




Risk assessment form – Version 3

Name of assessors	<i>Mike Jones CMIOSH</i>	Risk assessment of	<i>Trafford FC Covid-19 Assessment for Matchdays</i>
Risk assessment no.	<i>RA</i>	Date of assessment	<i>21/10/2020 (VERSION 3)</i>
Signature of assessors		Location	<i>Trafford FC</i>

Risk rating and control measures

Hazards	Risks (what might happen? To whom? How?)	Likelihood value (A)	Severity value (B)	Risk rating (A x B)	Control measures	Residual Likelihood (A)	Residual Severity (B)	Residual Risk (A x B)
Insufficient cleaning/Personal Hygiene	<p>Infection may spread from insufficient cleaning of work surfaces and hands.</p> <p>-Workers/Players/Officials Visitors/Supporters/Volunteers/Employees</p>	3	5	15	<p>As well as normal cleaning practices, a cleaning regime specific to Covid-19 should be implemented and should include frequently touched surfaces such as worktops, beer pumps, countertops, tables, handles, doorknobs, switches, shared equipment, appliances, telephones and any other shared items.</p> <p>Trafford FC where possible should have a cleaner on match day that patrols the ground continually cleaning all common touch areas.</p> <p>Regular cleaning of all plant, equipment and tools used by those working on ground during match days and non match days</p> <p>Part of the cleaning regime should allow for common areas including turnstiles, bar, toilets and food service area.</p>	1	5	5



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					<p>Signage should be erected to inform and remind people of the importance of good hygiene in preventing the spread of the virus.</p> <p>Avoid shaking hands or making contact with other people.</p> <p>Welfare facilities to have available soap and water/hand sanitiser, disposable paper towels and a bin (allowing people to use a paper towel to prevent touching the door handle on exit from the bathroom).</p> <p>Those working for Trafford FC should have available resources and break times for the effective cleaning and drying of hands.</p> <p>Where hand sanitiser is to be provided it must have a minimum alcohol content of 60%</p> <p>Do not share any items with others including cups and utensils, unless they have been thoroughly cleaned.</p> <p>Trafford FC should have available products for the cleaning and disinfecting of all areas within the stadium/ground. <i>(Normal household bleach solutions, cleaning products with at least 70% alcohol, and most normal household disinfectants are believed to be effective against the coronavirus)</i></p>			
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					<p>Instructions for cleaning products are to be followed at all times and while using cleaning products indoors windows should be opened to provide adequate ventilation.</p> <p><u>The process for cleaning/disinfecting surfaces is:</u></p> <ul style="list-style-type: none">-Wash hands thoroughly before and after cleaning-Put on disposable/washing-up gloves and aprons-Use disposable cloths where possible to clean surfaces/objects with warm soapy water-Disinfect surfaces with the cleaning products you normally use-Used Cloths/PPE should be double-bagged and disposed of. <p><u>Hand-cleaning:</u></p> <p>Regularly wash your hands using either soap and water or an alcohol-based hand rub for a minimum of 20 seconds. Where possible hands should be dried using paper towels or an air dryer.</p> <p>Signage in toilet areas with instructions on hand washing.</p> <p>Avoid touching your face and when coughing or sneezing you should use a tissue or your arm if a tissue is not available.</p>			
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					<p><u>Also, hands should be washed:</u></p> <ul style="list-style-type: none"> -After blowing your nose, coughing or sneezing -After arriving at Trafford FC and arriving home, and after using public transport -Before and after eating/preparing food -After using shared facilities including toilets -Before and after using vehicles, machinery and equipment. - Trafford FC will provide sanitizer stations upon entry and throughout the premises, these are to be used by all those working, volunteering and visiting. <p>Follow specific cleaning guidance if there has been an infected person within the area.</p>			
Proximity to other people who may be infected	-Workers/Players/Officials Visitors/Supporters/Volunteers/Employees	2	5	10	<ul style="list-style-type: none"> -Where possible, all in attendance must distance themselves from others at a distance of 2m or 1m plus where 2m is not possible. Signage to be displayed throughout as a reminder of social distancing rules in place. - those in attendance to adhere to rules, signage, procedures and control measures regarding Covid-19 at all times. -Stewards to regularly walk around ground to ensure that those in attendance are conforming to the rules and Social Distancing guidance. Those who refuse to adhere to the rules in place will be asked to leave immediately. 	1	5	5



