

COVID-19 Risk Assessment	Risk Assessment Sheet	Ref No.	RA/0001/05
		Date	20.06.2020



Darlington 21st Allstars JFC

COVID 19

Risk Assessment

Completed by: Mr Adam Howell (IOSH) - Health and Safety Advisor

COVID-19 Risk Assessment	Risk Assessment Sheet	Ref No.	RA/0001/05
		Date	20.06.2020

The Club is required to review, amend and implement the below Risk Assessment for managing the risk associated with COVID-19.

The information provided within this Risk Assessment does not include a definitive list of hazards, risks and controls - others may apply to the Club.

Please also refer to information provided on GOV.UK and The FA.com

This information **must** be read in conjunction with these document to ensure that suitable controls are implemented so far as is reasonably practicable.

This Risk Assessment must be reviewed and updated to reflect the controls implemented by the Club.

The below Hierarchy of Controls must be implemented;

Think about the risks associated with activities - make sure your risk assessment and safe systems of work allow for staying COVID-19 secure.

- **Minimising contact** with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend.
- **Hygiene** - cleaning hands more often than usual and ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
 - **Cleaning** regimes - frequently touched surfaces cleaned often using standard cleaning products.
- **Social distancing** where possible, minimising contact and mixing by altering, as much as possible, the environment and timetables (such as staggered break times). Do not forget about managing parents and visitors too.
 - **PPE** - Identify whether there is a requirement for PPE.

Unlike adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff and this must be considered when implementing controls.

Further information, including specific guidance Working Safely during COVID-19, is available on the Governments Website -

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

COVID-19 Risk Assessment	Risk Assessment Sheet	Ref No.	RA/0001/05
		Date	20.06.2020

Task Description	Footballing Activities during COVID-19	Location	Darlington 21 st Allstars JFC	Date of Review	25/03/2021 - Ongoing/ As Required
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Assessor	Name: Mr A Howell (IOSH)	Employee:	Name:	Equipment or Plant No	
	Signed: A.Howell		Signed:		

Persons Affected: Individuals or Groups	Coaches, Officials, Players, Parents/Carers
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Hazards/Consequences	Existing Control Measures	Likelihood (a)	Severity (b)	Residual Risk (a x b)	Priority
<p>Exposure to COVID-19:</p> <ul style="list-style-type: none"> Contaminated surfaces when accessing or working in facilities. Not maintaining good hand hygiene Inability to comply with the 2m social distancing guidance. Contact onsite with anyone displaying symptoms <p>Wellbeing impacts due to the pandemic and workloads etc.- work related stress</p> <p>Increased awareness of guidance resulting in changes working regime.</p>	<p>All coaches, children and visitors made aware of existing and extra control measures.</p> <p>Coaches to lead by example and constantly remind players of the guidelines.</p> <p>See Organisational Structure below:</p> <p>Dave Bell - Chairman Mark Howell - Vice Chairman Adam Howell - Club Secretary and COVID/Health and Safety Officer Karen Howell - Welfare Officer</p> <p>Other Officials</p> <p>Groups will be on a staggered training times in accordance with the training schedule.</p> <p>Individuals are to leave all venues straight after the training session/match.</p> <p>A COVID-19 register must be taken at all sessions/matches and</p>	6	1	LOW	All control measures are of top priority and must be followed to ensure everybody's safety.
		4	2	MED	
		4	2	MED	

COVID-19 Risk Assessment	Risk Assessment Sheet	Ref No.	RA/0001/05
		Date	20.06.2020

