

Welfare/Company Name:	Norton Sports Club									
Date of Assessment:	6/8/20		Review Date:		6/10/20		Revision No:		1	
Persons Exposed:	Trustees:	✓	Coaches:	✓	Public / Visitors:	✓	Young Persons:	✓	Estimated total number of persons at risk:	200
					Players over 18:	✓	Other: E.G Workmen	✓		

Task Description:	Risk assessment for the possible transmission of Coronavirus / COVID-19.
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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	5	15	<p>The trustees have obtained information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> The UK Government (UK Gov) (https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19), Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19), National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) Health and Safety Executive (HSE) (https://www.hse.gov.uk/news/coronavirus.htm) <p>Updates are communicated to all trustees and all relevant parties to ensure that they are kept informed.</p> <p>The club trustees follow advice given by CISWO and other relevant authorities, for example, government updates, Sports England and the local and national F.A.</p>	1	3	3	<p>All trustees to be supplied with Risk Assessment documentation and signed for accordingly</p> <p>Other interested parties to have paper copy of risk assessment</p> <p>Key Trustee to be point of contact for further questions around information to do with CV 19. Trustee is Kerry Kolbuck – Contact Details are: kxhomecare2010@yahoo.co.uk</p> <p>Telephone – 07854068651</p> <p>Secondary Contact – Mick Clewes clewesm@aol.com</p> <p>07889930649</p> <p>Review of risk assessment to be scheduled for 6/10/20 or earlier should further control measures be required in line with national initiatives to control COVID 19</p>	Y	

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Transmission of Virus / Hygiene	4	5	20	<p>All trustees and interested parties, players/officals/visitors etc. are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> washing hands with soap and water often – do this for at least 20 seconds. washing hands when you arrive on premises using hand sanitiser gel if soap and water are not available. covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. putting used tissues in the bin straight away and wash hands afterwards. not touching eyes, nose or mouth if hands are not clean. <p>All persons are instructed to obey 'social distancing' wherever possible. This means maintaining a 2m separation wherever practicable.</p> <p>Supplies of soap and hand sanitiser are available for use.</p> <p>Hand sanitiser, or similar, is available and all visitors and trustees are instructed to use this on arrival to the building.</p>	2	4	8	<p>Ensure that notices are displayed requiring all persons arriving on site to use hand sanitiser, or similar, on arrival to the site.</p> <p>Ensure verbal and written instruction is followed to sanitise accordingly.</p> <p>Signage appropriate to social distancing to be in place.</p>	YES	

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Housekeeping	3	5	15	<p>Adequate supplies of cleaning materials are kept on site.</p> <p>Trustees have been instructed to increase the frequency of cleaning wherever possible.</p> <p>All club coaches have been advised on toilet cleaning procedures and cleaning products provided alongside necessary signage.</p> <p>Surfaces where regular contact is likely, such as door handles, and welfare facilities are being prioritised to ensure that they are cleaned.</p> <p>All parties associated with cleaning welfare facilities have been advised on appropriate procedure.</p> <p>The used facilities (external currently) are subject to regular cleaning. If required a 'deep clean' is able to be organised.</p>	2	3	6	<p>A more regular inventory of the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.</p> <p>Cleaning materials to be allocated to toilets with appropriate instructions and regularly checked.</p> <p>Cleaning supplies ordered and in situ</p> <p>Coaches to be advised.</p>	YES	

<p>Emergency Procedures</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>The trustees have formulated an emergency plan to follow should closure be required.</p> <p>The plan includes:</p> <p>Immediate closure of premises – all trustees informed</p> <p>Inform necessary authorities and follow advice given</p> <p>Advise coaches to contact all members aligned to track and trace processes</p> <p>Deep clean premises</p> <p>All relevant parties informed via risk assessment</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Risk assessment to be sent to all interested parties and signed acceptance accordingly</p>	<p>YES</p>	
<p>Persons Becoming Unwell</p>	<p>4</p>	<p>5</p>	<p>20</p>	<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>All persons are instructed to remain at home at the first onset of any symptom.</p> <p>All persons 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 any parties develop symptoms on site, they should be sent home to self-isolate and seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe).</p> <p>Appropriate track and trace system in place should persons become unwell – all groups are responsible for own track and trace system, information around system used to be supplied to trustees</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>All parties to remain vigilant for any member of their group displaying the signs of symptoms of Coronavirus</p> <p>All groups to provide track and trace system information to chairman (Mick Clewes) by 14/8/20</p>	<p>YES</p>	

