

Risk assessment template

Company name: West Didsbury and Chorlton Football Club ('the Club').

Assessment carried out by: James Doxford (COVID-19 Officer), Steve Eckersley and Glyn Meacher.

Date assessment was carried out: 21st August 2020.

1.0 Background

This risk assessment covers pre-season friendlies played after 22 – 30 August and after 31 August 2020 including our opening matches in the FA Vase and NWCFL, Women's FA Cup, NWWFL and GMWFL. It replaces our previous risk assessment published on 14 August.

The FA has been working with the Sports Grounds Safety Authority (**SGSA**) and DCMS to agree appropriate spectator levels for matches at Steps 3 – 6. WDCFC is a step 6 club. Clubs must conduct and publish their risk assessments which are necessary to consider and mitigate the risk posed by permitting spectators to attend fixtures (in particular, how they intend to minimise transmission rates and ensure that spectators comply with social distancing).

The FA provided advice and guidance to clubs on 19 August 2020 as follows:

1. During stage 1 (from 22 August 2020 – 30 August 2020), clubs can permit spectators to attend fixtures provided that the number of spectators does not exceed 15% of the minimum ground grading capacity for the relevant Step. The minimum ground grading capacity for step 6 clubs is 1000, which equates to 150 Spectators. If a club does not play any fixtures in the relevant period, it must have played at least one pre-season friendly or competitive match in accordance with this level of spectators before moving on to stage 2.
2. If clubs are satisfied that they have been able to comply with government guidance (in particular in relation to social distancing) and that they are able to operate in accordance with their action plans during the pilot stage, clubs can permit spectators to attend fixtures from w/c 31st August, provided that the number of spectators does not exceed 30% of the minimum ground grading capacity for the relevant Step. The minimum ground grading capacity for step 6 clubs is 1000, which equates to 300 Spectators.

These limits shall apply unless and until The FA confirms otherwise. The FA will keep these limits under continuous review and reserves the right to amend these limits (upwards or downwards) or extend stage 1 at any time, in particular in response to any change in government guidance. If The FA becomes aware that any club has not complied with the guidance in relation to stage 1, it may direct that individual club to extend stage 1.

Clubs should also be mindful of the impact of any local lockdown which may prevent them from permitting spectators to attend fixtures (or play fixtures at all) and must comply with any guidance given by the government, local authorities or local health services.

This risk assessment should be read in conjunction with our safety plan and FAQ's, all of which will be developed to reflect indicators of risk, evolving HM Government and FA guidance and will be published on the Club Website by the 22nd August 2020, to meet FA Guidelines and submitted to the NWCFL to meet its requirements. It will be reviewed continually following key learnings and any further change in guidance.

2.0 Risk Appetite

The Club is committed to the principle of reducing any risk occurring at our matches 'as low as reasonably practicable' (ALARP). The ALARP principle is recognised in Health and Safety legislation, and represents best practice risk management practice.

3.0 Environmental Factors affecting our Risk Appetite

Following a recent rise in Covid-19 cases in Greater Manchester, the region remains subject to additional control measures, which have also been imposed on a limited number of locations throughout England. Central to these measures are legal requirements that members of differing households must not meet indoors, or in private gardens, nor meet in pubs or restaurants. These additional restrictions have been considered and incorporated into the design of ALARP compliant risk identification and mitigation measures.

This risk assessment and our safety plan will be updated in light of any additional/easing of local Covid-19 restrictions.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Status
<p>1. Spread of COVID-19 during training sessions.</p>	<p>Players, managers and coaches.</p>	<p>Following FA Guidelines, Primary controls are:</p> <p>All Participants – playing and non-playing, should self-assess for COVID-19 symptoms before every training session or match. Individuals who are symptomatic or living in a household with possible or actual COVID-19 infection must not participate or attend;</p> <p>WDCFC COVID-19 Officer appointed to ensure that our facility is compliant with current Government legislation and guidance related to COVID-19;</p> <p>Maintain high standards of compliance in competitive training - limiting groups to a</p>	<p>Team managers to brief players and coaches attending the training sessions.</p> <p>Medical audit of management and coaching staff to be undertaken to identify if anyone in high risk groups and appropriate mitigation applied, including a disclaimer signed by individuals. Team Managers to assign recording requirements to a Responsible Person.</p> <p>Each Team to appoint a COVID-19 'Champion' who is responsible for identifying compliance learnings and feeding these back to the COVID-19 Officer.</p>	<p>Team Managers and Coaches.</p> <p>COVID-19 Officer, Club Secretary and Club Chair to conduct compliance spot-checks.</p>	<p>Ongoing</p>	