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					<ul style="list-style-type: none">- Names and contact details for all who enter the bar area will be obtained and retained for 21 days in order to follow test and trace procedures if an attendee falls ill with the virus, signing in to take place at programme sales hut as this will not be in operation.-Occupancy levels to be monitored to allow for social distancing, particularly within bar area where there will be a queueing system implemented so minimal persons are inside at the same time, access ramp to have 2 lanes, one access and one egress to minimise face to face contact with arrows and floor markings down as guidance.-Those in attendance not to gather in groups of more than 6 in outside areas.-If required, to maintain social distancing, entrance/exit times to be staggered to minimise the number of people in access/egress areas.-One-way system to be implemented where possible to enable social distancing, particularly when queueing for food and beverages from the kitchen, markings on the floor will indicate the correct route to be taken.-Signage to be displayed around the ground as a reminder on social distancing.			
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					<p>- Where necessary, floor tape/markings to be used.</p> <p>-Windows in the bar to be opened where possible to allow natural ventilation.</p> <p>-Seating in stands to be organised so that those within the same social bubble can sit together or those not in the same social bubble can sit in designated seating, separated adequately in line with government guidance.</p> <p>-Away supporters are not permitted to attend matches at Trafford FC as a result of Greater Manchester being moved into Tier 3 on the 23/10/2020</p>			
Travel	Workers/Players/Officials Visitors/Volunteers/Employees	3	5	15	<p>-Where possible all employees/volunteers should travel to work alone using their own transport.</p> <p>-If employees/volunteers have no option but to share transport:</p> <ul style="list-style-type: none"> ○ Journeys should be shared with the same individuals and with the minimum number of people at any one time ○ Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission ○ The vehicle should be cleaned regularly using gloves and standard cleaning 	1	5	



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				15	<p>products, with particular emphasis on handles and other areas where passengers may touch surfaces</p> <p>Hand cleaning facilities to be provided at all entrances and exits for the venue or employees to be told to wash their hands immediately when entering.</p> <p>Where public transport is taken, face coverings should be worn in line with government guidance and peak travel times should be avoided.</p>			
Service of food and beverages	Workers/Players/Officials Visitors/Supporters/Volunteers/Employees	3	5	15	<ul style="list-style-type: none"> -Social distancing guidelines of 2m, or 1m plus where 2m is not possible, will be maintained when taking orders from customers, this will include screens, face coverings. -Floor markings will be located to remind customers to maintain social distancing between customers of different households or support bubbles. -The venue will provide disposable condiments where possible. -Customers will be encouraged not to lean on counters when collecting food or beverages, markings on the floor should indicate to stand away from the bar/counter -Contactless payments will be used where possible whilst maintaining social distancing guidelines. 	1	5	5



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					<p>-Contact between employees and customers will be reduced at points of service by using screens at tills.</p> <p>Service at the Ground</p> <p>-Service at the bar will be takeaway only, there will be a table at the entrance to the clubhouse at the top of the ramp where orders can be taken.</p> <p>-Queue area will have signage indicating where to wait and which way to queue.</p> <p>--Screens will be placed on bars to minimise face to face interaction and identify serving locations, especially at till points.</p> <p>-Face coverings to be worn by customer facing servers.</p> <p>-only employees collect and return empty glasses to the bar to reduce congestion at points of service.</p>			
Employees not social distancing	Employees/volunteers	3	5	15	<p>-Any changing area will have suitable social distancing rules followed.</p> <p>-Movement around the venue will be reduced by the briefing of job roles so that all are aware of what areas they are expected to be in.</p> <p>-Job location rotation will be reduced by assigning specific workers to areas</p> <p>-Layout of the venue has been reviewed to ensure employees work further apart from each other where possible.</p>	1	5	5



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				20	<ul style="list-style-type: none"> -Where working further apart is not possible, working side by side or facing away from each other will be encouraged. -Face coverings to be made available for those working in close proximity -Kitchen/behind the bar access will be reduced to as few people as possible. Interaction between kitchen and other workers will be discouraged, including during breaks. 			
Access/Egress	Workers/Players/Officials Visitors/Supporters/Volunteers/Employees	4	5	20	<ul style="list-style-type: none"> -Signage to be erected outside main entrance indicating where to queue and also reminders around social distancing. -2 turnstiles to be open, contactless payment to be encouraged if possible. -Those working in turnstile to be protected by screens which will be erected. -Hand sanitizer to be made available upon entrance with signage encouraging the use of it. - Names and contact details for all that enter the bar area will be obtained and retained for 21 days in order to follow test and trace procedures if an attendee falls ill with the virus, signing in to take place at programme sales hut as this will not be in operation. -Trafford FC Covid rules signage to be displayed upon entrance. 	2	5	10



