

## RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB

Activity/Area:		Home Football Fixtures										
Groups of People at Risk: (Please tick ✓)		Employees	X	Spectators		Contractors		Players	X	Other	X	Volunteers
Ref. No.	COVID-19 RA 01	Version No.	1	Author	Val Hoyle (Secretary)							
Assessment date		August 2020		Review Frequency	Monthly whilst pandemic is ongoing							

Date agreed by Club Chairperson			03/03/20	Name of Club Chairperson			<b>Jamie Noble</b>	
Work Task or Activity	Hazards	Existing Control Measures in Place	Risk Rating (RR)	Are further Control Measures Required?	By When and Person Responsible	Residual Risk after applying further controls		
Travel to and from the football match.	Covid-19. Increased risk of coming into contact with someone who may be infected but not aware.	<ul style="list-style-type: none"> <li>Encourage players and officials to travel to matches by their own personal car.</li> <li>If participants have to travel with people outside of their household, they should try to share the transport with the same group of people.</li> <li>If this is the case share the transport with the same people.</li> <li>Keep to small groups</li> <li>Open windows for ventilation</li> <li>Face away from each other</li> </ul>	L	Each participant should bring their own hand sanitiser.	Prior to first fixture.  COVID officer	L		

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

		<ul style="list-style-type: none"> <li>• Clean the car between journeys using standard cleaning products, door handles, and other areas people might touch.</li> <li>• All to wear a face covering.</li> <li>• Ensure that at the beginning of the journey and the end occupants wash or sanitise their hands.</li> <li>• See hand washing guidance below:  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Occupants are not to attend fixtures if they have been exposed to Covid-19 or are experiencing symptoms, which could be related to Covid-19 ie. a new persistent cough, temperature above 37.8 degrees or anosmia (Loss of smell or taste).</li> <li>• Occupants should not have travelled from a region severely impacted by Covid-19 within the last 14 days as detailed by Government Guidance.</li> </ul>				
--	--	--	--	--	--	--

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

<p>Arrival at car park</p>	<p>Risk of coming in to contact with someone with COVID.</p>	<p><b>Anyone exhibiting symptoms to be sent home.</b></p> <p>Attendees to complete the club COVID declaration form to confirm no symptoms and to acknowledge the contagious nature of COVID 19 and voluntarily assume the risk of attending the fixture.</p> <ul style="list-style-type: none"> <li>• Maintain social distancing within the car park</li> <li>• No congregating of players or others in the car park</li> <li>• Remain in vehicles until attendance time.</li> </ul>	<p>L</p>	<p>Consider parking marshal to assist</p>	<p>COVID officer</p>	<p>L</p>
<p>Arrival at the venue</p>	<p>Risk of coming in to contact with someone with COVID.</p>	<ul style="list-style-type: none"> <li>• Provide signage so people can find their destination quickly.</li> <li>• Apply two metre markings where possible to the club house entrance/toilets/changing rooms</li> </ul>	<p>M</p>	<p>Consider venue marshal/Covid officer to assist</p> <p>Apply one-way arrow markings to help foot traffic flow management.</p>	<p>COVID Officer</p>	<p>L</p>

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

Using the changing rooms	Risk of coming in to contact with someone with COVID.	<ul style="list-style-type: none"> <li>• Changing room to be cleaned and sanitised including toilets, taps, basins, surfaces, door handles.</li> <li>• Ensure hand sanitiser at building entry.</li> <li>• Paper towels and soap provision at hand basins.</li> <li>• Provide hygiene standards promotional posters and signage throughout.</li> <li>• Ensure maximum room capacity is on the door to the changing rooms. This number <b>must</b> not be exceeded.</li> <li>• Mark out the areas where a person can get changed. Players must not go into another players space.</li> <li>• Mark out a corridor so persons can enter the room to use the toilet facilities.</li> <li>• Ensure players come ready changed for the fixture to avoid having to use the changing rooms.</li> <li>• Provide plastic boxes for players to store their kit in.</li> </ul>	M	<p>Frequent cleaning of the changing rooms between use of each bubble of players.</p> <p>Ensure those completing the cleaning are equipped with suitable PPE (Gloves, face masks, face shield or glasses and plastic apron).</p> <p>With the provision of paper towels ensure sufficient litter bins/waste facilities to put paper towels in.</p> <p>Thought needs to be given to where the other players will go as they <b>must</b> be socially distanced when not on the field of play.</p> <p>On a match day the home team must make provisions of priority access for the away team.</p> <p>Home changing room maximum numbers <b>11</b>          Away changing room maximum numbers <b>8</b></p>	COVID officer Team manager/ Coach	L/M
--------------------------	---	--	---	--	---	-----

