmesbury Victoria football club.	Requirement removed in latest guidelines, common sense to be applied	MVFC Committee	<u>July 2021</u>

		<p>Ensure all users, volunteers, and visitors of Malmesbury Victoria football club, where feasible comply with social distancing guidelines and keep 2 metres apart whilst on the premises.</p> <p>If 2 meters social distancing cannot always be maintained, then this can be reduced 1 metre plus for a short period if mitigating measures are taken. This includes the wearing of a face covering, not sitting face to face, and minimising the amount of time spent with someone at less than 2 meters.</p>			
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2. Keeping customers and visitors safe

Objective: To minimise the risk of transmission and protect the health of customers and visitors who attend Malmesbury Victoria football club.

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Low	To support the NHS Test and Trace service should users, visitors and volunteers need to be contacted in the event of a coronavirus outbreak.	Members and visitors are not required to use Track and Trace, however the facility to do so will remain in place	MVFC volunteers on daily bar rota	July 2021
2	Low	To control the risk of transmission of the coronavirus between different households and ensure social distancing guidelines are followed in full.	Limits on who can meet and social distancing have been removed, people are now asked to use their own judgement on what feels safely appropriate.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

3	Low	To protect clinically vulnerable or extremely clinically vulnerable customers and visitors by ensuring they are aware of the need to practice strict social distancing and maintain 2 metre distance from everyone apart from members of their own household.	This requirement has been removed , people are now asked to use their own judgement on what feels safely appropriate.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021
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3. Managing the service of drink at Malmesbury Victoria Football Club

Objective: To manage interactions at the club resulting from service of drink.

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Low	To control the risk of transmission of the coronavirus between individuals whilst they are ordering drinks and being served drinks.	This requirement has been removed , people are now asked to use their own judgement on what feels safely appropriate.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021
2	Low		This requirement has been removed , people are now asked to use their own judgement on what feels safely appropriate.		July 2021

4. Customer Toilets

Objective: To ensure that toilets are kept open and to ensure / promote good hygiene, social distancing, and cleanliness in toilet facilities.

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Low	Toilets inside the premises should be kept open and carefully managed to reduce the risk of transmission of Covid-19.	<p>This requirement has been removed , people are now asked to use their own judgement on what feels safely appropriate.</p> <p>Cleaning products to be available in all toilets and users to be encouraged to clean toilet before and after their use.</p> <p>Bins for paper towels to be emptied every time toilets are cleaned, (at least hourly)</p> <p>Hand sanitiser to be available at the entrance to all toilets.</p>	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

5. Providing and explaining the guidance that must be followed

Objective: To make sure everyone understands what they need to do to maintain safety when using Malmesbury Victoria Football Club.

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Low	<p>Ensure all volunteers, members and visitors understand the role they must play in helping to ensure that the club is able to operate safely during the Coronavirus outbreak.</p> <p>Failure to follow this guidance could result in the members / visitor being asked to leave the club immediately, especially if their actions are endangering the safety of others.</p> <p>Continual breaches will lead to the Committee of Malmesbury Victoria Football potentially having to decide to close the club to ensure the safety of everyone.al distancing in the workplace wherever possible.</p>	<p>Clear guidance, (written and verbal) will be provided to all users of the club and posters will be displayed in all key areas.</p> <p>This requirement has been removed , people are now asked to use their own judgement on what feels safely appropriate.</p>	MVFC Committee and MVFC volunteers on daily bar rota	<u>July 2021</u>

6. Protecting people who are at higher risk

Objective: To protect clinically extremely vulnerable and clinically vulnerable individuals.

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Low	<p>Clinically extremely vulnerable and clinically vulnerable individuals (once shielding restrictions are removed on 1st August 2020) have been asked to take extra care in observing strict social distancing.</p> <p>The Committee of Malmesbury Victoria Football Club endorse this advice and encourage Volunteers, Members, Users, and Visitors to think very carefully about attending the indoor areas of the club whilst the coronavirus is still in general circulation.</p> <p>Outdoor areas pose a less risky environment but individuals in this category must stay as least 2 metres away from anyone outside their household.</p>	This requirement has been removed , people are now asked to use their own judgement on what feels safely appropriate.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

7. People who need to self-isolate

Objective: To make sure individuals who are advised to stay at home under exiting government guidance to stop infection do not come to the Football Club.