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				20	-Large gates to be opened for egress after the match, to avoid large numbers gathering, the possibility of opening a second gate should be utilised where possible.			
Bins containing used tissues.	Lack of personal hygiene and mishandling. Workers/Players/Officials Visitors/Supporters/Volunteers/Employees	4	5	20	No special handling is required, but do not pick up used tissues without gloves, tie bin bag when disposing, and wash hands thoroughly with soap and hot water after handling. Use allocated waste bins for disposal of waste. Do not allow waste to build up.	1	5	5
Welfare Facilities	Workers/Players/Officials Visitors/Supporters/Volunteers/Employees	4	5	20	Toilet Facilities <ul style="list-style-type: none"> ○ Restrict the number of people using toilet facilities at any one time using signage and floor markings where possible to ensure 2 metre distance is maintained between people when queuing ○ Wash or sanitise hands before and after using the facilities ○ Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush ○ Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently ○ Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	2	5	10



					<ul style="list-style-type: none"> ○ Signs and posters displayed to build awareness of good handwashing techniques and the need to increase handwashing frequency. 			
First Aid		3	5	15	<ul style="list-style-type: none"> -Provide additional PPE for all first aiders, this should include face mask, face shield, latex/Nitrile gloves and disposable apron. -Gloves aprons and masks should be disposed of after use and face shield cleaned. -Limit access to first aid facilities to only trained first aid personnel and/or appointed person(s) -First aiders must make sure that they wash their hands or use a 60% alcohol gel, before and after treating a casualty. -Ensure that they do not cough or sneeze over a casualty when treating them. <p>CPR - cardiopulmonary resuscitation</p> <ul style="list-style-type: none"> -If an adult is unresponsive and not breathing normally, call 999 or 112 for emergency help and start CPR straight away. -Do not perform rescue breaths on the casualty when performing CPR! -Before you start CPR, use a towel or piece of clothing, and lay it loosely over the mouth and nose of the casualty -All non-disposable equipment used must be 	1	5	5



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				15	thoroughly cleaned with antiviral agents immediately after use.			5
Laundry	Employees/Volunteers	3	5	15	<p>-Wash items in accordance with the manufacturer's instructions and use the warmest water setting and dry items completely.</p> <p>-Dirty laundry that has been in contact with an unwell person can be washed with other people's items.</p> <p>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.</p>	1	5	5
Deliveries	Employees/Volunteers	2	5	10	<p>All deliveries to be pre-arranged where possible.</p> <p>Pre-arranged loading/unloading area defined.</p> <p>Trafford FC to receive a phone call from the driver upon arrival.</p> <p>If you are receiving a delivery driver, ensure they remain in their vehicle.</p> <p>Wash hands both before and after if you have to load/unload goods and materials.</p> <p>Same pairs of employees used where more than 1 person is needed for deliveries.</p> <p>Social distancing guidelines will be followed when putting away or replenishing materials.</p> <p>Remember, wearing gloves more than once will</p>	1	5	5



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				15	not provide you with suitable protection, the virus may remain on the surface of the glove and be passed around the same as on your hands.			5
Person Showing symptoms	Workers/Players/Officials Visitors/Supporters/Volunteers/Employees	3	5	15	<ul style="list-style-type: none"> -Return home immediately -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 the venue until their period of self-isolation has been completed. -Contact with personnel suspected of having caught COVID-19 will be avoided. -Request that the individual be tested as per the test and trace guidelines -If a positive test is given, assess all other employees who may have been in contact with the individual for 15 minutes or over and then follow the current government self-isolation and test and trace guidelines -Isolate the area/s that the individual has spent time in for 24 hours Following the 24-hour isolation of the areas, carry out a full deep clean of each area before any work re-commences within those areas 	1	5	5
Vulnerable Persons	Employees/Volunteers	2	5	10	<ul style="list-style-type: none"> -Employees known to be at an increased risk of severe illness from coronavirus (COVID-19) to 	1	5	5



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				15	<p>be particularly stringent in following social distancing measures.</p> <p>For employees with an underlying health condition, as per the above list, the government “strongly advises” that you work from home where possible. If your job isn’t suitable for home working the employer will consider offering you furloughed, temporarily re-deployed to a role that would allow home working for the duration of this crisis, or undertake a risk assessment to identify any additional steps that need to take, such as re-allocating some duties or providing additional personal protective equipment.</p>			5
Lack of awareness	Players/volunteers/officials/visitors/supporters	3	5	15	<p>-Where possible, the latest government campaign posters will be displayed.</p> <p>-Coaches will keep up to date with the latest Government guidance and information.</p> <p>We will continually adopt and review new government / WHO guidance as and when it is available.</p>	1	5	5
Players not social distancing	Players	3	5	15	<p>-Any changing area will have suitable social distancing rules followed.</p> <p>-Staggered changing times to be introduced to limit numbers within changing room at the same time.</p> <p>- Substitutes to be sat in a manner that allows for social distancing.</p>	1	5	5
Contact during Training	Players/Officials	4	5	20	<p>-The sessions will run in maximum groups of 30.</p> <p>-Each group must be formed and remain</p>	2	5	10