Vulnerable Persons	4	5	20	<p>The trustees are able to access the list of those persons classified as a 'vulnerable person' at any time from the UK Government:</p> <ul style="list-style-type: none"> For people identified on medical grounds: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 <p>The trustees policy on Vulnerable Persons will follow the official advice as above.</p>	1	5	5	None Required	YES	
Social Distancing	3	5	15	<p>All parties are instructed to maintain social distancing where possible and signage indicates this.</p> <p>All parties must ensure that personal hygiene standards are maintained to a high standard.</p> <p>The trustees will ensure that handwashing facilities are available.</p> <p>Infection control techniques will be increased to include regular washing of surfaces using a sanitiser with an alcohol content >60%. This to be limited to open areas as other areas are restricted access.</p> <p>If tasks are internal, and require any visitor to be closer than 2m, then face masks must be worn.</p> <p>External tasks, social distancing should be maintained.</p> <p>Any task which requires skin to skin contact must be avoided.</p>	2	5	10	<p>Signage to be in place</p> <p>All visitors to sight are informed of processes</p> <p>Continued monitoring of cleanliness and required equipment to maintain standards</p>	YES	
Lack of PPE	4	5	20	<p>PPE is not thought to be required for normal working tasks.</p> <p>The club trustees have identified adequate levels of PPE, to include face coverings and gloves, for tasks such as cleaning.</p>	1	5	5	Monitor stock of face masks and gloves.	✓	

Visitors	4	5	20	<p>Visitors are by appointment only onto site.</p> <p>All visitors to complete track and trace information – book supplied</p> <p>Visitors are instructed to wash hands on arrival at the site and when leaving.</p> <p>Visitors must follow the same infection control and hygiene rules as all other persons on site.</p> <p>If a visitor refuses to follow the trustees policies in any way then they are to be removed from site immediately.</p> <p>Any visitors who display symptoms of the virus on arrival at the site will not be permitted access and advised accordingly</p>	2	5	10	<p>Ensure that information posters and notices are prominently displayed in appropriate areas.</p>	YES	

Use of five a side facilities	4	5	20	<p>All coaches must ensure track and trace system is in place and authorised by the trustess</p> <p>All coaches and players to hand sanitise on entry and exit – hand sanitisers are the responsibility of all individual groups</p> <p>No specatators currently allowed</p> <p>There is no facility for a one way system – coaches are advised to inform players to keep distance where appropriate and avoid groups crossing over</p> <p>Coaches are responsible for ensuring all playing members are aware of toliet cleaning procedures and use of provided cleaning equipment</p> <p>Water bottles to be named and stored at external side of area and players to leave area to have a drink to reduce risk of contamination</p> <p>Any bags to be stored at the external side of the area – no bags on playing side</p> <p>All balls/cones/equipment used must be wiped down before and after use</p> <p>Trustees reserve the right to inspect that all procedures are being followed as per guidelines provided by government and as outlined in this risk assessment</p>	2	5	10		YES

Name of assessor :	Mick Clewes Chairman and Trustee	Signature:	<i>M.J.Clewes</i>
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Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority
All	Maintain current controls and procedures.	All relevant parties	Ongoing	Medium
All	Ensuring adequate supplies of cleaning materials	Trustees	Ongoing	Medium
All	Ensure all signage is in place	Mick Clewes/Andrew Jackson	15/9/20	High

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	

Signing Sheet

By signing this document below, I confirm that I have read and understood the content of the risk assessment above. I understand that the trustees require me to comply with all controls and policies described in the risk assessment. I will ensure all members of my group are aware of risk assessment content.

Name	Signature	Group	Track and Trace System being used	Date
SAMPLE JOE BLOGGS	<i>J. Bloggs</i>	TEACHERS	USE OF APP	9/8/20

