KENDAL TOWN FOOTBALL CLUB

Risk Assessment to Prevent the Spread of Covid-19

(KENDAL TOWN FOOTBALL CLUBHOUSE - Finneys)

| **Objective:****To prevent the spread of Covid-19 [Coronavirus] within the clubhouse when engaging in group football activities and to protect players, parents, coaches, officials, and visitors.** *(The coronavirus causes respiratory illness in humans, usually resulting in mild symptoms including cough and fever. Some individuals experience more severe symptoms and it can lead to pneumonia, breathing difficulties and in rare cases death).* |
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| Club | KENDAL TOWN FOOTBALL CLUB  | Assessment ID |  |
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| Assessors | REDACTED | Date of assessment | 9th September 2020 |
| Authorised by: | Kendal Town Football Club Management Committee | Review date | Weekly |

| **Area of Risk** | **Controls Required** | **Additional Controls** | **Who/When?** |
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| **CLUBHOUSE ACCESS** | * Introduce a register of clubhouse access, listing primary user name, date, areas accessed. Sanitising materials to be available throughout the clubhouse for post-use cleaning.
* Primary user will maintain a register of event attendees to inform NHS Test & Trace if required. (*Information must only be used for this purpose, kept out of plain sight, and deleted after 21 days. GDPR applies)*
* A one-way system in place.
* One-way arrow markings to help foot traffic flow management.
* Where the risk of transmitting coronavirus is greater than the risk of fire, fire safety doors can be wedged open to reduce touch points.
* Sanitiser stations positioned at the entrance and exit, with signage encouraging use.
 | * Weekly check of access register to inform cleaning requirements.
* Weekly stock check of cleaning items.
* Weekly check of signage condition.
* Clubhouse checks on locking up to ensure all fire doors are closed.
 | Debbie Creighton/Dan Storey ongoing. |
| **PROMOTING HYGIENE** | * Hand sanitisers stations provided at the entrance and exit areas
* Clear direction informing people where they can wash/sanitise their hands.
* Maintain all handwashing facilities in good working order and provide soap, water, and hand sanitiser.
* Hygiene standards promotional poster and signage throughout the clubhouse.
* Use hand dryers or disposable paper towels at handwashing stations. Signage at each station.
 | * Weekly stock check of sanitiser, soap, paper towels.
* Ensure appropriate bin locations and collections.
* Weekly check of hand dryer functionality.
* Brief all volunteers on the new protocols and the importance of good hygiene.
 | Debbie Creightonweekly |
| **SOCIAL DISTANCING**  | * Signage so that people can find their destination quickly.
* Regulated entry to the clubhouse to avoid overcrowding.
* Finney’s capacity and layout adjusted to socially distanced levels. Two metre rule can be reduced to one metre plus by the use of face masks and/or room ventilation fans.
* Stagger usage at peak times to reduce congestion.
* Apply two metre markings to the clubhouse entrance, toilets and the queue to the bar and kitchen serving hatch.
* Single-use doorways to avoid congestion i.e. one-way only entrances and exits.
* Single or limited use of toilet facilities to avoid congestion in confined spaces.
* Groups restricted to six person gathering limits and multiple groups socially distanced.
 | * Monitor effectiveness of control measures, especially at peak times.
* Brief volunteers to promote compliance to facility users.
* Brief volunteers to report or deal with issues of non-compliance.
* Pre- and post-use check of posters and signage.
 | Debbie Creighton ongoing. |
| **CLUBHOUSE CLEANING** | * Schedule cleaning throughout the clubhouse to reflect irregular use.
* Identify high-contact touch points for more regular cleaning (e.g. chairs, door handles inside and outside, grab rails).
* Provide sufficient waste disposal facilities.
* Remove any non-essential items that may be difficult to clean.
* Follow Public Health England guidance if a COVID-19 case is reported at the facility.
 | * Introduce a clubhouse access register to identify additional cleaning requirements between scheduled activities.
* A responsible person to check cleaning has taken place as planned.
* Weekly stock check (cleaning products).
* Empty waste facilities regularly.
* Brief all workers/volunteers on Public Health England guidance for reported COVID-19 cases.
 | Debbie Creighton weekly.. |
| **CLEANING** **OUTBUILDINGS & STORED EQUIPMENT** | * Identify high-contact touch points on outbuildings for more regular cleaning (e.g. door handles, grab rails, container levers).
* Clean high contact touch points on ground maintenance machinery before and after use.
* Clean all equipment taken from storage before and after use
 | * Cleaning products appropriately placed to encourage compliance.
* Weekly stock check hygiene and cleaning products.
 | Any individual using stored equipment, prior to and after use. |
| **PROVISION OF FOOD or DRINKS** | * Maximum one volunteer in the kitchen preparing food, plus one volunteer at the serving hatch. Volunteers will wear face protective masks or visors.
* Maximum two volunteers behind the bar, volunteers a clear order and collection point.
* Use of crockery or utensils minimised, but when used must be thoroughly cleaned before re-use. Use disposable plates and cups.
* No sharing of condiments, with only throw away sachets available.
* Limit the use of cloth towels.
 | * Provide non-contact outdoor bin.
* Weekly stock check of disposable catering items.
 | * Volunteers while providing food/drink service.
* Club to provide PPE ongoing
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