

Work Area: Manadon, Home Park, ALL external settings

Brief Description of task being assessed: Safety of staff and participants working both on and off site during all ACT programmes.

Risk Assessment Statement: Whilst government restrictions have been lifted across England, ACT acknowledges that infection rates are continuing to rise and that Covid 19 continues to pose a risk of ill health to ACT participants and staff. Following advice from local public health and staff consultation, we are retaining some public health measures in order to minimise the risks where possible.

ACT retained measures consist of

- **Hygiene** Continuing personal hygiene such as sanitisers, cleaning schedules and hand washing
- **Ventilation** Operating outside where possible and ensuring good ventilation in indoor spaces
- **Masks** Choosing to wear masks in confined, crowded or poorly ventilated indoor spaces
- **Testing** Lateral Flow testing twice a week by staff and getting PCR test quickly if a close contact or symptomatic
- **Vaccination** Supporting and promoting the vaccination programme

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
HAZARD	WHO MAY BE HARMED AND HOW?	PRIOR TO CONTROLS LxC=R	CONTROL MEASURES REQUIRED	CONTROLS IN PLACE LxC=R	Tasks to be completed (by whom)
1. Spread of Covid-19 Virus – continued risk					
1.1 Poor cleanliness and hygiene	Staff Visitors to our premises, Anyone who physically comes to our provisions Acute or mild virus infection causing breathing difficulties	3x3=9	Hand Washing <ul style="list-style-type: none"> • Visual reminders for staff and visitors about hand washing • Foam sanitisers in any area where washing facilities not available and at entrances to rooms. Cleaning <ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. • Covid-19 specific cleaning schedule in place for Manadon Facility and CPH and shared with duty managers and new cleaning contractors 	2x3=6	
1.2 Failure to manage safe ventilation in smaller spaces		3x3=9	<ul style="list-style-type: none"> • Some staff remain working at home to reduce overcrowding in inside spaces • Hangouts to be retained where possible instead of face to face meetings. • Encourage good ventilation • One-way systems and outdoor routes to remain where possible • Screens to be retained where staff have frequent close contact • Lower floor changing rooms not in use until infection rates lowered 	1x3=3	

1.3 Failure to shield or support vulnerable	Vulnerable groups - Acute infection with possible serious outcome	2x4=8	<ul style="list-style-type: none"> Identify and consult with staff who are returning from isolation/shielding All shielding staff have 2 vaccinations before returning Provide staff with updates about rights and current government guidance Session leads and delivery staff consult with participants and put in place measure acceptable to the group 	1x5=5	LC to liaise with external groups
1.4 Delays in reporting or lack of reporting process.	Staff, Visitors to our premises Acute or mild virus infection causing breathing difficulties, flu like symptoms	3x3=9	<ul style="list-style-type: none"> All staff undertaking face to face delivery and working with colleagues to undertake LDF testing twice weekly (Sunday and Wednesday evenings) All cases of close contact and/or testing/symptom must be reported to H&S Manager or CEO who will monitor self-isolation period Visitors encouraged to scan NHS QR. Staff to sign in will be encouraged to adopt Government tracing app If anyone becomes unwell with symptoms they will be immediately isolated and sent home and advised to follow the stay home guidance. 	1x3=3	
1.5 Inadequate management of travel and transport	Staff, Participants travelling -Increased risk of contracting through confined space especially U18 and other unvaccinated participants who risk more severe case	4x3=12	<ul style="list-style-type: none"> Passengers to be encouraged to LDF test 24hrs prior to travel Masks available for passengers who wish to use them Eating in vehicles to be discouraged Good ventilation and cleaning between journeys 	0	Remind staff ventilation plays a key role in reducing transition
1.6 Failure to risk assess activities and provide appropriate PPE especially for suspected active cases	Staff, Visitors to our premises Acute or mild virus infection causing breathing difficulties, flu like symptoms	3x3=9	<p>All activities will have updated risk assessments that take into account increased risk of spreading Covid-19 corona virus and outline where/if PPE is required.</p> <ul style="list-style-type: none"> All football activities must adhere to ACT Operating procedures and https://www.thefa.com/news/2021/jul/16/20210716-non-elite-football-update-step-4-government-covid-19-roadmap Academy elite training and matches – Academy Manager to submit Updated Operating procedures and RA for any on site activity <p><u>Wearing of Gloves</u> - Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <ul style="list-style-type: none"> Face Coverings no longer mandatory where staff are in moving around indoor setting confined spaces – however will be encouraged when crowded or at request of vulnerable - Masks will be provided by ACT for on-site duties 	1x3=3	LC to request Academy updated RA
1.7 Failure to protect staff and participants in the case of emergency treatment / first aid	Staff, Participants who are injured Anyone else who physically comes in contact with staff in relation to our business Contracting virus though close proximity of First Aider	3x4=12	<ul style="list-style-type: none"> PPE worn when dealing with close proximity emergencies Staff return to work training to include Emergency procedures during pandemic First Aid kits stocked with masks, goggles/face shield/gloves/CPR face cover Staff understand that 'rescue breaths' are not recommended for CPR but that face cover provided <p>Parents / household member to be used as first port of call in first aid and directed by staff</p>	2x3=6	Remind staff this has not been removed

