

HARBOROUGH TOWN FOOTBALL CLUB COVID-19 H&S RISK ASSESSMENT

Site/Location	HTFC Facilities & Grounds	Work Area	Clubhouse, grass and artificial football pitches	Reference Number	HTFC RA COVID 001
Date	15/04/2021			<i>Previous RA reference #</i>	N/A
Reason for Assessment	New Task Assessment	<input checked="" type="checkbox"/>	Is a PTW required?	No	
	Significant Change	<input type="checkbox"/>	If so state type i.e.	N/A	
	Periodic Review (minimum 2 years)	<input type="checkbox"/>	<ul style="list-style-type: none"> • General • Hot Work • Working at Heights • Electrical Safety 	<ul style="list-style-type: none"> • Lone Working • Confined Spaces • Machinery/Equipment • Other 	
Central / Divisional Directive <input type="checkbox"/> Review Following Accident/Incident* <input type="checkbox"/>					
* Accident / Incident details being Reviewed <i>Only record details of the accident /Incident that has instigated the review of the task</i>	N/A				
Task Description <i>Describe the task; provide a “story” that outlines the workplace, equipment and processes that is to be conducted by the individual.</i>	<p>This assessment covers Social Segregation and Distancing within HTFC clubhouse and associated grass and artificial football pitches, in preparation for the return of staff to work, players/coaches/managers/officials/visitors/parents/physio/deliverers and the general public.</p> <p>There are up to 250 people affected by this risk assessment at any time including club staff, players, coaches, managers, officials, volunteers, parents, physio, visitors, deliverers and the general public.</p>				

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1. WHAT MIGHT BE THE TYPES OF HAZARD? Every Hazard identified **MUST** be addressed in the assessment

Other applicable Risk Assessments <i>Refer to the locations Master List and reference any related assessments or relevant manufacturers documentation in this box:</i>		This assessment runs in line with every other RA on site and deals specifically with COVID 19 requirements.	
A. Slips, Trips & Falls <input type="checkbox"/> B. Falls From Height <input type="checkbox"/> C. Manual Handling (specific MH RA required) <input type="checkbox"/> D. Hit by moving vehicle <input type="checkbox"/> E. Trapped by object <input type="checkbox"/> F. Collision with object <input type="checkbox"/> G. Struck by moving object <input type="checkbox"/>	H. Struck by falling object <input type="checkbox"/> I. Contact with machinery / entanglement <input type="checkbox"/> J. Sharp objects <input type="checkbox"/> K. Violence <input type="checkbox"/> L. Noise (specific Noise RA required) <input type="checkbox"/> M. Extreme temperatures (Hot and Cold) <input type="checkbox"/> N. Smoke or Dust <input type="checkbox"/>	O. Hazardous Substances (specific COSHH RA required) <input type="checkbox"/> P. Vibration <input type="checkbox"/> Q. Fire & Explosion (specific RA required) <input type="checkbox"/> R. Electricity <input type="checkbox"/> S. Suffocation <input type="checkbox"/> T. Animal attack <input type="checkbox"/> U. Damaged equipment <input type="checkbox"/>	
If "Other" please describe		Exposure to COVID 19 Virus First Aid Legionella	
List any Existing Common Controls that are relevant to this task/activity NOTE: Every control <i>MUST</i> be referenced in the assessment			
1	Hygiene stock is managed by the Club staff	11	Wash stations in rest areas and washrooms
2	Management Monitoring processes – COVID 19 coordinators	12	Daily staff Safety Brief
3	Areas Organised for 2 Metre Spacing	13	Social distancing plan in place
4	Clubhouse, welfare facilities and football pitches 2m social distancing rule in place	14	2-person tasks prohibited
5	Management Audit Process – COVID Checklist	15	
6	Staggered rest and smoking breaks, and shift start/briefing times, including maximum limits for number of staff at any time	16	
7	2 Metre Line Marking and Signage in Place	17	
8	Area briefing for all colleagues to understand their requirements and changes made to normal routines	18	
9	Location Hygiene procedures – 3 rd party supplier	19	
10	Guidance for First Aid Responders (Covid-19)		
Please add additional rows above if needed			

