



# Fleet Spurs Football Club

President:

Paul Hampshire

Chairman:

Kierin Gurrie

Vice President:

John Porter

Vice Chairman:

Kevin Fairbairn

Vice President:

Brian Ritchie

Secretary:

Richard Wyborn

Vice President:

John Gawthorpe

Treasurer:

Simon Ratchford



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below*  
*RR = residual risk*

## Coronavirus (COVID-19) – Fleet Spurs FC (Ver 2)

### Contents

Transmission from non-essential works

Individuals at increased risk

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Hygiene

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**Assessment date:** 20th June 2020

**Review date:** 10th August 2020

**Version:** 2.0 (Updated 31<sup>st</sup> July 2020)

Reviews can be held at any time and will reflect the latest Government guidelines. Until such, time the clubhouse will remain closed to ALL club members. Control measures will remain in place until such time the club authorise otherwise, this is irrespective of any Government guidelines.

Not included is the risks associated with: Living with someone with Covid, coming in to contact with someone, or being notified you have been in contact with someone (with Covid), current Government guidelines will apply in all cases.

These guidelines are not exhaustive and will be reviewed regularly by the club. Whatever the current guidelines, please respect others who may still be uncomfortable with the easing of restrictions.



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**Managers, Coaches and administrators for each team must read FA guidelines on Training and Matches. To avoid duplication, and/or confusion, these should be read in line with this Risk Assessment. Neither supersedes the other.**

## CLUBHOUSE

### Including: Kitchen/Bar Staff and Cleaners

Hazard	Risk	Control measures	RR	Persons at risk
Transmission from non-essential workers	4 x 4 = <b>16</b>	1) Only essential workers to work at the bar / kitchen. It will be determined what the minimum number of people is needed on the premises to operate safely and effectively	4 x 1 = <b>4</b>	Employees
Individual workers at a higher risk of contracting COVID 19	4 x 5 = <b>20</b>	1) Clinically extremely vulnerable individuals shall remain shielded in accordance with their medical advice 2) If clinically vulnerable (but not extremely clinically vulnerable) workers cannot work from home, they should be offered the option of the safest available on-site roles 3) Assess and make reasonable adjustments to avoid disabled workers being put at a disadvantage 4) Assess the health and safety risks for new or expectant mothers	4 x 1 = <b>4</b>	Employees
Risk of COVID 19 transmission - Staff travelling to and from work	4 x 4 = <b>16</b>	1) Commuting to work via walking, cycling or private transport where possible 2) Public transport to be used as last resort and face covering recommended when travelling 3) Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible 4) Staggering arrival and departure times at work to reduce crowding into and out of the workplace 5) Reducing congestion, for example, by having more entry points to the workplace	4 x 1 = <b>4</b>	Employees and contractors
Social distance when using the premises	4 x 4 = <b>16</b>	1) Maintain social distancing in the workplace wherever possible 2) Where the social distancing guidelines cannot be followed in full in relation to a particular activity, we should consider whether that activity needs to continue and implement additional measures 3) Use 'fixed teams or partnering' where possible (so each person works with only a	4 x 2 = <b>8</b>	All persons using hospitality premises



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		<p>few others)</p> <ol style="list-style-type: none"> <li>4) Consideration into installing screens or barriers to separate people from each other</li> <li>5) Table service provided using available technology where possible</li> <li>6) Setting up 2m signage and one way systems where the premises design permits</li> <li>7) Regulating use of high traffic areas including corridors, lifts and staircases to maintain social distancing</li> <li>8) Using screens to create a physical barrier between people where appropriate, for example, considering areas such as till points</li> </ol>		
Welfare & hygiene - handwashing, sanitation facilities and toilets	$  \begin{array}{r}  4 \\  \times \\  4 \\  \hline  16  \end{array}  $	<ol style="list-style-type: none"> <li>1) Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> <li>2) Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points</li> <li>3) Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin</li> <li>4) Increase cleaning rota / schedule in your work area</li> <li>5) Enhance the cleaning regimes for toilet facilities particularly touch points such as door handles, locks and the toilet flush</li> <li>6) Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal</li> <li>7) Ensure sufficient supplies of soap, hand sanitiser and paper towels remain in place</li> <li>8) Requesting staff change into work uniforms on site using appropriate facilities/changing areas, where social distancing and hygiene guidelines can be met</li> <li>9) Washing uniforms on site rather than by individual staff members at home</li> <li>10) Payments should be taken by contactless card and the use of disposable crockery, eating utensils is encouraged</li> </ol>	$  \begin{array}{r}  4 \\  \times \\  1 \\  \hline  4  \end{array}  $	All persons using hospitality premises
Food safety	$  \begin{array}{r}  4 \\  \times \\  2 \\  \hline  8  \end{array}  $	<ol style="list-style-type: none"> <li>1) Revise the food safety management system (FSMS) including Hazard Analysis and Critical Control Point (HACCP) processes</li> <li>2) Use the food standards agency (FSA) guidance and available checklists to ensure</li> </ol>	$  \begin{array}{r}  4 \\  \times \\  1 \\  \hline  4  \end{array}  $	All persons using preparing, serving and consuming food and drink on the premises