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				20	<p>together for the duration of the session.</p> <ul style="list-style-type: none"> -Equipment will be provided for each group and remain with them. -Non-contact sessions will be carried out within the groups. Games / drills encouraging physical contact will be prohibited. -2m distance between footballers / coaches, or 1m plus, where 2m is not possible, within the groups will always be maintained. -The sharing of bibs / gloves (and other equipment that would be worn) is not permitted. 			
During Matches	Players/Coaches/Officials	4	5	20	<p>Players:</p> <ul style="list-style-type: none"> -Adhere to social distancing where possible (eg when celebrating a goal or during drinks break) -sanitize hands before and after match -avoid shaking hands with others. -Drink only from designated drinks bottle -Avoid touching face. <p>Managers/Coaches, substitutes;</p> <ul style="list-style-type: none"> -Adhere to social distancing rules at all times. -Use only designated drinks cup. -Sanitize hands regularly -Avoid touching face. 	2	5	10
Insufficient Cleaning of Footballs and other football equipment	Players, Officials, Coaches	4	5	20	<ul style="list-style-type: none"> -Balls to be sanitized prior to the kick off of each half. - Any ball that goes out of play to spectators are to be cleaned before being returned to play. - Spare balls to be kept near dug out and will replace any that go out of play and into the spectators so that there is a constant supply of sanitized footballs being used in the game. -Goal posts and corner flags to be sanitized prior to the game and before the second half as well as at the 	2	5	10



					end of the game. -Any other equipment involved in the game to be sanitized in line with those mentioned above.			

Risk management actions log

Risk ID	Action owner	Action details	Priority	Due by date	Progress/ comments	Status	Date completed
01							
02							
03							

Definition of hazard: the condition or practice with the potential to cause harm.

Definition of risk: a risk is the likelihood that a hazard will cause a specified harm to someone or something.

Likelihood (A): This is how probable the hazard may cause harm. (Use a score between 1 and 5 to establish how likely the hazard may cause harm.)

Severity (B): This is the extent of the harm caused by a hazard. (Use a score between 1 and 5 to establish the severity of the injury should injury occur.)

Risk rating (A x B): Multiply the likelihood value with the severity value to give you a risk rating.

Evaluate the risks and decide on precaution

Having identified hazards that could cause harm, the law requires you to evaluate the associated risks. This will help you to decide whether the existing control measures are sufficient or whether additional measures are required.

One way of evaluating risk is to assign a numerical value (between 1 and 5) to likelihood and severity:

Likelihood of an occurrence:



- Highly unlikely 1
- Unlikely 2
- Possible 3
- Likely 4
- Highly likely 5

Severity is the potential extent of the harm caused by a hazard:

- Insignificant injury 1
- Minor injury 2
- Significant injury 3
- Serious injury 4
- Major injury / fatality (s) 5

The risk rating is then calculated by simply multiplying the likelihood value with by severity value (likelihood X severity). Eg, 3 x 4 = 12

- Score between 1 and 5 = Low risk No action required.
- Score between 6 and 14 = Medium risk Controls should be reviewed.
- Score between 15 and 25 = High risk Process should be stopped immediately.

The risk rating will help you to priorities your actions. The higher the rating, the more urgent the need for action.

Risk assessment matrix

Severity of Injury ➔		Insignificant Injury	Minor Injury	Significant Injury	Serious Injury	Major Injury / Fatality(s)
Likelihood of Injury ⬇		(1)	(2)	(3)	(4)	(5)
Highly Likely	(5)	5	10	15	20	25
Likely	(4)	4	8	12	16	20



Possible	(3)	3	6	9	12	15
Unlikely	(2)	2	4	6	8	10
Highly Unlikely	(1)	1	2	3	4	5

It should be noted that the relevant legislation places the ultimate responsibility for the adequacy of the risk assessment with the 'Responsible Person'. This is in line with the modern principle of Health and Safety that those who create risk have the responsibility for taking appropriate action.

Our assessment reflects the situation on the day of the inspection only and no liability can be accepted by Eyton Solutions with regards to any future changes in circumstances that may render this assessment inaccurate. Comments or recommendations are based upon visual observations.

The assessment should be reviewed by the 'Responsible Person' and any inaccuracies should be addressed and any hazards which are known but not identified should be included in to the assessment. If there have been any temporary or permanent changes made which could introduce new hazards or impact the likelihood of harm or the severity of any consequences the assessment should be amended to reflect. The 'Responsible Person' should ensure that all risks are continually assessed and appropriate action taken.