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2. WHO MIGHT BE AFFECTED?		
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Agency Workers <input checked="" type="checkbox"/> Customers	<input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Vulnerable People <input checked="" type="checkbox"/> Other	<p>Comments if Other, Multiple Groups or Vulnerable People</p> <p>HTFC employees working on site including full time and casual workers; contractors visiting site to perform work; players, coaches, managers, officials, physio, visitors, customers visiting the club and using club facilities; general public including parents, spectators.</p>

3. Harborough Town Football Club HEALTH & SAFETY RISK TASK ASSESSMENT AND ACTION PLAN

3.1 SPECIFIC HAZARDS <i>Description of hazard, where it exists, what could be its effect & potential harm? (Adopt the X,Y, Z approach and when rating the risk remember it is the reasonable foreseeable worse case injury that should be reflected)</i>	3.2 EXISTING CONTROLS <i>From the above 'existing common controls', list the common control numbers that are relevant to the Hazard and comment on their effectiveness.</i>	3.3 RISK RATING (Likelihood x Severity)			3.4 ADDITIONAL CONTROLS <i>Describe if required to reduce the Risk Rating, and then revise the Risk Rating after these additional controls are taken into account, If no additional controls are required, enter a statement of the following 'it is considered that the remaining residual risk from this Hazard is adequately controlled' OR 'the residual risk from this Hazard cannot be totally eliminated'</i>	3.5 <i>Person Responsible for action</i>	3.6 <i>Agreed completion Date</i>	3.7 <i>Completed (Y or N**)</i>	3.8 <i>Date Closed</i>	3.9 <i>Residual Risk</i>		
		L	S	R						L	S	R
<p>U – Exposure to Coronavirus Staff, players, coaches, managers, physio, officials, parents and general public are at risk of exposure due to insufficient segregation within the clubhouse, welfare facilities</p> <p>Extreme harm (fatality)</p>	<p>Bar & table seating inside clubhouse open to allow 2m separation</p> <p>2M line of floor tape to ensure social distancing adhered to inside the clubhouse</p> <p>One-way system to be set up for pedestrians</p> <p>Signage installed to remind of 2m distancing rule</p>	4	5	20	<p>All persons associated with the club to be informed directly that persons are not permitted to attend the club if they have Covid-19 symptoms or have been in contact with someone with symptoms in the last 14 days</p> <p>All persons associated with the Club to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels</p>					2	5	10

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					<p>**If a risk control measure is not introduced, the reason(s) must be given for not implementing the recommendation in Section 5 Management Review and Declaration below.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the club premises. Encourage staff to report any problems and carry out spot checks</p> <p>Toilet facilities require notification on door if persons inside consider one in one out system to ensure social distancing</p> <p>Toilet facilities require enhanced cleaning regime</p> <p>Changing facilities open Shower and changing facilities provided with up to 6 persons inside at any time under strict social distancing protocol and advised to avoid where possible. Shower facilities to be cleaned afterwards by the users</p>							

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					with cleaning materials provided.							
U – Exposure to Coronavirus Players, coaches, managers, physio, officials, parents and the public are at risk of exposure due to insufficient segregation in and around pitches during training. Extreme harm (fatality)	2m floor markings to show maximum number of individuals in each area Signage installed to remind of 2m distancing rule One-way system set up to assist in segregation Briefing provided for all club officials, coaches, managers, Volunteers, players to understand the social distancing and cleaning requirements before start of activity to remind of 2m distancing rule	4	5	20	First Aid requirement to be reviewed to ensure trained first aiders are aware of the Covid-19 hazards and controls for administering CPR and general first aid Gloves and face masks to be provided and worn by all coaches, managers, volunteers, officials, and other team assistants when administering first aid or coming into contact whilst being unable to preserve 2m rule.					2	5	10
U – Exposure to Coronavirus	Signage installed to remind of 2m	4	5	20	Physical contact with anyone outside of your household is					2	5	10

