



RYTON & CRAWCROOK ALBION FC

COVID-19 PROTOCOLS & RISK ASSESSMENT (V3.0 - 04.10.2020)

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES

Ryton and Crawcrook Albion FC	Covid-19 Protocols and Risk Assessment for Kingsley Park (The Albion)- Return to Action									
Date of Assessment:	4/10/20	Review Date:		Ongoing during pandemic	Revision No:		3			
Persons Exposed:	Club Members	✓	Players and Officials	✓	Spectators:	✓	Young Persons:	✓	Estimated total number of persons at risk:	Variable
	New / Expectant Mothers:		✓	Vulnerable Persons:	✓	Other: Bar Users				

Task Description:	Risk assessment for the possible transmission of Coronavirus / COVID-19.
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Protocols/Comments /Summary

General

1. The club have appointed the Club Secretary (Kevin Wilkinson) as the designated Covid Officer.
2. The club bar is open on match days to members and season ticket holders only with restrictions and controls in accordance with government hospitality guidance. The NHS track and trace application is used in the bar. People will be required to scan in and hand sanitise immediately on entry to the bar.
3. All bar users must wear a face covering when not sitting down and will only be served at their table.
4. Numbers in toilets will be limited to no more than 2 at a time in the gents and only 1 in the ladies.
5. Club members and guests visiting the site to use the bar facilities will go straight to the clubhouse entrance door at the front of the building.
6. Numbers in the club house will be limited to those who can be safely seated, likely to be no more than 30 people. Standing in the bar is not allowed. There is ample space outside should the limit be reached.
7. Access to the front of club house 'patio' area is strictly limited to bar users.
8. Anyone with possible symptoms of Covid -19 must stay away.

Match Days

1. The club committee will act as 'Marshalls' on match days to guide people through requirements and ensure Covid Safe compliance.
2. In accordance with FA advice a maximum of 150 spectators will be allowed in the ground.

3. Everyone entering the ground must wear a face covering when in the ground. Even when spectating from the terraces.
4. The NHS track and trace application is being used for entry to the ground, all who are attending must use this. However a paper log will be available for those without a smart phone.
5. The NHS application is also used in the bar but people who have already scanned in will not be required to do so a second time.
6. There is a hand sanitisation station at the supporters entrance to the ground and must be used prior to entry into the ground.
7. Players and coaches should proceed to the changing area at the rear of the club and avoid the spectator gate.
8. The NHS QR code is positioned in each changing room along with hand sanitiser. Players and team officials entering the changing rooms must hand sanitise and scan in immediately. By scanning in, all players and team officials are certifying that they are free of Covid symptoms.
9. Match officials will be expected to scan in at entry point to the ground before proceeding to their changing rooms.
10. Numbers in the changing rooms are strictly limited to no more than 6 at any one time. This applies prior to kick off, half time and full time. When in the changing rooms everyone must wear a face covering.
11. Match officials have access to two changing rooms therefore there should be no more than 2 in any changing room at any time.
12. Showers are not in use in any changing room.
13. There is no access to the clubhouse for players and officials. Every effort will be made to accommodate the visiting committee, but this will be dependent on capacity restrictions.
14. Only 4 people are allowed in the 'dug outs', 2 sitting on the back row and 2 standing in the technical area. Additional seats will be provided next to the 'dug outs' for others. In times of bad weather those not in the dug out in need of shelter will have access to seating in the stand. Those people in the dug outs must wear a face covering.
15. Hospitality will not be provided for players, team officials, match officials or club officials.
16. Visitors who are unable to use the club house bar will still be able to purchase drinks for consumption on the upper 'bus stop' terrace. Orders can be placed outside via a committee member.
17. There is an additional requirement to hand sanitise for anyone entering the clubhouse even if having previously sanitised.
18. At all times people must observe social distancing requirements in place at the time. At the moment that is 2 metres or 1 metre with mitigating measures.
19. Players are expected to bring their own water bottles and must not share bottles under any circumstances. However teams can make their own arrangements to ensure that sharing of water bottles does not occur.
20. Teams will warm up at opposite ends of the pitch.

Please note, anyone who wilfully refuses to use the NHS track and trace application will be denied entry to the ground. This includes players and club officials. Additionally, if the protocol covering the 'dug outs' is not followed the Covid Officer will ask the referee to pause the game until such time as the requirements are complied with.