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	High	Anyone with symptoms of Covid-19, or who lives in a household with someone with	Latest Government guidance around how long	MVFC Committee and	July 2021

		Covid-19 symptoms or who is in a “support bubble” with someone who has Covid-19 symptoms must not under any circumstances attend any area of the Football Club, indoors or outdoors.	to self-isolate to be displayed in key areas around the club.	MVFC volunteers on daily bar rota	
2	High	This also applies to any individual who is contacted by NHS Test and Trace.	<p>Importance of all users of the club to provide contact details to support NHS Test and Trace to displayed in all key areas.</p> <p>Failure to sign in and provide contact details will result in access to club being denied. No drinks to be served unless details are provided first. Bar Volunteers to check, even if this slows down service.</p>	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

8. Social distancing for Bar Volunteers and Other Volunteers

Objective: Ensuring all volunteers maintain social distancing guidelines whenever possible

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Low	All volunteers must maintain 2 metres social distancing whenever possible. If this cannot be done 1 metre (with risk mitigation) is	This requirement has been removed , people are now asked to use their own	MVFC Committee and MVFC	July 2021

		acceptable until 2 metre social distancing can be met.	judgement on what feels safely appropriate.	volunteers on daily bar rota	
2	Low	Extra measure to be taken to reduce close proximity contact with customers wherever possible.	This requirement has been removed , people are now asked to use their own judgement on what feels safely appropriate.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021
3	Low	Reduce number of volunteers in confined areas to lower possible risk of transmission.	This requirement has been removed , people are now asked to use their own judgement on what feels safely appropriate.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

9. Entertainment

Objective: To maintain social distancing when providing entertainment.

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Low	<p>Live entertainment is currently considered high risk due to the potential of “aerosol transmission.</p> <p>This also applies to any activity that could result in customers having to raise their voice above a normal speaking voice. These activities, include recorded music, live sporting events etc.</p>	This requirement has been removed , people are now asked to use their own judgement on what feels safely appropriate.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

10. Accidents, security, and other incidents

Objective: To prioritise safety during incidents

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Medium	In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to comply with social distancing.	Review current procedures to ensure they support social distancing wherever possible.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021
2	Medium	Anyone involved in the provision of assistance to others should pay attention to sanitation measures immediately afterwards including washing hands.	Ensure anyone aiding has access to antiseptic wipes / hand washing facilities as soon as possible.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

11. Cleaning the premises before reopening / increasing provision

Objective: To make sure that all areas are clean and ready to reopen.

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Medium	Check that all essential services, bar cooling systems, intruder alarms, hot water systems etc are tested and operational before opening.	Open windows / doors during the week before 29 th June 2020 to improve ventilation and air circulation.	MVFC Committee and MVFC volunteers on daily bar rota	Juy 2021

2	Medium	Check that doors can be wedged open to reduce the amount of times surfaces are touched when entering and exiting the room to reduce the risk of transmission wherever possible.	This will include the wedging open of some fire doors.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021
3	Medium	Premises should be thoroughly cleaned before services resume with attention being focussed around high-risk transmission areas including, door handles, door plates, toilets, kitchens / Bar area etc.	Appropriate antibacterial cleaning products to be used.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

12. Keeping the Football club clean

Objective: To keep the Football club clean and prevent transmission by touching contaminated surfaces.

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Medium	All areas to be frequently cleaned, especially bar area, toilets, tables, and equipment.	Emphasis to be given to areas / equipment that must be shared between individuals.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021
2	Medium	Frequent cleaning of objects and surfaces that are touched on a regular basis. This includes, door handles, till, payment terminal, fridge door and handles, beer pumps etc. Ensure that adequate disposal arrangements are in place for cleaning products / wipes / cloths etc.	Appropriate cleaning materials to be kept in each area.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

			Bins to be emptied on a regular basis.		
3	High	All bins / waste must be emptied at the end of the day and disposed of.	There should be at least one lidded bin in each area to dispose of tissues etc to reduce the risk of transmission. Bar and toilets and main club areas.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021
4	High	If there is a suspected case of Covid-19 then additional cleaning will be required in accordance with government guidelines.	Until this cleaning has taken place the club must not be used.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

13. Hygiene: handwashing, sanitation facilities and toilets

Objective: To help everyone keep good hygiene.