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Players, managers, coaches, and volunteers at risk of exposure due to insufficient segregation during training Extreme harm (fatality)	distancing rule, and maximum number of people on pitches. Multiple training sessions are allowed at any one time, 2M Social distancing must be maintained. If only one coach present FA Guidance 5.5 relating to coach / player ratios must be followed			20	only permitted to players where contact is unavoidable due to nature of the game and only during training for the groups of up to 30 persons, therefore playing games (small-sided or full) is permitted. No spectators are permitted at this time. 1 parent per under aged player allowed to accompany training or match days. All Managers and coaches advised that If anyone becomes unwell with a new continuous cough or a high temperature in the session, they will be sent home and advised to follow the stay at home guidance. Club Officials to Audit compliance with 2M Social Distancing rules and FA Guidance on Coach Player Ratios							
U – Exposure to Coronavirus General public, club staff, club officials, coaches/managers, volunteers, players, parents are at risk of exposure due to	Clubhouse catering is made available by serving takeaway food through kitchen hatch which is	4	5	20	Review Government and FA Covid-19 Guidance related to facilities on a weekly basis					2	5	10

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insufficient segregation to access catering facilities Extreme harm (fatality)	protected with screen or similarly protected opening in catering van at the front of the clubhouse. Serving staff to wear protective visors or face masks. Bar facilities open with up to 30 individuals allowed in each bar area at a time and social distancing measures in place. Table service or takeaway bottles only. Bus stop signs used to denote 2M distancing. Signage to remind all of RESPECT towards everyone on the facilities.				NHS Track & Trace system in place for all General public, coaches (Home & Opposition), all players and coaches. Anyone training, playing or visiting club facilities will be expected to scan the QR code and check in otherwise access will be denied. Spectators allowed on the main AGP up to 300 per game as per latest FA guidance. Bar facilities and kitchen will be open with up to 30 people allowed per bar area at any given time, social distancing rules strictly adhered to and 1-way system in place.							

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U – Exposure to Coronavirus Staff and club officials are at risk of exposure due to insufficient segregation whilst working in offices Extreme harm (fatality)	Staff advised to work from home where possible. Office seating inside clubhouse must allow 2M separation except for when staff are working at the club and using social distancing. 2M line of floor tape to ensure social distancing adhered to inside the clubhouse. Signage installed to remind of 2m distancing rule. Cleaning supplies provided in each area	4	5	20	If more office space required use Members Bar area for sufficient segregation – space out tables and mark out floor for 2M rule All club officials, staff and casual workers advised that If anyone becomes unwell with a new continuous cough or a high temperature in the session, they will be sent home and advised to follow the stay at home guidance.					2	5	10

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	to allow for cleaning before and after use. Briefing provided for all club officers and volunteers to understand the social distancing and cleaning requirements.											
U – Exposure to Coronavirus Casual Staff and Staff Manager are at risk of exposure due to insufficient segregation whilst working inside catering facility Extreme harm (fatality)	Clubhouse catering is made available by serving takeaway food through clubhouse door, protected hatch or catering van at the front of the clubhouse. Table service or takeaway only and customers will be asked to leave following one-way system arrangement. Bar facilities open	4	5	20	Casual staff working inside catering facility to be provided with catering gloves. A Perspex visor will be installed to protect the staff from customers. Staff will be providing a face mask for when they leave the kitchen to refill chillers and visit the stores. Working areas to be spaced out for 2 metres rules. Briefing to be provided for all staff to understand the social distancing and cleaning requirements before start of					2	5	10

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					shift remind of 2m distancing rule **If a risk control measure is not introduced, the reason(s) must be given for not implementing the recommendation in Section 5 Management Review and Declaration below.							
U – Exposure to Coronavirus Volunteer Coaches/Managers are at risk of exposure due to insufficient segregation whilst using shared kit – training aids and footballs Extreme harm (fatality)	Domestic Cleaning materials supplied and maintained. Must be made available for coaches and staff to clean their equipment prior to use Minimum use of hands is required when retrieving footballs during and	4	5	20	Relevant PPE provided to protect skin during use of sanitising products in line with appropriate risk assessment related to catering facilities. If anyone becomes unwell with a new continuous cough or a high temperature in the session, they will be sent home and advised to follow the stay at home guidance.					2	5	10