2. Spread of Covid-19 Corona virus through the failure to monitor and manage off site / external delivery through;

2.1 Failure to ensure compliant practices of partner organisations	Staff working off site Participants in relation to our programme Acute or mild virus infection causing breathing difficulties, flu like symptoms	3x3=9	<ul style="list-style-type: none"> • Staff will be briefed about how to proceed if they are not happy with working conditions/processes and remit managers provide regular de-briefing opportunity to enable reporting or poor practice and feedback • ACT venue checklist will be completed where ACT activities are being delivered on external sites. 	1x3=3	Managers to provide regular de-brief and conduct QA checks
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3.0 Manadon and CPH Operations – people and facility not managed to minimise spread of infection

3.0.1 Failure to ensure good ventilation and safe room capacity	Staff ,Participants and anyone else who physically comes in contact with staff in relation to our business	2x3=6	<ul style="list-style-type: none"> • Ensure ventilation is adequate – windows should be open where possible • Room capacity to be monitored and determined by activity lead. • Facility staff given authority to restrict capacity if necessary • One way system remains in place also utilisation of outside routes • Encourage safe code of Covid19 conduct 	1x3=3	
3.0.2 Failure to ensure cleanliness	Acute or mild virus infection causing breathing difficulties, flu like symptoms		<p>Hand Washing</p> <ul style="list-style-type: none"> • Visual reminders for staff and visitors about hand washing • Foam sanitisers in any area where washing facilities not readily available and at entrances to rooms. <p>Cleaning</p> <ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces that are touched regularly. • Covid-19 specific cleaning schedule in place for Manadon Facility • Provide more waste facilities and more frequent rubbish collection as part of duty manager schedule 		

3.1 Spread of Covid through failure to operate safely on 3G pitches and football activities

Failure to put in place systems to trace those on site	Staff ,Participants and anyone else who physically comes in contact with staff in relation to our business	3x3=9	<ul style="list-style-type: none"> • Visitors and participants MUST either be recorded on registers, Views, Open Play or ACT QR lists when they are attending the 3G. • Team mangers must retain registers of players 		
Return to football activities managed to reduce spread of infection	Acute or mild virus infection causing breathing difficulties, flu like symptoms		<ul style="list-style-type: none"> • Follow FA Safe return key points https://www.thefa.com/news/2021/jul/16/20210716-non-elite-football-update-step-4-government-covid-19-roadmap • On-field adaption for playing football are no longer required however, the definition of close contact remains the same and managers should be mindful of the advice 		

			<ul style="list-style-type: none"> • If a player tests positive on a team there is not a need for the other players to self-isolate, unless they were in close contact, have been contacted by Test and Trace, have developed symptoms or tested positive themselves. Therefore, players and clubs should consider how they can reduce the likelihood of close contact occurring. • Face coverings no longer required by law, but recommended in crowded indoor settings and may be mandated by some organisations. • Changing rooms (upper floor only at Manadon) can be used, however managers should use their own judgment and minimise use where possible to avoid close contact in a crowded area for a prolonged time. • No capacity limits for spectators, but good practice is encouraged. • NHS Test and Trace QR codes are not required by law, but are encouraged. • Free NHS lateral flow testing is available to individuals and clubs and The FA encourages clubs to take this up. 		
First Aid / emergency or illness during session			<ul style="list-style-type: none"> • Scoring room or referee changing room to be designated Covid first aid room • Follow FA guidance file:///C:/Users/aliso/Downloads/clubs-and-coaches---covid-19-first-aid-guidance-for-returning-to-competitive-grassroots-football%20(1).pdf • All staff to have Covid emergency action training. • First Aid kits to be stocked with PPE • Any equipment used to treat participants during this period should be double bagged and disposed of immediately • Participants who become unwell with symptoms of coronavirus (or any illness) should be isolated and asked to wait in ventilated area / first Aid room and return home (be collected) as soon as is reasonably practicable 		
Water /Food breaks and catering			<ul style="list-style-type: none"> • All participants should sanitise/wash hands prior to eating or drinking • Breaks should be staggered where numbers are large and social distancing managed during breaks • Participants should bring own bottle/ food • No shared / club provided water bottles are to be provided 		
Wet weather / inclement weather			<ul style="list-style-type: none"> • Indoor access may be limited due to booking and use – however adequate external shelter and well ventilated shelter (eg marquees , gazebos) should be identified prior to events 		
3.3 Food and Cafe – food and drinks					