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

Using the club house	Risk of coming in to contact with someone with COVID. Risk of touching surfaces.	<ul style="list-style-type: none"> <li>• It is up to the licensee to undertake the relevant actions within the guidance given by the government.</li> <li>• For other facilities within the clubhouse, toilets and through ways may be kept open. Guidance on hygiene and social distancing must be followed.</li> </ul>	M	<p>Where possible have a one-way system in and out of the premises.</p> <p>Maximum occupancy must be displayed and adhered to in the clubhouse.</p> <p>Maximum occupancy must be displayed and adhered to in the toilet facilities.</p> <p>Ensure a regular cleaning regime is in place and make a record of cleaning done.</p>	Licensee	L/M
Warming up	Risk of touching contaminated kit and equipment	<ul style="list-style-type: none"> <li>• Players should have their own training kit. They should not share this kit with anyone else.</li> <li>• Players are personally responsible for washing their kit. This should be washed after every time they are worn.</li> <li>• Equipment placed out should be collected in by the same person and cleaned and sanitised for the next use. (Equipment includes footballs, cones, goalposts, corner flags</li> </ul>	L	<p>Club to ensure that the warm up areas provide sufficient distance between the home and away team and a provision of an area for match officials. These should be clearly marked out or communicated.</p> <p>Consideration for an equipment cleaner during the warm up. PPE should be provided for this role to include face masks and gloves.</p>	Team manager/ Coach	L

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

<p>Fixture</p>	<p>Risk of touching contaminated equipment or benches.</p> <p>Risk of not having details of attendees for any track and</p>	<p>etc).</p> <ul style="list-style-type: none"> <li>• The use of shared equipment should be limited where possible to one group of players at a time and sanitised between uses.</li> <li>• Bibs should only be used if absolutely necessary and they must be worn once and not swapped during exercise. Bibs should be washed immediately after use.</li> <li>• Players should bring their own personal water bottle for training and matches, which should be clearly labelled, and the use of communal water bottles should be discouraged.</li> </ul> <ul style="list-style-type: none"> <li>• The details of all those present at the venue should be recorded.</li> <li>• Physical team sheets should not be shared between the opposition or officials where possible. This can be sent</li> </ul>	<p>L</p>	<p>Consider assigning the cleaning and sanitising of the match footballs. Ensure PPE in use for this including face masks and gloves.</p> <p>Ensure suitable cleaning kit, buckets and hot water to wash off dirt or wipes in case of wet weather. Spray or wipes to sanitise the footballs.</p>	<p>Team manager/ Coach</p>	<p>L</p>
----------------	---	---	----------	--	--------------------------------	----------

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

	<p>trace requirements.</p>	<p>electronically via photo or e-mail if required.</p> <ul style="list-style-type: none"> <li>• There will be no respect handshake.</li> <li>• Teams will stagger their arrival on to the pitch, this will be pre-agreed with match officials.</li> <li>• Where possible arrangements should be made to pay the match officials electronically. This should be communicated in advance to the match officials.</li> <li>• Social distancing must take place in the technical areas.</li> <li>• Seating or marked out areas outside of the dug out to provide adequate social distancing for substitutes and coaching staff.</li> <li>• Cleaning and sanitising of</li> </ul>		<p>Consider putting footballs on cones around the pitch to enable players to select a sanitised football.</p> <p>Where possible players to be allocated a full kit which they keep and are responsible for washing after every use.</p> <p>Maximum numbers in the dugout is 4 persons (2 seated and 2 stood)</p>		
--	----------------------------	--	--	--	--	--