Inability to implement emergency procedures.	a record kept. NHS track and trace barcode is in action and teams have been issued with this.	6	1	LOW	
Use of equipment.	Spectators are allowed but this is strictly one parent per player.	6	1	LOW	
Coaches returning to coaching when training has lapsed/ skill fade etc.	Minimise Contact with those displaying Symptoms Coaches or players should stay at home if they are unwell with a new, continuous cough, a high temperature or a loss of, or change to, their sense of smell or taste or any of the other symptoms to avoid spreading infection to others.	5	2	MED	
Vulnerable persons	Inform coaches, players, parents and carers if they are displaying any symptoms of coronavirus or who have someone in their household who is to follow the COVID-19: guidance for households with possible coronavirus infection.	5	1	LOW	
Use of PPE/ incorrect wearing of PPE	Report any incidents of coaches/players testing positive for COVID-19, who have attended, to the Health and Safety Officer to investigate to determine whether RIDDOR Reportable.	5	1	LOW	
Cross-Contamination	Report any incidents of coaches/players with potential symptoms of COVID-19, who have attended, to the Health and Safety Officer to investigate. When anyone develops symptoms compatible with coronavirus whilst in attendance at a session, they should be sent home immediately and advised to self-isolate and get tested. If anyone becomes unwell with a new, continuous cough, a high temperature or a loss of, or change to, your sense of smell or taste or any other symptoms they must be sent home and advised to follow the staying at home guidance. If a player is awaiting collection, they should be moved, if possible, to an area where they can be isolated, depending on the	5	1	LOW	

COVID-19 Risk Assessment	Risk Assessment Sheet	Ref No.	RA/0001/05
		Date	20.06.2020

	<p>age of the player and with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area, which is at least 2 metres away from other people. Anyone displaying symptoms will be placed in the Allstars Medical Room whilst waiting to be collected. Any parent who is on site is to take their child immediately.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom to others, if possible, one male and one female situated in the Sports Hall Corridor.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</p> <p>If a coach has helped someone who was taken unwell with a new, continuous cough, a high temperature or a loss of, or change to, your sense of smell or taste or any other symptom they do not need to go home unless they develop symptoms themselves.</p> <p>PPE (Gloves, Apron and Face Mask) will be worn when assisting an individual who has potential symptoms. They should wash their hands thoroughly for 20 seconds after any contact with someone.</p> <p>Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Club Committee to inform Longfield Staff if any persons have displayed symptoms whilst at a session.</p> <p>All coaches and players attending will have access to a test if they display symptoms of coronavirus and are encouraged to get tested.</p> <p>Where a test is negative, they can return to football and the fellow household members can end their self-isolation period.</p>				
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COVID-19 Risk Assessment	Risk Assessment Sheet	Ref No.	RA/0001/05
		Date	20.06.2020

	<p>Where anyone tests positive, the rest of their group should be sent home and advised to self-isolate for 10 days. The other household members of that wider group do not need to self-isolate unless the player or coach subsequently develops symptoms. Team huddles and celebrations are not to take place. Spitting is strictly prohibited by all members. Changing rooms can not be used under any circumstances. No congregating should take place - all spectators must follow social distancing rules and be at least 2m apart. All teams must conduct the self-assessment checklist on all players, officials and spectators prior to any session/match. Prior to all home games you must brief the away team of our procedures.</p> <p>Vulnerable Persons</p> <p>Shielded "extremely vulnerable" coaches and players (those that have received an NHS letter) - will only be allowed to return to training/matches when they feel comfortable to do so. Non-shielded "vulnerable" people are to continue working from home wherever possible. For example by asking coaches to carry out session planning or other roles that can be done from home as directed by the Committee. If clinically vulnerable (but not clinically extremely vulnerable) and individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of</p>				
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		Date	20.06.2020

<p>other people, the committee must carefully assess and discuss with them whether this involves an acceptable level of risk. Any vulnerable persons should request a personal risk assessment through Adam.</p> <p>Transport Reduce any unnecessary travel on coaches, buses or public transport where possible. Encourage walking or cycling where possible. Follow the government guidance on how to travel safely when planning to travel, particularly if public transport is required On-site parking for coaches and for parents/carers (Front Car Park/ All Weather Pitch). Request risk assessments from facility holders. Ensure that the latest Government guidelines in terms of car sharing and travel is followed. We advise against car sharing for those not in your bubble.</p> <p>Social Distancing Inform parents/carers that when dropping off and collecting their children, they are to do so as quickly as possible and then leave the venue. Plan drop-off and pick-up protocols that minimise adult-to-adult contact. Each team to arrange this themselves. Inform of allocated drop off and collection times and the process for doing so (stagger drop-off and pick-up times where appropriate), including protocols for minimising adult to adult contact. Inform spectators that there is no gathering at entrance gates</p>				
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		Date	20.06.2020