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		<p>food safety remains through COVID secure measures</p> <ol style="list-style-type: none"> <li>3) Allowing kitchen access to as few people as possible</li> <li>4) Minimising interaction between kitchen staff and other workers, including when on breaks</li> <li>5) Minimising access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time</li> <li>6) Adjusting put-away and replenishment rules to create space for social distancing</li> </ol>		
Infection control	$  \begin{array}{r}  4 \\  \times \\  4 \\  \hline  16  \end{array}  $	<ol style="list-style-type: none"> <li>1) Any infection control policies used are to be reviewed to ensure they remain valid</li> <li>2) Putting teams into shifts to restrict the number of workers interacting with each other</li> <li>3) Minimising contact at 'handover' points with other staff, such as when presenting food to serving staff and delivery drivers</li> <li>4) Using safe outside areas for breaks</li> <li>5) Opening windows and doors frequently to encourage ventilation, where possible</li> <li>6) Wedging doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors</li> <li>7) Providing only disposable condiments or cleaning non disposable condiment containers after each use</li> <li>8) Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so</li> <li>9) Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited</li> <li>10) While food packaging is not known to present a specific risk, efforts should be made to ensure it is cleaned and handled in line with usual food safety practices</li> </ol>	$  \begin{array}{r}  4 \\  \times \\  1 \\  \hline  4  \end{array}  $	All persons using hospitality premises
Members of the public and protecting servers staff	$  \begin{array}{r}  4 \\  \times \\  4 \\  \hline  16  \end{array}  $	<ol style="list-style-type: none"> <li>1) Cleaning and disinfecting your premises used to be something that was hidden from the customers' view. Now, it's likely that people will feel safer walking into a building if they see comprehensive cleaning taking place frequently</li> <li>2) Customers should have free, easy access to hand sanitiser containing 60% alcohol when entering your premises to clean their hands</li> <li>3) Introducing visible social distancing</li> </ol>	$  \begin{array}{r}  4 \\  \times \\  1 \\  \hline  4  \end{array}  $	All persons using hospitality premises



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		<p>measures for your premises. For example, using plexiglass screens at serving locations, social distancing markers on the floor, someone on the door to manage the number of people entering the building, etc.</p> <ol style="list-style-type: none"> <li>4) Provide your servers with appropriate disposal protective personal equipment (PPE) for their job, for example, gloves and face masks. Whilst previously this may have been alarming, in the current situation this can help reassure and protect both your workforce and customers against the spread of the virus</li> <li>5) Encourage payment transactions to be completely contactless. This could include requesting that customers use contactless card payments (the contactless payment limit was recently increased to £45 per transaction), mobile payments, disinfecting a chip and pin pad after every use, and offering e-receipts instead of paper to reduce potential contact</li> <li>6) Disinfectant and disposable cleaning wipes should be made available for customers to use alongside self-service/touch screen terminals</li> <li>7) Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night</li> <li>8) Setting out clear demarcation for 2m distances for customers queuing.</li> </ol>		
Stress - including mental health	$1 \times 2 = 2$	<ol style="list-style-type: none"> <li>1) Remote staff to receive periodic contact via online team meeting or line management calls</li> <li>2) Advise staff of technology apps that can assist with stress management and / or mental health</li> <li>3) Where enrolled, advise staff about occupational health advice available, including any confidential assistance programmes</li> <li>4) Stress assessments available from H&amp;S / HR specialists</li> <li>5) Offer flexible working arrangements where possible</li> <li>6) Review any mental health first aider support for staff</li> <li>7) Safe social interaction helps promote better mental health</li> <li>8) Offering advice around regular exercise will improve mental health</li> </ol>	$4 \times 1 = 4$	Employees



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		9) Consult with local authorities if there is additional mental health resources available		
Delivery drivers and riders - risk of COVID 19 transmission	$\begin{array}{r} 4 \\ \times 4 \\ \hline 16 \end{array}$	1) Providing drivers and riders with hand sanitiser containing 60% alcohol to clean their hands in between each delivery or collection. They should also be encouraged to wash their hands with soap and water as often as possible 2) Introduce contactless collection points for delivery staff where possible to minimise contact between them and your staff 3) Encourage contactless delivery to customers where possible. When taking an order for delivery, request that the customer provides a delivery safe place 4) Discourage cash on delivery and encourage online or over phone card payments 5) Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face	$\begin{array}{r} 4 \\ \times 1 \\ \hline 4 \end{array}$	Employees and delivery drivers
Emergency incident - accident or fire within the premises	$\begin{array}{r} 5 \\ \times 2 \\ \hline 10 \end{array}$	1) In an emergency, for example, a fire or break-in, people do not have to stay 2m apart if it would be unsafe 2) People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands 3) First aider cover to be reviewed to ensure it remains suitable and that first aiders are aware of additional COVID precautions to take if attending to a casualty	$\begin{array}{r} 5 \\ \times 1 \\ \hline 5 \end{array}$	All persons using hospitality premises