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

First Aid provision	Risk of coming in to contact with someone with COVID.	<p>the dugout prior to and after use.</p> <ul style="list-style-type: none"> <li>• No handshakes, high fives, group celebrations etc.</li> <li>• Provision of a number of match balls in order for players to be able to pick up a sanitised ball.</li> <li>• Persons coming on to the field of play to administer first aid should have PPE. Gloves, Face mask, apron and glasses/face shield.</li> <li>• Equipment and first aid bags to be cleaned and sanitised prior to and at the end of the fixture.</li> <li>• Ice packs or the like are for one player use and <b>must</b> not be shared between players.</li> </ul>	L	Identified first aider/physio to perform this role so multiple persons are not coming on to the pitch or sharing first aid equipment.	Physio	L
Match Day Officials	Risk of coming in to contact with someone with COVID.	<ul style="list-style-type: none"> <li>• Officials should where possible arrive ready changed for the fixture.</li> <li>• It they require to change</li> </ul>	L	Meet and greeter for the officials.	Club secretary	L



**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

<p>Post fixture</p>	<p>Risk of coming in to contact with someone with COVID. Risk of touching contaminated surfaces.</p>	<p>then a changing area should be provided that adheres to the social distancing of two metres.</p> <ul style="list-style-type: none"> <li>• The area in which to change should be marked out to avoid crossing into someone else's space.</li> <li>• The changing area must display on the door the maximum occupancy.</li> <li>• Match officials should be encouraged to bring their own drinks.</li> <li>• Team staff should clean the dugouts and dispose of all rubbish from the player seating area or side lines using dedicated PPE and refuse sacks.</li> <li>• Footballs to be collected in and sanitised. PPE to be worn, face masks and gloves.</li> <li>• Players and team staff should quickly exit the pitch and go directly to their cars without congregating with</li> </ul>	<p>L</p>	<p>Maximum occupancy of the referee's room is <b>5</b> Maximum occupancy of the managers room is <b>4</b></p> <p>Identify who is doing this role to ensure the correct PPE is available.</p>	<p>Team manager/ Coach</p>	<p>L</p>
---------------------	--	--	----------	--	--------------------------------	----------

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

		<p>other players.</p> <ul style="list-style-type: none"> <li>• If the player requires the use of the changing room then the same rules as first attending the changing rooms apply.</li> <li>• No after match refreshments.</li> <li>• If nets are to be taken down ensure the use of PPE, gloves and face mask.</li> <li>• Goal posts to be cleaned and sanitised.</li> <li>• Changing rooms to be cleaned and sanitised. Bins to be emptied and disposed of. PPE to be worn, face masks, glasses/ face shield and gloves.</li> <li>• Match official changing area to be cleaned and sanitised. PPE to be worn, face masks, glasses/face shield and gloves.</li> </ul>				
--	--	---	--	--	--	--

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

Wellbeing of staff/players	Concerns and anxiety amongst staff or players	<p>The Health &amp; Wellbeing of all players and staff should be considered. Help available includes:</p> <ul style="list-style-type: none"> <li>• Speaking with coach/manager to address any concerns/issues.</li> <li>• Mental health and wellbeing assistance available via the NHS</li> </ul>	L		Team manager/ Coach	L
Spectators	Risk of coming in to contact with COVID. Risk of touching contaminated surfaces.	<ul style="list-style-type: none"> <li>• Consider marking out 2m spacing for those queuing to enter the venue.</li> <li>• Hand sanitiser at venue entry.</li> <li>• Upon entry name and phone number to be obtained for NHS track and trace procedure. Details to be kept for 21 days.</li> <li>• Ensure maximum occupancy to the venue is adhered too (currently working to 2 m although</li> </ul>	M	<p>Consider a ring binder note book to keep details or store them electronically. These details are to be kept secure and destroyed after 21 days.</p> <p>Maximum occupancy: SAGA stand is <b>8</b> Take out the front row of seats to widen the pathway in the seated areas. Seated area is <b>24</b> (leaving 2 spaces between</p>	Club chairperson/ secretary	L

