

RISK ASSESSMENT – MATCH DAY OPERATIONS

CLUB: Heaton Stannington AFC

LEAGUE: Northern League Division 2 (Step 6)

COVID-19 OFFICER: Bill Colwill, Chairman

DATE: 24 September 2020

What are the hazards	Risk rating	Control measures being implemented & steps being taken to reduce risk to the lowest possible level	Further comments	Residual risk
Information and guidance	Low	<ul style="list-style-type: none">• Detailed action plan shared on website and social media platforms in advance• Guidance sheet available on match day	None	Low
Visitor parking	Low	<ul style="list-style-type: none">• Parking available for home and away team players and officials & match officials• No on site parking for general public• Information provided in relation to other parking options locally	We have a single entry point for vehicles, which allows us to effectively manage parking. This is managed by our gate team.	Low
Visitor queues outside entry point	Medium	<ul style="list-style-type: none">• We have a natural one-way system into the ground if arriving on foot.• Additional signage to be put in place to indicate direction of travel and social distancing required in the queue.• Some risk remains in relation to other businesses adjacent to the ground if a queue becomes large.	There is 1.5 hours prior to kick off for people to arrive and the usual behaviour is that this is well staggered. If a queue becomes large, we will place one volunteer outside to manage the queue safely.	Medium
Masks	High	<ul style="list-style-type: none">• Wearing of masks by everyone in attendance on a match day is mandatory at all times, whether indoors or outdoors. The only exception is players once on the football pitch.	We will have disposable masks available at the turnstile for anyone who forgets to bring their own.	Medium

Track and trace	High	<ul style="list-style-type: none"> We will utilise the NHS Covid-19 App for track & trace. QR code posters will be displayed at all entrances and around the ground. We have a manual book for recording details of those without a mobile device. 	Track and trace data will be securely stored for 21 calendar days from the point of collection. If not required for a tracking request by this time, it will be safely destroyed.	Low
Contact with doors/gates/handles	Medium	<ul style="list-style-type: none"> Doors will be safely kept open throughout the site as much as possible, to avoid the need for visitors to touch handles. In some areas this will be unavoidable (e.g. toilets, changing rooms). To mitigate risks of infection, we will ensure that: <ul style="list-style-type: none"> Hand sanitiser is available at every building entry and exit points with signage We regularly clean door handles throughout the period that we are open to visitors 	Residual risk remains as it is not possible to clean door handles between every person touching them.	Low
Walkways and concourse safety	Medium	<ul style="list-style-type: none"> Walkways and concourses will be cleared of obstructions and visitors will be reminded to observe the social distancing guidelines that are in place, via signage. We will have “floating volunteers” in high vis vests who will provide guidance where it is required on maintaining a safe distance. 	Residual risk remains that in poor weather we have limited cover & people may choose to ignore the guidelines and gather too closely.	Medium
Seating area	Low	<ul style="list-style-type: none"> Some seats will be out of use to ensure those who do sit are safely distanced from one another. 	None	Low

		<ul style="list-style-type: none"> • Priority will be given to those who need to sit such as disabled and elderly. 		
Toilets	High	<ul style="list-style-type: none"> • We have limited toilet facilities so will allow limited access only. Signage will be in place to indicate this and remind users to properly wash hands with the sanitising products supplied. • In male toilets, some urinals will be out of use to ensure safe distancing. • Toilets will be cleaned regularly. 	Toilet usage will be closely monitored and if we feel our guidelines are not being followed or the risk is too high, we will reserve the right to close the facilities.	Medium
Indoor areas	High	<ul style="list-style-type: none"> • At this time, the bar will be closed on a match day. Access to the toilets will be available, but the interior door the bar will be locked. 	None	Low
Changing rooms	High	<ul style="list-style-type: none"> • Changing rooms will be used by a max of 6 persons at any one time and for the minimum time required. • Toilets available but showers will not be in use. • Sanitiser in place at entry/exit points. • Full cleaning to occur before/after each match. 	We will provide the guidelines to visiting teams and ask they follow them. Responsibility for how they are followed by visiting players/officials is their responsibility.	Low
Contact with others	Medium	<ul style="list-style-type: none"> • Extensive signage will be used reminding visitors of social distancing guidelines which they must adhere to. 	We reserve the right to refuse admission or ask anyone to leave who does not follow these guidelines.	Low
Personal property and litter	Medium	<ul style="list-style-type: none"> • Litter bins are supplied around the site. At the end of the match, volunteers will empty 	None	Low

		these bins whilst wearing appropriate PPE such as face masks and gloves.		
Leaving the premises	Low	<ul style="list-style-type: none"> • All exit gates will be open prior to the end of a match to maximise space available to those leaving the site. • We will ask cars to wait until pedestrians have cleared to avoid congestion at the gate itself. 	None	Low

The following additional Risk Assessment relates to the operation of our social club bar, mainly on a non-match day. It is included here for completeness as some of these measures will apply as a match day transitions into a normal social club opening (for example, on a Saturday evening).

What is the hazard?	Covid-19 (Corona virus)		
Scenario	Avoiding spread of the virus within premises.		
Who might be harmed and how?	Volunteers, and other persons within Heaton Stannington Premises		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to do this?
All volunteers and customers must sign in each visit leaving their name and phone number.	Committee Bar volunteer to make sure everybody conforms with this request. A book will be on the bar counter.	1. This is a temporary record of all volunteers customers that will be kept for 21 days	Committee and bar volunteers
Club volunteers should maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) from customers when taking orders.	Signage put in place as a reminder about the social distancing	1. Polite reminder from bar staff and committee about social distancing	Committee and bar volunteers
Limits to the number of people allowed into club to ensure social distancing	Signage put in place at entry and exit points	1. Bar staff/ Committee point out the one way system signage to put in place inside and outside of clubhouse.	Committee and bar volunteers
Surface cleaning must be increased in the club house	Washing down bar surfaces each hour or when required	1. Keep a tidy work place at all times	Bar volunteers
Always wash your hands when you get home or into work	Nothing	1. Display reminder signs for volunteers to wash their hands on a regular basis 2. Remind people to wash hands regularly	Committee and bar volunteers

<p>The club should encourage customers to use hand sanitiser or hand washing facilities as they enter the venue.</p>	<p>Supply hand sanitiser gel for volunteers and customers</p>	<p>1. Report to Committee member when sanitisers are running out.</p>	<p>Committee and Bar volunteers</p>
<p>Slips and trips and falls</p>	<p>General good housekeeping is carried out. All areas to be well lit, including stairs.</p> <p>No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.</p>	<p>1. Better housekeeping in kitchen area needed, 2. Repaired/replaced any damaged flooring.</p>	<p>Committee</p>
<p>PPE</p>	<p>While volunteers and customers who wish to wear face coverings should be free to do so.</p>	<p>1. PPE must be provided free to all Volunteers and must fit</p>	<p>Committee</p>
<p>Bar volunteers will be required to clean bar tops, door handles touch points hourly</p>	<p>Keep doors (that are not fire doors) wedged open to allow ventilation and to limit touch points</p>	<p>1. Keep fire doors closed at all times</p>	<p>Committee and Bar volunteers</p>
<p>Government has asked that venues not to play 'music or broadcasts that may encourage shouting I.E streaming of live sports.</p>	<p>The club will not play 'music or broadcasts that may encourage singing and shouting</p>	<p>1. Not to play music or live broadcasts</p>	<p>Committee and Bar volunteers</p>