## CHANGING ROOMS & EQUIPMENT

Transmission from use of changing areas/showers.	$\begin{array}{r} 4 \\ \times 4 \\ \hline 16 \end{array}$	1) Minimising number of people in changing room. 2) Encourage players to change before the game i.e. at home, and not to use area after their match. 3) Consider banning use of showers 4) Doors to remain wedged open when occupied. 5) Only one team to use double changing rooms (ones that are linked) 6) Provision of Santisers at entrance.	$\begin{array}{r} 5 \\ \times 1 \\ \hline 5 \end{array}$	All persons using changing rooms/toilets premises
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		7) Cleaning after every usage. 8) Ensure adequate hand washing/drying equipment is supplied. 9) U16s not to use changing rooms.		
Transmission from use of equipment	1 x 1 = <b>1</b>	1) Consider designated groups to set up equipment 2) Equipment to be wiped down after each use and before returning to storage. 3) Provision of cleaning materials 4) Adhere to FA's guidelines on equipment for training purposes.	1 x 1 = <b>1</b>	All persons setting up equipment, users of equipment.
Players own named, e.g.: Water bottle; Hand gel; Sun cream; Medication.	4 x 4 = <b>16</b>	1) Personal items to be labelled. 2) Hand sanitiser to be carried at all times. 3) Medication to be held and administered by parent/carer or participant.	4 x 2 = <b>8</b>	All players, coaches & managers
Data Privacy Policy/ Notices updated to cover data handling of attendees to aid NHS Test and Trace	1 x 1 = <b>1</b>	1) Inform parents/carers and visitors of new track and trace requirements. 2) Update GDPR Policy	1 x 1 = <b>1</b>	Parents/cares of U18 players, all adult members
Participants trained to do self-screen checks before travelling to session Coaches trained to check that self-screen checks have been done and were all negative.	4 x 2 = <b>8</b>	1) Send details of FA guidelines for self-screening. 2) Coaches/managers to run sample checks on weekly basis.	1 x 1 = <b>1</b>	Players, Coaches and Managers of all age groups.
Relevant medical information in respect of participants	4 x 2 = <b>8</b>	1) Check coaches/managers have up to date information 2) Consider sharing of information to relevant members.	4 x 2 = <b>8</b>	Players
Managing injuries	4 x 4 = <b>16</b>	1) Member of household to manage unless life- or limb-threatening. 2) PPE to be provided and used where necessary, including: Sanitiser, gloves and masks to be issued. 3) Review procedure and consider changing PPE.	3 x 3 = <b>9</b>	Players and coaching/medical staff.



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Matches/training: controlling social distancing	5 x 2 = <b>10</b>	1) Consider whether spectators are necessary, especially at training. 2) Consider designated areas to allow for distancing (matches) 3) Consider closing seating area depending on govt. guidelines.  4) Ensure site guidelines are available when visiting external venues. 5) Follow dugout guidelines and provision of additional seating.	4 x 2 = <b>8</b>	Spectators/visitors to site.
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## Training

Please ensure a brief has been completed alerting all staff to COVID 19 secure specific processes, policies and procedures. The following links provide additional guidance:

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>
- <https://www.ukhospitality.org.uk/page/coronavirus>
- <http://www.thefa.com/news/2020/jul/03/grassroots-football-covid-19-update-030720>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

## Management - general controls to consider

- Display posters in areas to remind teams of the health, safety and infection control procedures in place at work. These could also include details of the best person to contact, for example an Infection Control Officer, if they have any concerns.
- Make sure staff members' phone numbers and emergency contact details are kept up to date.
- Reduce the number of available menu items for food and drink serving establishments. This will allow kitchen staff to follow safe distancing procedures by streamlining production lines. It's worth noting, it is highly unlikely that COVID-19 can be transferred by food products.
- Introduce creative resourcing solutions so there are fewer people in the workplace at any one time to reduce the risk of infection. This could include staggering shifts or having A and B teams.
- Recommend that staff members only wear their uniforms or work clothes whilst on the premises. They shouldn't travel to and from work in their workwear.
- Ask staff members to consider avoiding or minimising the time they spend using public transport to get to work for their own safety.
- Consider using contactless thermometers to check staff members' temperature before entering the premises. If they have a temperature, government guidelines advise they should self-isolate for 7 days.
- As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.





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- Considering where congestion caused by people flow and 'pinch points' can be improved. Using one-way systems, staggered shifts and assigned staff mealtimes are possible ways to minimise the risk of transmission
- Ensure access to FA guidelines for all parents/spectators, managers, players and officials.