		<p>maximum of 30 people, including coaches;</p> <p>Social distancing measures to be applied before and after the match, and in any breaks in play;</p> <p>Players and officials should sanitise hands before and after a game as well as scheduled breaks throughout a game or training session;</p> <p>All participants reminded that Football handling should be kept to a minimum with most contact via a boot. Footballs and other relevant equipment to be disinfected in breaks of play;</p> <p>Youth football coaches to limit persistent close proximity of participants during match play and training;</p> <p>Goal celebrations should be avoided – no</p>				
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		<p>handshakes – elbow bumps encouraged;</p> <p>Equipment should not be shared in either training or matches. Sharing of water bottles is prohibited.</p> <p>Goalkeepers should ensure they disinfect their gloves regularly in breaks in training or matches and thoroughly afterwards. Where possible, coaches should only handle equipment in training;</p> <p>Where possible, players, coaches and officials should arrive changed and shower at home. Use of changing and shower facilities must follow government advice on the use of indoor facilities. WDCFC will close changing and shower facilities during matches and training;</p> <p>Participants should follow best practice for</p>				
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		<p>travel including minimising use of public transport and walking or cycling if possible. People from a household or support bubble can travel together in a vehicle.</p> <p>WDCFC to maintain and retain a record of attendees at a match or training session, including contact details, to support NHS Test and Trace;</p> <p>WDCFC is affiliated with the Lancashire County Football Association.</p> <p>Sanitiser stations introduced and being utilised.</p> <p>Access to the ground and clubhouse restricted.</p> <p>Managers and Coaches briefed that they must maintain social distancing throughout the training sessions.</p>				
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		<p>Details of all participants to be recorded to enable Track and Trace measures.</p> <p>All training equipment, including footballs, to be sanitised during breaks in each training session.</p>				
2. Loss of Personal Data	Data subjects (Individuals)	Capturing of data on attendance at matches and training doesn't comply with data protection requirements. Safeguarding personal data and deleting data after 21 days.	Appoint a Data Protection Officer. Implement a data protection policy.	Data Protection Officer and COVID-19 Officer to work in conjunction.	Immediately.	
3. Spread of COVID-19 during pre-season friendlies and official football matches at WDCFC.	Players, managers and coaches, match officials, club officials, volunteers, parents and guardians of players under 18.	<p>Following HMG and FA Guidelines re social distancing.</p> <p>Sanitisers available and being used.</p> <p>PPE available for club staff – gloves and masks;</p> <p>Deep Clean and disinfection of clubhouse – lounge, bar, kitchen and changing rooms and showers completed on 08 August 2020.</p>	<p>Facilities –</p> <p>Social distancing measures:</p> <p>Face coverings, sanitisation stations placed inside and outside the clubhouse,</p> <p>Disinfection of clubhouse – lounge, bar, kitchen and changing rooms to be completed every 7 days.</p> <p>Disinfection of areas used during the matches - lounge, bar, kitchen and toilets to be completed</p>	<p>COVID-19 Officer and Media Team.</p> <p>COVID-19 Officer</p> <p>COVID-19 Officer/ COVID-19 Team 'Champions'</p>	w/c 10 August 2020	

		<p>Players, managers and match officials will be instructed that they will not be allowed in to the ground until at least one hour before kick-off.</p> <p>Club staff, officials and volunteers will be instructed that they will not be allowed in to the ground until at least 90 minutes before kick-off.</p>	<p>immediately after matches or other use.</p> <p>Toilets and potential transmission 'hot spots' inside the clubhouse to be identified and zoned with social distancing markings and stewarded.</p> <p>Purchase disinfection and sanitisation products and equipment.</p> <p>Consider hire of 'Portaloos'.</p> <p>Matches – Players, match officials, club officials and Volunteers to travel singularly and using their own cars / arrive on foot.</p> <p>Use of public transport to be avoided where possible, and PPE to be used if travelling this way.</p> <p>Players, match officials, club officials and Volunteers to confirm on entry to the ground and clubhouse that they are</p>	<p>Committee</p> <p>Club Secretary</p> <p>COVID-19 Officer and Committee</p>		
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			<p>C19 symptom free on day of activity.</p> <p>Details of players, match officials, club officials, parents/guardians to be recorded to enable Track and Trace measures.</p> <p>Players to be instructed to arrive and depart in playing kit.</p> <p>Dug-out benches to be marked for social distancing.</p> <p>Match balls to be sanitised frequently.</p>			
<p>4. Risks posed by permitting spectators to attend stage 1 and 2 matches which increases the risk of transmission.</p>	<p>Players, managers and coaches, match officials, club officials, volunteers, parents and guardians of players under 18 and spectators.</p>		<p>1 - Ensure that spectators maintain social distancing whilst at the ground (on arrival, during and after the match and on departure).</p> <p>a) Install floor markings in queueing areas with tape at 2m intervals wherever possible, but a minimum of 1m+ if not (i.e. at turnstiles and takeaway food areas);</p>	<p>COVID-19 officer and Club Chair and Vice Chairs.</p> <p>COVID-19 Officer, Club Secretary and Club Chair to conduct compliance spot-checks.</p>	<p>22 August</p>	