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Lack of Information	3	4	12	<p>RACAFC obtains information and updates regularly from approved sources.</p> <p>Updates are communicated to all club volunteers to ensure that they are kept informed.</p> <p>Daily news broadcasts on terrestrial and satellite television are keeping the general public informed.</p> <p>Appropriate advisory notices will be displayed throughout the premises.</p>	1	4	4	None necessary	✓	

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
Hygiene	4	4	16	<p>Hand sanitiser, or similar, is available and everyone entering the facility is instructed to use this on arrival.</p> <p>Handwashing facilities are available in the toilets. Supplies of soap and hand sanitiser are readily available for use.</p> <p>Everyone will be expected to cover their mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing and then put used tissues in the bin straight away and wash hands afterwards.</p> <p>People should avoid touching eyes, nose or mouth if hands are not clean.</p> <p>All people entering the building will be required to sign in to assist the NHS with track and trace or have previously provided their details if visiting with an away team.</p>	2	4	8	<p>Ensure that notices are displayed or instructions given verbally requiring all persons arriving on site to use hand sanitiser, or similar, on arrival.</p>	✓	

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
Housekeeping	3	4	12	Adequate supplies of cleaning materials are kept on site.	2	4	8	A more regular inventory of the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.	✓	
				Volunteers have been instructed to increase the frequency of cleaning high usage areas whenever possible.						

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
Bar, Toilets and Kitchen Usage	4	4	16	<p>Doors will be 'wedged' open whenever possible to limit 'touch points'.</p> <p>Only two people at a time will be allowed access to kitchen facilities and must wash their hands before touching or using any equipment, cups etc.</p> <p>The number of people using the toilet facilities at any one time will be limited to 2 in the gents and 1 in the ladies.</p> <p>The bar area will be restricted to a maximum of 30 people and must observe social distancing with seating arrangements in accordance with government guidelines.</p> <p>There is no standing or sitting at the bar.</p> <p>Everyone in the bar must be seated.</p> <p>Bar service is restricted to one end of the bar.</p> <p>All tables have mini bottles of hand sanitiser placed on them.</p> <p>Some tables have been taken out of use to allow for social distancing and have been used to ensure social distancing from bar staff when placing orders.</p> <p>Protective masks will be available for use by volunteers.</p> <p>A one way system is in operation. Entry by the side door and exit via the french windows to the patio.</p>	2	4	8	Additional protective masks will be purchased.	✓	

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
Persons Becoming Unwell	3	4	12	<p>The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and it's symptoms.</p> <p>Volunteers/committee are instructed to remain at home at the first onset of any symptom.</p>	2	4	8	<p>RACAFC expect all volunteers and facility users to remain vigilant for people displaying the signs of symptoms of Coronavirus.</p>	✓	
				<p>Volunteers/committee are instructed to follow official Government guidance on isolation procedures and the time that they are to remain away from the facility.</p> <p>If volunteers develop symptoms on site, they will be sent home to self-isolate and seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe).</p>						

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
Social Distancing	3	4	12	<p>All persons are instructed to obey 'social distancing' wherever possible. This means maintaining a 2m separation wherever practicable.</p> <p>If this is not practical then the 1m plus mitigation must be followed.</p> <p>If tasks require volunteers/committee to be closer than 2m, then consideration must be given to wearing face coverings, gloves, increasing hygiene and ensuring that the duration of the task is kept to a minimum.</p> <p>Any task which requires skin to skin contact must be avoided.</p>	2	4	8	None Required	✓	
Lack of PPE	3	4	12	Other than masks and gloves PPE is not thought to be required for normal volunteering tasks.	1	4	4	None Required	✓	

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
Visitors	3	4	12	Visitors are instructed to sanitise hands on arrival at the site and when leaving.	2	5	10	Ensure that information posters and notices are prominently displayed or guidance given verbally.	✓	
				Visitors must follow the same infection control and hygiene rules as all other persons on site.						
				If a visitor refuses to follow RACAFC's procedures and or instructions in any way then they will be removed from site immediately.						
				Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.						

Name of Assessor:	Kevin Wilkinson	Signature:	<i>KevinWilkinson</i>
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Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority
All	Maintain current controls and procedures.	All Volunteers and Committee	Ongoing	Medium

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

This guidance is for general information only and does not constitute legal advice, nor it is a replacement for such, nor does it replace any Government or PHE advice; nor does it provide any specific commentary or advice on health-related issues. Affected persons should therefore ensure that they seek independent advice from medical practitioners, or healthcare providers. Independent legal advice should be sought, as required and depending on your, or relevant circumstances.

While efforts have been taken to ensure the accuracy of this information at the time of publication, the reader is reminded to check the Government website to obtain the most up-to-date information regarding social distancing and any other Government measures.



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www.racafc1970.co.uk/covid-19