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Medium	Signs and posters will be used to raise awareness of, 1, the requirement to wash hands on a regular basis. 2, the requirement to avoid touching your face. 3, The requirement to cough or sneeze into a tissue or arm if tissue is not available.	Signage to be displayed in all entrance and high use areas.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

2	High	Hand sanitiser to be provided in all entrance areas and throughout the building. Supplies of soap to be topped up on a regular basis in all toilets.	A supply of key hygiene supplies to be sourced.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021
3	High	Signs and procedures to be displayed to ensure that social distancing can be maintained in toilets.	This requirement has been removed , people are now asked to use their own judgement on what feels safely appropriate.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

14. Changing Rooms and Showers

Objective: To minimise the risk of transmission in changing rooms and showers

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Medium	Further guidance to be issued once decisions are taken on the restarting of football at Malmesbury Victoria Football Club. Until this happens, showers and changing rooms not to be used. Advice awaited from the Football Association and Wiltshire FA.			

15. Personal protective equipment (PPE) and face coverings

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	High	Where PPE is already used as part of your day to day work against non-Covid-19 risks you should continue to wear this equipment.	Currently this is likely to be where you are providing close personal care to an individual, e.g. administering first aid / medical treatment etc.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021
2	Medium	<p>Current guidance is that when managing the risk of Covid-19, additional PPE beyond what is normally worn is not beneficial.</p> <p>This is because Covid-19 is a different type of risk and needs to be managed through social distancing, hygiene, restricting the flow of people, and controlling access to areas within the club.</p> <p>The exception to this is clinical settings.</p>		MVFC Committee and MVFC volunteers on daily bar rota	July 2021

16. Face coverings

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Low	<p>There are some circumstances where the wearing of a face covering may be marginally beneficial as a precautionary measure.</p> <p>The current evidence suggests that it does not protect the wearer but may protect others if you are infected but have not developed symptoms.</p> <p>Malmesbury Victoria Football Club does not require volunteers, members, users, visitors to wear face coverings, but instead insists everyone practices the guidelines around social distancing (where possible) and hygiene.</p> <p>Wearing a face covering is optional and is not required by law.</p>	<p>If you choose to wear a face covering, you must still.</p> <p>1, Wash your hands regularly.</p> <p>2, Avoid touching your face.</p> <p>3, Change your face covering if it becomes damp.</p> <p>4, Change and wash your face covering daily.</p> <p>5, Practice social distancing wherever possible.</p>	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

17. Handling goods, deliveries and other products that come into sites

Objective: To reduce the transmission through contact with deliveries / objects that come into the Football Club

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Low	<p>Gloves to be worn to receive any deliveries from post, alcohol, cash and carry to parcel deliveries.</p> <p>Post and packages to be opened wearing gloves.</p> <p>All post and deliveries to wiped with an antiseptic wipe or left for 48 hours before being used.</p> <p>All packaging to be disposed of recycled as soon as possible and not left in offices.</p>	<p>This requirement has been removed , people are now asked to use their own judgement on what feels safely appropriate.</p>	<p>MVFC Committee and MVFC volunteers on daily bar rota</p>	<p>July 2021</p>

18. Ongoing communication and signage

Objective: To make sure everyone is kept up to date with how safety measures are being implemented or updated.

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
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1	High	<p>Regular updates will be provided to ensure that all volunteers, members, users, visitors are reminded of the importance of maintaining social distance and good hygiene.</p> <p>Any updates to guidance will be communicated as soon as it is available.</p> <p>This will usually be via posters displayed in key areas to ensure that updates are available to all and prominent.</p>	This requirement has been removed , people are now asked to use their own judgement on what feels safely appropriate.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021
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19. Football Matches and Training

Objective: To ensure that everyone involved in matches and training is kept as safe as is practically possible.

Item	Priority	Nature of problem and remedial action required	Remedial action taken	Person/s responsible	Completed (Date / Signature)
1	Low	<p>Further guidance to be issued once decisions are taken on the restarting of football at Malmesbury Victoria Football Club.</p> <p>Until this happens, no training or matches will take place at Malmesbury Victoria Football Club.</p> <p>Advice awaited from the Football Association and Wiltshire FA.</p>	This requirement has been removed , people are now asked to use their own judgement on what feels safely appropriate.	MVFC Committee and MVFC volunteers on daily bar rota	July 2021

