United Services Portsmouth FC Covid-19 Risk Assessment

Introduction

This Risk Assessment have been drawn up in accordance with the *Management of Health and Safety at Work Regulations 1999* to identify the significant hazards presented during the Covid-19 outbreak and to describe how the risks will be controlled by United Services Portsmouth FC (USPFC).

This Risk Assessment is based on guidance from Her Majesty Government (HMG), the Health & Safety Executive, and The Football Association (FA).

Risk Rating

Each assessment identifies two risk ratings; the initial risk which assesses the hazard without any design, engineering or management controls in place.

The residual rating gives an indication of the resulting level of danger once all the controls identified have been implemented. This is aligned to the FA’s Risk Assessment Process and details how HMG guidance will be implemented.

The risk rating has been drawn from the following table: -

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Likelihood (L) | **1** – Very Unlikely | **2** - Unlikely | **3** – May Occur | **4** - Likely | **5** – Very Likely | **6** – Will Occur |
| Severity (S) | **1** – Very Minor Injury | **2** – Minor Injury | **3** – Lost Time | **4** – Major Injury | **5** - Fatality | **6** – Multiple Fatalities |
| Risk Factor (LxS) | 0-6 = LOW  No Action Required | | 7–17 = MEDIUM  Some Action Required | | 18-36 = HIGH  Immediate Action & Further Controls Required | |

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| **Risk Assessed by:**  **Role:** | Lt Fraser Quirke RN  **Assistant Manager** | **Date:** |  |
| **Event** |  | | |

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| --- | --- | --- | --- |
| **Risk Holder** | NBCP | **Date:** |  |
| **Signature** |  | | |

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| Task or Activity: | **Pre-Event Self Checks** | | |
| Hazards: | Exposure to Covid-19 | | |
|  | | | |
| Likelihood: | 3 | Severity: | 5 |
| Persons at Risk: | Staff, Coaches, Match Officials and Participants / Volunteers | | |
|  | | | |
| Initial Risk Rating: | 3x5 = 15 Medium |  | |
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| * USPFC have appointed a Covid-19 officer who will be responsible for clearly communicating all relevant guidance to players, coaches and volunteers * All players, officials, volunteers and spectators must undergo a self-assessment for any Covid-19- symptoms. No-one should leave home to participate in football if they, or someone they live with, has any of the following: -   + A high temperature (above 37.8°C)   + A new, continuous cough   + A loss of, or change to, their sense of smell or taste * A thermometer reading will take place on arrival for all participants, coaches, match officials and staff to ensure full compliance * Should an individual have demonstrated any such symptoms, they will not be allowed to participate and will be advised to follow NHS and PHE guidance on self-isolation * Clear signage (e.g. for one-way systems) will be in place to manage entry and parking arrangements, * Players to bring with them their own water bottle clearly labelled with their name and should not to be shared with others; and their own hand sanitiser (alcohol-based) * Players to bring with them a personal face mask to transit through the facility where HMG recommend social distancing measures cannot be achieved. (Access point at Temeraire Main Gate) | | | |
| **Further Action Required:**   * HMS Temeraire Main gate staff to be briefed | | | |
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| Residual Risk Rating: | 1x5=5 **LOW** |  |  |

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| --- | --- | --- | --- |
| Task or Activity: | **Travel to and from Venue** | | |
| Hazards: | Exposure to Covid-19 | | |
|  | | | |
| Likelihood: | 3 | Severity: | 5 |
| Persons at Risk: | Staff / Coaches / Officials / Participants / Volunteers | | |
|  | | | |
| Initial Risk Rating: | 3x5=15 Medium |  | |
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| * All personnel should follow current HMG Guidance regarding travel to and from HMS Temeraire * Personnel should wear Face Masks when transiting from their chosen method of travel and whilst inside Victory Stadium to ensure compliance with HMG Social distancing requirements | | | |
| **Further Action Required:**   * Event brief given to HMS Temeraire Main Gate Security Staff | | | |
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| Residual Risk Rating: | 1x5=5 **LOW** |  |  |