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	at the end of the session. All players briefed to refrain from touching footballs and training aids during training. And adhere to the 2M social distancing. Work in minimum groups as per the FA guidelines.				Temperature gun will be used to take the temperature of those attending the session Coaches and Players will require to scan QR code and check in for NHS Track & Trace purposes.							
U – Exposure to Coronavirus Club officials, staff and casual workers, volunteers, players, coaches, managers, officials, visitors, parents / guardians, contractors, delivery persons and the general public at risk of exposure due to build-up of cars in the car park Extreme harm (fatality)	Club car park to remain closed for general public but open for club staff, trustees and volunteer coaches. Public car park adjacent to club used by HTFC Visitors and volunteers all at risk of exposure when breaking 2M rule - reminded of their responsibility to follow PHE Guidelines	4	5	20	Monitor use of car park areas to ensure conformance with Social Distancing requirements					2	5	10

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					**If a risk control measure is not introduced, the reason(s) must be given for not implementing the recommendation in Section 5 Management Review and Declaration below.							
U – Exposure to Coronavirus First aid trained colleagues certification past refresher due to site closure and or unable to arrange refresher training due to COVID 19 restrictions preventing them from providing first aid Medium harm	All first aid certification extended due to Covid-19 Pandemic	2	5	10	Review all first aid trained staff training dates to establish numbers available Create plan for retraining once restrictions have been lifted. This will also include other requisites for compliance to retaining up to date FA Qualifications					1	5	5
U – Exposure to Coronavirus First aiders called to deal with a colleague who is showing symptoms of COVID 19 Extreme harm (fatality)	Face covering worn when administering First Aid when 2M social distancing cannot be maintained, where practical limit face to face contact. Wear surgical gloves. First aiders to use hand sanitisers post treatment and dispose of potentially contaminated first aid materials	4	5	20	All first aid trained colleagues to be briefed on COVID-19 FA guidance for First Aiders. A face mask will be worn as well as gloves. Individuals will use hand sanitisers on the day. A report will be sent to the Trustees and details are log by the staff member in charge of data. The individual will be advised to isolate for 7 days and follow government guidelines. (Use of the Trace & Tracker App).					2	5	10

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U – Exposure to Coronavirus First aiders called to deal with a club member or staff member who is showing symptoms of COVID 19 requiring new PPE in line with club guidelines Extreme harm (fatality)	Face covering worn when administering First Aid when 2M social distancing cannot be maintained, where practical limit face to face contact. Wear surgical gloves. First aiders to use hand sanitisers post treatment and dispose of potentially contaminated first aid materials	4	5	20	First Aid requirement to be reviewed to ensure trained first aiders are aware of the Covid-19 Hazards and controls for administering CPR and general first aid. First Aider advised to monitor own health for Symptoms in line with PHE Guidance Incident to be logged in line with Club Procedures					2	5	10
U – Exposure to Coronavirus Club staff, officials, players coaches, managers. other volunteers, visitor or a member of the public attending site while showing or saying they have symptoms of COVID 19 and now designated area for holding them Extreme harm (fatality)	Face covering worn when administering First Aid when 2M social distancing cannot be maintained, where practical limit face to face contact. Wear surgical gloves. First aiders to use hand sanitisers post treatment and dispose of potentially contaminated first aid materials	4	5	20	Area to be set up for holding suspected COVID-19 cases. Isolate immediately, any club official in charge on the day, must wear appropriate face mask/gloves and remain at least 2m away from the person. Contact the parent immediately if not on sight. Log details onto club records and arrange for a thorough clean after the person left the club. Disinfect all areas.					2	5	10

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Legionella – Potential to be exposed to legionella due to water systems not be purged before start up, water systems have potentially sat unused for 8 weeks Extreme harm (fatality)	None Effective	2	5	10	Groundsman continues to run all showers and flush toilets throughout the lockdown. To establish with site services for their schedule and written proof of all system purge and testing. Board of trustees to oversee purchase of periodic Legionella testing on site					1	5	5
Fire – Current Fire evacuation procedure not possible under new social distancing guidelines	None Effective	2	5	10	Retain present procedure due to the reduced number of people inside the building. Club staff and officials to be present when sessions are taking place. Review current Fire evacuation set up and assess for suitability							