3.3.1 Lack of systems for keeping customers safe if higher numbers are indoors	Visitors to site Customers using the café / food provision Staff Participants	4x3=12	<ul style="list-style-type: none"> Utilise outdoor space as much as possible. Re-configure customer areas and tables ensuring ventilation and space is adequate Putting system in place to reduce the need to queue and pinch points and/or ensuring that queuing is out of doors. If necessary appoint staff to supervise and manage queues. Wet weather contingency – provision of gazebos/marquee 	3x3=9	
3.3.2 Poor practice in Managing the serving and ordering	Anyone else who physically comes in contact with staff in relation to our business	4x3=12	<ul style="list-style-type: none"> Screens to protect front of house / bar staff Use of contactless payments at the bar where possible Maximum ventilation for indoor space Maximum 2 staff behind bar/serving area Facility staff to manage queuing and capacity where large numbers begin to congregate 	3x3=9	
3.3.3 Risks from inadequate ventilation	In particular staff preparing and serving food Customers Anyone else who physically comes in contact with staff in relation to our business	4x3=12	<ul style="list-style-type: none"> In kitchen, increase ventilation by adjusting fan speed to maximum Opening windows and bi-fold doors as wide as possible in function room Monitor and manage filters in ventilation system with increased frequency Ensure staff take regular breaks 	2x2=4	
3.3.4 Failure to ensure adequate distance when preparing and serving food		4x3=12	<ul style="list-style-type: none"> Maximum staff in Kitchen area = 2 one in food preparation area and one at far end cooking zone. Where possible one at a time. Reducing time in contact with others – staggering jobs to be completed if more than one staff member working on preparation Allow staff to use visors and screens when in contact with multiple customers 	2x2=4	
3.3.6 Failure to provide and explain available guidance		2x4=8	<ul style="list-style-type: none"> Signage for staff and customers to be displayed regarding hand washing and hygiene Web-site Covid tab with all information about site available to public including what we are doing to keep customers safe, risk assessments, Covid19 policy 	2x2=4	AL to update website and print customer info
3.3.8 Managing Entertainment		2x3=6	<ul style="list-style-type: none"> Events where people sing or raise voices pose specific risks of droplet transmission manage with care as far as possible All doors will be open to increase ventilation as far as possible 	1x3=3	To be reviewed for specific events

4. Deleterious effects upon staff mental health and wellbeing through;

4.1 Failure to identify and support staff at risk of anxiety, stress	Staff at work place Staff who are furloughed Stress, anxiety,	4x3=12	<u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Corona virus outbreak and will offer whatever support they can in the following ways; <ul style="list-style-type: none"> Full consultation about safety measures and changes in restrictions Keep in touch meetings and 1-2-1 contact with line manager for furloughed or 	3x2=6	
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or other mental health issues	depression, suicidal thoughts		self-isolating staff • Updates about business and actions being taken by the business • Sign posting counselling and on line help and advice • Being flexible with working conditions and accommodating for individual anxieties and concerns where ever possible https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress		
4.3 Failure to consult			• Staff consultation and input to policy and procedures to ensure concerns about safety are address • Staff forum for discussion and feedback about measures that have been put in place		
5. Education Provision in Family Stand at Home Park ad Carn Brae					
To be updated prior to September pending DfE Guidance and staff consultation					
5.1.0			• Student timetable		
6. Transport for Matches – Covid aspects (see main transport policy for other risks)					

Creation Date: 19/07/21

Review date: 20/08/21

		Insignificant (1) No injuries / minimal impact	Minor (2) First Aid or support	Moderate (3) Medical Treatment	Major (4) Hospital or Ambulance	Critical (5) Death / Life Changing consequence
Likelihood	Rare (1) Conceivable but only in extreme circumstances	LOW	LOW	LOW	MODERATE	MODERATE
	Unlikely (2) Hasn't happened yet but could – every 10 years	LOW	MODERATE	MODERATE	MODERATE	MAJOR
	Possible (3) Could happen – once a year	LOW	MODERATE	MODERATE	MAJOR	MAJOR
	Likely (4) Could easily happen – once a month	MODERATE	MODERATE	MAJOR	CRITICAL	CRITICAL
	Almost Certain (5) Often occurs – every week	MODERATE	MAJOR	MAJOR	CRITICAL	CRITICAL

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