	<p>or doors, no entry to school or site. Develop and communicate all arrangements in an orderly fashion Social distancing must be observed by all individuals present including substitutions when they are not playing.</p> <p>Activities Follow FA Guidance in relation to player:coach ratio. Refresh the timetable - decide which drills or activities will be delivered. Arrange area for those groups, maintaining space between each group (See Training Schedule) Each coach and their group to have an area as dictated by the training schedule. All activities to take place outside, if inclement weather, session to be cancelled. Outdoors is much safer as reduces spread of infection. Keep groups together at all times - ensure that players are in the same small groups at all times each day and different groups are not mixed during the day, or on subsequent days. Ensure that wherever possible groups use the same area. Personal belongings should be stored with parents or carers or in the viewing area for each training area.</p> <p><u>Reduce mixing: -</u> Consider one-way circulation or dividing the area to keep groups apart as they move around Stagger breaks Ensure all equipment is cleaned prior to all sessions and following them. They must be cleaned using cleaning materials provided. Ensure that toilets do not become crowded by limiting the</p>				
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COVID-19 Risk Assessment	Risk Assessment Sheet	Ref No.	RA/0001/05
		Date	20.06.2020

	<p>number of players who use the toilet facilities at one time Consider that some players will need additional support to follow these measures.</p> <p><u>Inclement Weather:</u> Should there be extreme inclement weather conditions that prevent the children from going outside then the session must be cancelled</p> <p><u>Use outside space:</u> For all sessions, as this can limit transmission and more easily allow for distance between people. Outdoor training aids and equipment can be used providing that it is cleaned after every use, and that multiple groups do not use it simultaneously.</p> <p><u>Additional Social Distancing Considerations</u> Coaches should maintain social distancing wherever possible, Public Health England recommends trying to keep 2m away from people as a precaution. A one-way system may be implemented, if so this must be adhered to. Consideration must be given to social distancing when negotiating spaces, routes between groups. Coaches for each group is to remain the same. This sometimes may not be possible but where it is same, coaching structure should be in place. We cannot guarantee 2m distancing at all times. We will try our best to ensure we adhere to this as much as possible. Under no circumstances must 'groups' be mixed. Mobile phones to be carried by all coaches at all time</p>				
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COVID-19 Risk Assessment	Risk Assessment Sheet	Ref No.	RA/0001/05
		Date	20.06.2020

	<p>Handshakes are not to take place and this should be replaced with hand sanitising.</p> <p>Team talks can take place but social distancing must be observed during this.</p> <p>Face coverings must be worn by all individuals over the age of 12 in attendance at training and matches. Children over the age of 12 must also wear a face covering when they are a substitute.</p> <p>No spitting under any circumstances.</p> <p>Hygiene and Cleaning</p> <p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Ensure sufficient handwashing facilities are available including entrances and exits - encourage all to use them when entering and exiting.</p> <p>Hand sanitising will be provided at the entrance/exit gates which is safe for children's use.</p> <p>Clean all high touch area/equipment regularly.</p> <p>Limit the amount of shared resources.</p> <p>Prevent the sharing of equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Ensure equipment is properly cleaned between different groups.</p> <p>Consider how play equipment is used ensuring it is appropriately cleaned between groups of players. Ensure that multiple groups do not use it simultaneously.</p> <p>All coaches need to view cleanliness and hygiene as part of their role (as many of you already do).</p> <p>All cleaning equipment must be securely stored</p>				
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		Date	20.06.2020

	<p><u>Ensure that all adults and players:</u> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning Coaches to clean their hands on arrival at the facility, before and after eating, and after sneezing or coughing. Encouraged not to touch their mouth, eyes and nose Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') Cleaning equipment is available at all times. Hand sanitisers to be available at all times Coaches and Players to bring their own drink. Committee to provide hand sanitiser and cleaning materials to all coaches.</p> <p><u>Emergency Arrangements</u> First aid is to be dealt with by individual coaches, if injury sustained causes concern, seek further attention from a more advanced first aider, where appropriate. Should the fire alarm sound individual coaches are to take charge of their group and meet at the fire assembly point. At this point it is their responsibility to ensure that their group is present and they must report this to the Club Secretary or most senior club official present. All coaches are qualified to coach, hold a valid and in date CRC, Safeguarding and First Aid Qualification. First Aid is to be administered under the FA guidance for administering first aid.</p>				
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Equipment

Any equipment that is to be used must be visually inspected before use; any sign of obvious fault failure or defect and the equipment must not be used.