Staff Consultation	Names	Job Title/Position
<i>The following colleagues were consulted to facilitate a team approach to this risk</i>	Kez	Premises & Facility Manager

HARBOROUGH TOWN FOOTBALL CLUB COVID-19 H&S RISK ASSESSMENT

<i>assessment (E.G. First Line Manager, Safety Rep, Colleagues who do the job)</i>	Maz	Club Development & Commercial Executive	
Lead Assessor	Tomas Mikenas	Title / Position	Trustee
Signature	TM	Review by Date	20/10/2021
Assessor Comments			
<p>This assessment was carried out after a physical tour around the Harborough Town Football Club facility by Tomas Mikenas (Trustee co-ordinator on COVID-19) and Marion Hayton (Club Development & Commercial Executive – dealing with day to day sessions). Kez Dunkley (Premises & Facility Manager) not present. Information on control measures was ascertained using Harborough Town Football Club COVID-19 Plan.</p> <p>This risk assessment must be reviewed prior to the site reopening (Premises & Facility Manager to approve), or if there are any changes to government advice or legislation.</p> <p>We have scored the severity of exposure as '5 – Fatality'. We have taken this stance due to the national response to the pandemic.</p> <p>Date: 15/04/2021</p> <p>Name: Tomas Mikenas</p>			

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5. Harborough Town Football Club HEALTH & SAFETY RISK ASSESSMENT: MANAGEMENT REVIEW

Confirmation that the risk assessment actions are approved by management

5.1 Declaration of Risk Assessment Approval							
Assessor(s)	Tomas Mikenas	Job Title	Trustee (COVID-19 Officer)	Signature	TM	Date	26/09/2020
Club Official	Laurence Jones	Job Title	Chairman (HTFC Community Trust)	Signature	LJ	Date	26/09/2020
Club Staff	Kez Dunkley	Job Title	Premises & Facility Manager	Signature	KD	Date	26/09/2020
Comments							
Provide reasons / justification for any actions not approved and any additional comments as required.							
5.2 Management Final Declaration							
Confirming that all approved remedial actions have been completed							
Senior Manager Print Name	Tomas Mikenas	Signature	TM	Date	26/09/2020		

HARBOROUGH TOWN FOOTBALL CLUB COVID-19 H&S RISK ASSESSMENT

APPENDIX: HEALTH & SAFETY TASK RISK ASSESSMENT: RISK RATING ESTIMATOR

For reference when calculating risk ratings in section 3 of the task risk assessment

Note:- Likelihood and Severity should be based on a practical and reasonable outcome			(L) LIKELIHOOD				
			1. Highly unlikely	2. Unlikely	3. Possible	4. Likely	5. Highly likely
(S) SEVERITY	5.	Extreme Harm (Fatality)	5	10	15	20	25
	4.	Major Harm Permanent disablement or long term sick leave	4	8	12	16	20
	3.	Harmful (Broken Limb or Non-permanent incapacity) Weeks or months off sick, hospitalisation, RIDDOR	3	6	9	12	15
	2.	Slightly Harmful any injury that requires first aid 1-3 days off sick	2	4	6	8	10
	1.	Minor Harm Cuts, abrasions and minor skin or eye irritations, etc. No lost time (sick leave not required)	1	2	3	4	5
RISK LEVEL CATEGORY		SCORE	ACTIONS TO BE TAKEN				
Negligible (N)		1	Negligible risk refers to a level of risk usually presumed to be below 1 in a million per annum of seriously adverse consequences occurring.				
Tolerable (T)		2-4	Tolerable means that the risk and score has been reduced to the lowest level that is "reasonably practicable" i.e. in accordance with statutory obligations. No additional controls are required; consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.				
Moderate (M)		5-12	Where practicable all efforts must be made to reduce the risk to demonstrate as low as reasonably practicable, particularly at higher scores. The cost of prevention should be carefully evaluated. Risk reduction measures should be implemented with a defined time period.				
Substantial (S)		15-16	If the residual risk cannot be reduced lower, then the assessment must demonstrate that ALARP has been met. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action (including considering prohibition) should be taken.				
Intolerable (I)		20-25	Work must not be started or continued until the risk has been reduced if it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.				