			<p>b) Install markings for spectator standing areas - around the pitch perimeter and Brookburn Road End Stand.</p> <p>c) Reduce the availability of seats within the Rob Turley Stand and clubhouse seating area by closing off relevant seats.</p> <p>d) Position barriers to support crowd management processes at pinch points and introduce a one-way flow within the ground with floor markings and signage;</p> <p>e) Implement advance purchase ticket schemes to minimise face-face transactions.</p> <p>Implement system to allow us to manage walk ups.</p> <p>2 – Maintaining appropriate hygiene in</p>			
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			<p>spectator areas, including toilets, entrances and exits.</p> <ul style="list-style-type: none">a) Check current floor markings and signage in the toilet areas and entrance and exists to the clubhouse.b) Increase the number of hand sanitisation stations around the pitch perimeter and seating areas.c) Continue with the disinfection programmes in the toilet areas and record timings of this.d) Stewards assigned to maintain social distancing compliance around the perimeters of the pitch, stands and in the clubhouse. <p>3 - Communicating to club officials of any new policies or procedures which will be in place, including clear and visible signage, use of social media and club website aimed at encouraging</p>			
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			<p>spectators to follow the guidance.</p> <p>Key messages to be reinforced at Committee Meetings and Manager, Player and staff briefings delivered by the COVID-19 Officer pre and during the matches.</p> <p>Established social media sites and club website used to deliver compliance messages to spectators.</p> <p>4. Implementing effective COVID-19 screening measures for spectators attending fixtures.</p> <p>a) Assigned and trained staff to continue symptom control checks and temperature checks at the ground entry points.</p> <p>b) Add additional signage to remind spectators of the social distancing</p>			
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			<p>requirements at the entry points.</p> <p>5- Amendments to the club's usual refreshment facilities for spectators.</p> <p>a) Limited food and refreshment service to be offered. Bars to be set up outside the clubhouse. Provided confidence of mitigation and compliance is high - a limited internal bar service may be introduced during the stage 1.</p> <p>b) Ground announcer to reinforce refreshment arrangements to support compliance.</p> <p>6. Ensure safe and effective medical provisions are in place if spectators fall ill.</p>			
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			<p>Implement the Public Health England guidelines and the Clubs Emergency Aid procedures.</p> <ul style="list-style-type: none">a) COVID-19 Officer to draft a policy for non-compliance steps – to include key messaging, and decision process and key considerations of ejection from the ground and/or pausing or ceasing the match if necessary.b) COVID-19 Officer to brief ground staff before and during the match regarding the non-compliance procedures.c) Match day plan for each match to support recruitment of sufficient volunteers and paid staff to meet			
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			safety requirements.			
5. Club is informed of player, manager or coach, match official, club official or volunteer self-isolating due to illness or having caught COVID-19 after attending match or training session.	Players, managers and coaches, match officials, club officials, volunteers, parents and guardians of players under 18 and spectators.	Keeping attendance lists of everyone attending matches and training sessions.	COVID-19 officer to take responsibility for liaising with NHS or Public Health on supporting track and trace. Chair and Vice Chairs, in conjunction with COVID-19 Officer, tasked to make decisions on postponements of matches.	COVID-19 officer and Club Chair and Vice Chairs.	As and when required.	

Version Control	Date Produced	Date of next Review	Review to be conducted by.	Comments
V.01	14 August 2020	21 August 2020	James Doxford (COVID-19 Officer), Steve Eckersley and Glyn Meacher.	First review to be conducted after the first series of friendly matches to enable risks to be confirmed, mitigation controls managed and key learnings implemented.

V.02	21 August 2020	31 August 2020	James Doxford (COVID-19 Officer), Steve Eckersley and Glyn Meacher.	Next review to be conducted after the first stage 1 match. NWCFL Compliance form to be submitted before proceeding to stage 2 matches. Risk Assessment to be reviewed to enable risks to be confirmed, mitigation controls managed and key learnings implemented.
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