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| --- | --- | --- | --- |
| Task or Activity: | **Participants Safety Briefing – Track and Trace** | | |
| Hazards: | Exposure to Covid-19 | | |
|  | | | |
| Likelihood: | 3 | Severity: | 5 |
| Persons at Risk: | Staff / Coaches / Officials / Participants / Volunteers | | |
|  | | | |
| Initial Risk Rating: | 3x5=15 Medium |  | |
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| * Both teams Covid-19 officers must ensure a Safety Brief is provided before the commencement of the fixture. This briefing will remind both sets of players and officials about their responsibilities in complying with the Code of Behaviour set out in Appendix 1 to this guidance * USPFC will collect contact details for all persons at risk, to comply with NHS track and trace requirements. This information will be stored for a minimum of 21 days in-line with the Government Recreational Team Sport Framework and collected/processed in accordance with the Data Protection Act 2018 and in line with GDPR principles. It should be used only for the purpose of NHS track and trace * If a player starts feeling unwell, he/she will be separated immediately from the wider group (Announcers Facility). An Assessment will be conducted to determine if the player requires urgent medical attention * Teams will declare if any U18’s will be participating in the fixture. Please see Appendix 2: Safeguarding Children guidance document | | | |
| **Further Action Required:**   * Teams personnel declaration sheet to highlight any U18’s | | | |
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| Residual Risk Rating: | 1x5=5 **LOW** |  |  |

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| --- | --- | --- | --- |
| Task or Activity: | **Changing Room, Showers and Toilets** | | |
| Hazards: | Exposure to Covid-19 | | |
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| Likelihood: | 3 | Severity: | 5 |
| Persons at Risk: | Staff / Coaches / Officials / Participants / Volunteers | | |
|  | | | |
| Initial Risk Rating: | 3x5=15 Medium |  | |
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| * Use of changing and shower facilities must follow Government advice on the use of indoor facilities when available * Changing rooms should only be used for changing. After the match, the players must shower at home, as outlined in the guidance and iaw our NB procedures for COVID * The home team will provide the away team with both the home and away changing rooms to comply with HMG guidance on social distancing. The home team will utilise the Sportsman’s Arms to facilitate team changing * Toilets as provided by the facility owner should be open pre-match, during the match and for 30 minutes afterwards and clearly signed on restrictions of use | | | |
| Further Action Required: -   * Hand Sanitiser and disinfectant wipes will be provided by USPFC in all areas being used * Facility provider to provide appropriate Covid 19 Signage for available facilities | | | |
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| Residual Risk Rating: | 1x5=5 **LOW** |  |  |

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| Task or Activity: | **Event Protocol** | | |
| Hazards: | Exposure to Covid-19 | | |
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| Likelihood: | 3 | Severity: | 5 |
| Persons at Risk: | Staff / Players / Officials / Spectators | | |
|  | | | |
| Initial Risk Rating: | 3x5 = 15 Medium |  | |
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| **Existing Controls: -**  **Pre / Post Match VIP Function: –** Not Required  **Changing rooms:** -Changing Rooms should only be used for changing. After the match, the players must shower at home, as outlined in the guidance and iaw our NB procedures for COVID. Clubs should factor staggering the use to minimise numbers. USPFC will make the home dressing room available for the away team to allow Social Distancing iaw current HMG guidelines. The home team will change in an alternate facility  **Team sheets**: - Physical team sheets will not be used however team sheets can be provided electronically if required  **Respect handshake**: - The Respect handshake pre match will be suspended until further notice  **Tunnel management**: - Teams will not enter the field of play collectively. The teams will stagger their arrival onto the pitch, and this will be pre-agreed with the match officials  **Water Bottles**: - Players should bring their own personal water bottle for training and matches.  **Equipment: -** (Balls, Bibs, Cones, Goalposts etc) must be regularly wiped down with appropriate cleaning equipment and cleaned thoroughly cleaned after every session. Staff or volunteers may consider the use of face masks and gloves during this process  **Bibs: -** should only be used if absolutely necessary and they must be worn once and not swapped during any exercise. Bibs should be washed immediately after use  **Ceremonial:** - No ceremonial activity will take place post event  **Warm Up Areas:** - Clubs will need to ensure that warm-up areas provide sufficient distance between the Home and Away teams and a provision of an area for match officials. It is advisable that these are clearly marked and/or communicate  **Team Benches and Substitutes:** - Team bench’s and technical areas will be restricted to 3 officials including medical support. All other team officials and substitutes must use the seating in the main stand that will be clearly marked and will provide adequate Social Distancing | | | |
| **Further Action Required: -**  Hand Sanitiser and disinfectant wipes will be provided in each changing facility by USPFC  Disinfectant wipes will be provided Pitch Side  Covid 19 H&S signs displayed in all at Risk Areas  Available seating in the stand clearly signed for use | | | |
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| Residual Risk Rating: | 1x5=5 **LOW** |  |  |