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

		<p>this is subject to change)</p> <ul style="list-style-type: none"> <li>• Whilst in the venue spectators should adhere to the government social distancing measures.</li> <li>• Tea room – the que for the tea room will be along the front of the SAGA stand. 2m spacings to be marked out.</li> <li>• Seats, hand rails and tea room surfaces to be cleaned and sanitised prior to and after the fixture</li> <li>• Collection of ticket money at entrance; consider PPE including face mask, face shield and gloves. Extra care when handling cash. Area to be cleaned and sanitised prior to and after closure of the gate.</li> <li>• Programmes to be sanitised, avoid handling programmes where possible.</li> <li>• At the end of the fixture spectators are to leave the venue and go straight to their cars without congregating.</li> </ul>		<p>each seat, consider taping of those seats that are not to be used). Standing is <b>105</b>.</p> <p>Ensure the que does not impede persons entering or leaving the venue. Consider use of disposable cups.</p> <p>If programmes sold separately to the ticket consider PPE for programme seller, face mask, face shield and gloves.</p>		
--	--	---	--	---	--	--

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

--	--	--	--	--	--	--

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**


**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

**\* THIS RISK ASSESSMENT MUST BE SHARED WITH ALL INVOLVED IN THE ACTIVITY\***

**CRITERIA FOR ESTIMATING RISKS - RISK ASSESSMENT MATRIX**

		<b>SEVERITY OF INJURY OR ILL HEALTH</b>		
<b>L I K E L Y H O O D (L)</b>	Likely (H)	MODERATE RISK (M)	SUBSTANTIAL RISK (H)	INTOLERABLE RISK (H)
	Unlikely (M)	TOLERABLE RISK (L)	MODERATE RISK (M)	SUBSTANTIAL RISK (H)
	Highly Unlikely (L)	TRIVIAL RISK (L)	TOLERABLE RISK (L)	MODERATE RISK (M)
		Slightly harmful (L)	Harmful (M)	Extremely harmful (H)

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

<b>RISK RATING (RR) =</b> <b>LIKELIHOOD OF AN INJURY OCCURING X SEVERITY OF THE INJURY OR ILL-HEALTH</b>			

**SEVERITY OF HARM OCCURING CRITERIA**

EXTREMELY HARMFUL (HIGH)	Death, major injury or serious illness is likely to occur.
HARMFUL (MEDIUM)	Serious injuries or ill health are likely to occur (e.g. people may be off work for more than 7 days).
SLIGHTLY HARMFUL (LOW)	Where other less serious injuries could arise (e.g. where injuries could occur which do not necessitate time off work or very little time of work).

**LIKELIHOOD OF HARM OCCURING CRITERIA**

LIKELY (HIGH)	Where it is more than likely or near certain that harm will occur.
UNLIKELY (MEDIUM)	Where harm is possible / likely to occur.
HIGHLY UNLIKELY (LOW)	Where harm is unlikely / highly unlikely or will seldom occur.

RISK LEVEL	ACTION AND TIMESCALES
TRIVIAL (L)	No action is required, and no documentary records need to be kept.
TOLERABLE (L)	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 already in place are maintained.
MODERATE (M)	Efforts should be made to reduce the risk(s), but the cost of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures



**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

SUBSTANTIAL (H)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
INTOLERABLE (H)	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources. Work has to remain prohibited.

Review Date	Are there any Actions outstanding <b>YES/NO</b>	Have any new Hazards* been identified <b>YES/NO</b>	Next Review Date	Person Reviewing Assessment

Date	Record of Action Taken	Responsible Person

**RISK ASSESSMENT RECORD ROTHERHAM UNITED WOMEN'S FOOTBALL CLUB**

--	--	--

\* If new hazards are identified or introduced, a new risk assessment record should be completed \*