Equipment may need to be cleaned before use. See also Hygiene and Cleaning.

Where equipment is faulty or damaged, not tested / non-essential ensure that it is taken out of service or clearly marked do not use.

Manual handling techniques must be used when lifting.

An alternative to Bibs is to be considered otherwise bibs can be used providing that the bib is only worn by one child daily and then washed ready for the next day.

Training

There has been an extension to all current qualifications that are due to expiry - First Aid, DBS and Safeguarding

Utilise on-line training / refresher training

Where there is the possibility for skill fade committee must discuss this with coaches and look to gradually re introduce to work providing adequate support, information, guidance.

Monitoring and supervision of persons returning to work where skill fade is a possibility is essential.

PPE and Clothing

Refer to published guidance on implementing protective measures in education and childcare settings

Government guidance states that it is not necessary for coaches to wear masks, gloves and aprons unless they are carrying out

COVID-19 Risk Assessment	Risk Assessment Sheet	Ref No.	RA/0001/05
		Date	20.06.2020

	<p>activities that would usually require the use of personal protective equipment - for example first aid. Clothing should be washed regularly. It is advised that clothing worn for work be washed at the end of each working day and clean clothing worn the following day. Continue to wash your hands regularly. Practise social distancing wherever possible.</p> <p>Medical Inhalers, creams and EpiPen's will be the sole responsibility of each individual coach dependent on the medical needs in their group. Medication must be prescribed in order for us to administer it. If further first aid assistance is required in groups or a child needs to be collected for first aid/illness, let the committee know. If the situation is serious then shout for help or phone 999. Team officials to check their teams medical conditions and contact details every so often.</p> <p>Wellbeing Any concerns regarding workloads or implementation of risk assessment controls are to be escalated to the Health and Safety Officer. Any Safeguarding concerns are to be reported immediately to Welfare Officer or another member of the Committee in her absence.</p>				
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		Date	20.06.2020

	Health and Safety is the responsibility of everyone and all coaches are responsible for ensuring compliance and reporting non-compliance. Non-compliance will lead to disciplinary action.				
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IF THE RESIDUAL RISK IS NOT TOLERABLE PLEASE GO TO NEXT SHEET TO ADD FURTHER CONTROL MEASURES

Risk Assessment Notes

If there is a suspected outbreak, each of the reviews should be considered in case individuals or high-risk individuals will need to be removed from the risk.

COVID-19 Risk Assessment	Risk Assessment Sheet	Ref No.	RA/0001/05
		Date	20.06.2020

Rating: Low = 1 - 6, Medium = 8 - 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid shows risk levels for each combination of severity and likelihood. The 'LOW' region (green) covers severity ratings 1 and 2 for likelihoods 1 and 2. The 'MEDIUM' region (yellow) covers severity ratings 2, 3, and 4 for likelihoods 3 and 4. The 'HIGH' region (red) covers severity ratings 3, 4, 5, and 6 for likelihoods 5 and 6.</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

COVID-19 Risk Assessment	Risk Assessment Sheet	Ref No.	RA/0001/05
		Date	20.06.2020

Hazard/Consequences	Further Control Measures Required	Implementation Responsibility	Probability (a)	Severity (b)	Residual Risk (a x b)	Priority
Risk of Catching/Spreading COVID19	Avoid busy areas where close contact will be made with others	Individual affected & Committee	2	3	LOW	
Risk of Catching/Spreading COVID19	Where required issue individuals with suitable hand sanitiser.	Individual affected & Committee	6	1	LOW	
Risk of Catching/Spreading COVID19	Any person suspected of being infected will be sent home and advised to follow guidance from NHS 111.	Individual affected & Committee	3	3	MED	
Increase risk due to symptoms	Take medical advice in line with Government guidance	Individual affected & Committee	6	1	LOW	

Safe System of Work / Method Statement (If Applicable)

Officials Name	Signature	Date