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| Task or Activity: | **Accidents & First Aid** | | |
| Hazards: | Exposure to Covid-19 | | |
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| Likelihood: | 3 | Severity: | 5 |
| Persons at Risk: | Staff / Coaches / Officials / Participants / Volunteers | | |
|  | | | |
| Initial Risk Rating: | 3x5=15 Medium |  | |
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| * Both teams Covid Officers are to ensure that their medical teams are following the guidance document for First Aid produced by the FA * Injuries during play should still be treated as participant health and safety is of utmost importance * An increased frequency of cleaning and disinfection of all surfaces and equipment, using standard household cleaning and disinfection products, is recommended in the FA’s supporting medical guidance that will be in place before the event   If there is a first-aider or other medical personnel present, they should be equipped with the appropriate PPE (including face coverings) to protect themselves and others. If they need to compromise Social-Distancing guidelines to provide medical assistance, then this should only take place when the injury is either life or limb-threatening and injury necessitates compromising guidelines to provide emergency care   * After contact with an injured participant, the person who has administered first aid should clean their hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or social distancing was maintained. The first aider should also avoid touching their mouth, eyes and nose * Physios or their equivalent or anyone who is administering any form of treatment, will keep a record of each participant they have come into contact with for NHS test and trace purposes * If a player starts feeling unwell, he/she will be separated immediately from the wider group (Announcers Facility) Assessment will be conducted to determine if the player needs require urgent medical attention | | | |
| **Further Action Required: -**   * None | | | |
|  |  |  |  |
| Residual Risk Rating: | 1x5=5 **LOW** |  |  |

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| Task or Activity: | **Emergency Procedures - Evacuation** | | |
| Hazards: | Exposure to Covid-19 | | |
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| Likelihood: | 3 | Severity: | 5 |
| Persons at Risk: | Staff / Coaches / Officials / Participants / Volunteers | | |
|  | | | |
| Initial Risk Rating: | 3x5=15 Medium |  | |
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| * All participants will follow the HMS Temeraire Emergency Evacuation plan as briefed by the Event organiser and Covid Officer prior to the event | | | |
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| Residual Risk Rating: | 1x5=5 **LOW** |  |  |

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| Task or Activity: | **Managing Spectators** | | |
| Hazards: | Exposure to Covid-19 | | |
|  | | | |
| Likelihood: | 3 | Severity: | 5 |
| Persons at Risk: | Staff / Coaches / Officials / Participants / Volunteers | | |
|  | | | |
| Initial Risk Rating: | 3x5=15 Medium |  | |
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| * The latest HMG Guidance should be adhered to when managing spectators * A maximum of 150 spectators will in attendance. Average attendance for season 2019/20 was approx. 50 * All spectators will Social Distance | | | |
| **Further Action Required: -**   * **None** | | | |
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| Residual Risk Rating: | 1x5=5 **LOW** |  |  |

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| Task or Activity: | **Hygiene – Facilities and Participants** | | |
| Hazards: | Exposure to Covid-19 | | |
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| Likelihood: | 3 | Severity: | 5 |
| Persons at Risk: | Staff / Coaches / Officials /Participants / Volunteers | | |
|  | | | |
| Initial Risk Rating: | 3x5=15 Medium |  | |
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| * Hands should be washed at the earliest opportunity and personal equipment should be wiped down with a disinfectant * Individuals should take their own kit home to wash it themselves, rather than have one person handling a large quantity of soiled materials. Where kit absolutely has to be shared or kept together (e.g. last-minute stand-in players, shortage of kit, or an essential club function), each person handling it must wash or sanitise their hands immediately after and appropriate cleaning arrangements for the kit must be made. This will include a bin bag with all kit will be stored before washing straight after the event. | | | |
| **Further Action Required: -**   * **None** | | | |
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| Residual Risk Rating: | 1x5=5 **LOW** |  |  |

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| Task or Activity: | **Post Event** | | |
| Hazards: | Exposure to Covid-19 | | |
|  | | | |
| Likelihood: | 3 | Severity: | 5 |
| Persons at Risk: | Staff / Coaches / Officials / Participants / Volunteers | | |
|  | | | |
| Initial Risk Rating: | 3x5=15 Medium |  | |
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| * After the match, participants must maintain HMG social distancing guidelines for social interaction. This includes in any available changing rooms and any clubhouse facilities or other venue that participants may congregate in afterwards * The Sportsman’s Arms will remain closed post-match * Personnel should wear Face Masks when transiting from the stadium to their chosen method of travel to ensure compliance with HMG guidelines | | | |
| **Further Action Required: -**   * HMS Temeraire Gate staff to briefed when all areas are clear | | | |
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| Residual Risk Rating: | 1x5=5 **LOW** |  |  |

APPENDIX 1

**CODE OF BEHAVIOUR**

Covid-19 is a highly infectious and dangerous disease. A resumption of contact play is only achievable if those involved create and maintain a controlled environment that minimises the threat of infection.

Risk in sport cannot be completely eradicated but with caution and care these risks can be reduced.

Each player will need to decide when to return to contact football, based on their own circumstances and the arrangements that have been put in place for a safe return. This is particularly the case for players from BAME communities or those with underlying health conditions. All those returning to competitive grassroots football must adopt the following Code of Behaviour: -

* **Be aware of your own personal health: -** If you show any of the Covid-19 symptoms you must stay at home, inform NHS Test and Trace and seek medical advice
* **Be Responsible: -** Read the guidance provided by The FA and by your club so that you are aware of the changes to the game and what is expected of you. This will include things like being prepared to wash your own kit, bringing your own labelled water bottle and being aware of changes to meet-up times
* **Practise Good Hygiene.** Wash your hands regularly and before, during and after a game
* **Where possible maintain Social Distancing: -** This won’t always be possible in a competitive match environment (for example when tackling an opponent) and that is acceptable. However, before, and after a game you should maintain social distancing.
* **Support NHS Test and Trace: -** You’re likely to be asked to provide your details so that in the event of a Covid-19 outbreak those potentially infected can be traced. This is to everyone’s benefit so please cooperate
* **Do not spit: -**Spitting and the rinsing out of mouths is now a recognised risk to health and must not be done. Avoid shouting or raising your voice if face to face with other players
* **After the Game: -**Be aware that other users may be waiting to use the facilities. Changing rooms and showers are likely to be closed and any socialising must follow the **Government’s guidance** on social distancing

APPENDIX 2

**SAFEGUARDING CHILDREN – GUIDANCE FOR CLUB OFFICIALS INCLUDING COACHES AND CLUB WELFARE OFFICERS (CWO)**

Your club must have completed a Safeguarding & Covid-19 Risk Assessment and briefed you on your responsibilities. You are responsible for continuing to ensure the environment is safe and for implementing your club’s Safeguarding children Policy and Procedures.

Coaches working with children must have an in-date FA DBS Check and should have done some FA Safeguarding training.

You must ensure the ratio of coach to different age groups of children is appropriate. See FA safeguarding **guidance note 5.5**, which covers the ratios of adults to children. There must be a minimum of two FA-DBS Checked adults present at any one time.

* It is essential that parents / carers give informed consent for their child (ren) to participate in your football session. When requesting consent, you have the ideal opportunity to be clear about what is expected of the children and their parents/carers in line with this guidance
* Ensure you retain a written record of parent/ carer consent. The club may use a form such as the one in FA safeguarding **guidance note 8.2** to gather any relevant information from parents / carers
* Any children with additional medical or disability needs must be discussed with parents / carers to ensure you, or as the parents / carers, they can provide effective support to facilitate their involvement and appropriately update your risk assessments

**LISTENING TO CHILDREN**

While many families have coped well during lockdown, others may not have and for some children the experience will have been very difficult. You may be one of the first people outside

the family unit that a child has met in recent times. It’s important you know that some children may be struggling for various reasons, including:

* Lacking confidence, as they have felt cut off from their friends
* Being confused and stressed about how to behave because of social distancing
* They or someone they care about may have been or still be unwell
* They may still be grieving because someone they love has died
* Hearing that people from BAME communities may be more vulnerable to Covid-19
* They may have been neglected emotionally and/or physically – through lack of food and / or are Children with learning disabilities may find it particularly confusing, as their routine has changed

You may also have seen media coverage on the increase in: -

* + Domestic violence – significantly impacting children emotionally and/or physically in households where this has happened
  + Online grooming of children
  + Cyberbullying
* We’re sharing this because of your important role in Safeguarding. If you are worried about a child as they return to football, it’s vital you report your concerns. Doing nothing is not an option
* Please check-in with the children you are coaching / working with and ask them how they’ve been and how they’re doing. There are five ways to report your concerns if you are worried about a child as they return to football: -
  + To your Club or League Welfare Officer
  + To your County FA Designated Safeguarding Officer
  + By emailing The FA Safeguarding Team at **safeguarding@TheFA.com**
  + If urgent and you cannot contact your club, league or County FA Designated Safeguarding Officer, you should call the NSPCC 24-hour helpline on 0808 800 5000
  + If it is an emergency because a child or children are at immediate risk, then call the Police on 999